



Specific requirements for suppliers

Electropoli Poland sp. z o.o.

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These general requirements are a mandatory appendix to agreements with the supplier or contractor.

Failure to comply with these requirements may result in termination of work performed in Electropoli Poland site, breach of the agreement, and possible legal consequences.

Date :

Signature:

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Table of Contents

1. Application.....	2
2. General provisions.....	2
3. Distribution of Electropoli Poland suppliers.....	3
4. Quality requirements for individual groups of suppliers	3
4.1. Directly Productive Chemical Materials, Intermediate Chemical Materials, Production Components (Group 1,2,3);.....	3
4.2. External Laboratories (Group 4);.....	5
4.3 Production Tooling (Group 5);.....	6
4.4 Carriers (Group 6);.....	7
4.5 Services affecting production (Group 7);	7
4.6. Other products and services (Group 8);.....	8
4.7. Requalification.....	9
5. Supplier assessment.....	9
6. Supplier escalation procedure.....	9
7. Environmental requirements	10
8. Code of Business Conduct	11
9. List of Attachments.....	11

1. Application

These requirements are designed to clarify the guidelines for the transmission of documentation required by this specification and the transfer of products conforming to Electropoli Poland.

2. General provisions

It is the responsibility of the supplier to deliver the products and services required by Electropoli Poland and its customers. Also, the responsibility of the supplier is to keep the company up-to-date with any changes that affect the quality of the delivered product/service or the health and safety, environmental and other (including legal) requirements.

Each supplier is obliged to maintain confidentiality against Electropoli Poland. Each supplier is obliged to sign a declaration of confidentiality sent by Electropoli Poland.

The supplier of new products, processes or services should assure Electropoli Poland its ability to perform a product or service on compliance with all specifications and anticipated quantitative levels, guaranteeing the efficiency of the manufacturing process or service.

The supplier is obliged to send invoices by e-mail to: purchase.invoices@electropoli.pl and placing on any invoice issued to Electropoli Poland the order number or contract on the basis of which the invoice was issued, unless Electropoli Poland decides otherwise.

3. Distribution of Electropoli Poland suppliers

Electropoli Poland divides its suppliers into 8 groups:

GROUP 1 - Directly Productive Chemical Materials;

GROUP 2 - Intermediate Productive Chemical Materials;

GROUP 3 - Production Components;

GROUP 4 - External laboratories;

GROUP 5 - Production Tooling;

GROUP 6 - Carriers;

GROUP 7 - Services that affect production;

GROUP 8 - Other products and services.

4. Quality requirements for individual groups of suppliers

4.1. Directly Productive Chemical Materials, Intermediate Chemical Materials, Production Components (Group 1,2,3);

According to the current ISO 9001 standard as a minimum for automotive suppliers, the supplier is required to maintain and continuously improve the quality system. Thanks to the Quality Management System, the supplier should achieve the required goal of zero errors - 0 PPM

Supplier approval process

In order to qualify the supplier by Electropoli Poland the supplier is obliged to provide a certified copy of the Management System (issued by accredited certification organization), at least ISO 9001 and ISO 14001 if the supplier has one.

If the supplier does not have a certified management system, it can be approved by the positive result of the other party's audit of compliance with the requirements of ISO 9001. Such supplier will be supervised by the annual audit of the other party.

The supplier is obliged to complete the printing of "Supplier Qualification Sheet" - Attachment no. 1. After the approval of the sheet by Electropoli Poland the supplier is entered into the list of qualified suppliers of Electropoli Poland.

Production process and product approval

The production process and product approval is done through the PPAP process according to the AIAG PPAP manual and where it is reasonable- also by the process compatible with VDA 2, unless Electropoli Poland decides otherwise. The PPAP or VDA 2 process must also be initiated when:

- There have been technical modifications to the product (construction, material),
- New tools have been used,
- There was a change of the supplier of goods or services,
- There was a production break for 12 months,
- There have been changes in production processes,
- There have been changes in control methods,

- The location of the machine has changed.

Serial deliveries

Release of the product involves the approval of the prototype of the product or service.

Suppliers are required to:

- deliver the Certificate of Analysis COA of the batch of goods by mail to the following e-mail address: chemiczny@electropoli.pl in case of delivery do Bielsko Biała and ns-chemiczny@electropoli.pl in case of delivery to Nowa Sól., at the latest on the day of delivery to the Electropoli Poland warehouse;

The supplied quality certificate must be in accordance with the product data sheet. Full compliance of the test methodology, tolerance / specification limits and the range of parameters tested are required.

- Provide current reference plates in the quantity indicated by Electropoli Poland or batch panels on request of Electropoli Poland (for suppliers indicated by Electropoli Poland).

Supplied reference plates must have such information as:

- Colour code;
- Thickness of plate coating - according to presented documents;
- Gloss;
- Expiry date.

Plates cannot contain batch numbers unless Electropoli decides otherwise. Each plate must be bound in a paper wrap.

Sub-suppliers

Supplier is obliged to ensure that the provisions of this manual also apply to all of its suppliers.

Electropoli Poland retains the right to audit sub-suppliers, but the supplier is not relieved of sub-suppliers' responsibility for Electropoli Poland.

The supplier at Electropoli Poland's request is required to provide a copy of the supplier audits.

Complaints

If the supplier fails to provide the services or parts thereof, or the service or part thereof is defective, Electropoli Poland will issue a complaint to which the supplier is obliged to respond within 24 hours of the delay or defect by Electropoli Poland in the form of a structured 8 steps proceeding solving the problem (G8D) - Attachment No. 8. A full report presenting the analysis of the problem along with long-term actions should be submitted to Electropoli Poland for up to 10 days, together with a complete set of evidence approving the complaint actions.

Electropoli Poland reserves the right to reimburse defective supplies and charge the supplier with all costs associated with the complaint. Every time you receive a legitimate complaint, you will be charged the supplier with administrative costs of 300 PLN or 75 €.

In the event that the actions did not bring expected improvement, Electropoli Poland will introduce an external unit that will make 100% of the next three deliveries. The cost of additional inspection is borne by the supplier.

Allowance for deviations in production / product

In the event of deviations from the specifications / requirements, Electropoli Poland must confirm in writing the deviations in the product characteristics before delivery of the product / service.

Identification

Identification of the package should include:

- Quantity of parts in packaging,
- The total weight of the package,
- Date of manufacture,
- Expiry date (if applicable)
- Product number,
- Product name.

The label should be placed on each package in a visible place.

Transport

On the supplier side is to ensure that parts / materials are transported to the customer without external damage disqualifying the products. The transport service must meet all requirements arising from the characteristics of the transported product (including ADR transport and printout of temperature monitoring) and other requirements, including legal requirements, unless Electropoli Poland decides otherwise.

4.2. External Laboratories (Group 4);

Supplier approval process

In order to qualify the supplier by Electropoli Poland the supplier is obliged to provide a copy of the ISO 17025 certificate with the scope of accreditation, unless Electropoli Poland decides otherwise. If the supplier has a certified management system (issued by accredited certification organization) it is obliged to send a copy of the certificate.

The condition of the approval by the external laboratory is that the supplier fill the print "Supplier Qualification Sheet" - Attachment No. 2. Upon approval of the sheet, the supplier is placed on the list of qualified suppliers of Electropoli Poland.

Service order

Laboratories providing research services are obliged to send a full and in accordance with the offer and / or order the report in .pdf format to research@electropoli.pl email unless Electropoli Poland decides otherwise. The report must be signed by the person responsible for issuing it and must be sealed by the service provider.

Laboratories providing calibration services are obliged to send the original of the certificate of the traditional postal certificate and a copy of the certificate to the email address-badania@electropoli.pl. The calibration certificate must be signed by the person responsible for issuing it and the service provider's data stamped.

Electropoli Poland products or services for research and testing must be retained until written information from Electropoli Poland is available on the possibility of their disposal or scrapping.

Sub-suppliers

Supplier is obliged to ensure that the provisions of this manual also apply to its suppliers.

Electropoli Poland retains the right to audit sub-suppliers, but the supplier is not relieved of sub-suppliers' responsibility for Electropoli Poland.

Complaints

Electropoli Poland reserves the right to send a complaint to the supplier in the event of deviations from the offer and / or order. Within 10 days of issuing the complaint the supplier is obliged to address the cause of the problem and how to prevent it from happening in the future.

Electropoli Poland reserves the right to return incomplete or incompatible documentation to the submitted offer and / or order. The supplier is then obliged to send the correct documentation, in accordance with the offer and / or the order. If you need to conduct a new series of tests due to the fault of the service provider, all costs will be borne by the service provider. Every legitimate claim, is related to the charging to vendor for a charge of PLN 300 or € 75.

4.3 Production Tooling (Group 5);

According to current and current ISO 9001 standard as a minimum for automotive suppliers, the supplier is required to maintain and continuously improve the quality system. Thanks to the Quality Management System, the supplier should achieve the required goal of zero errors - 0 PPM

Supplier approval process

Condition of the supplier's approval is supplemented by the filling of "Supplier Qualification Sheet" - Attachment No. 3. Upon approval of the sheet, the supplier is placed on the list of qualified suppliers of Electropoli Poland.

The supplier is also required to provide a certified copy of the Management System (issued by accredited certification organization), at least ISO 9001 and ISO 14001 if the supplier has one.

If the supplier does not have a certified management system at least ISO 9001, it can be approved by the positive result of the customer visit in supplier plant.

Production process and product approval

Serial deliveries may take place after the product has been approved by Electropoli Poland. Release of the product involves the approval of the product or service through the production tools approval sheet - Annex No. 9

Sub-suppliers

The supplier is obliged to ensure that the provisions of this manual also apply to his suppliers who carry out the orders and fulfil them.

Electropoli Poland retains the right to audit sub-suppliers, but the supplier is not relieved of sub-suppliers' responsibility for Electropoli Poland.

Complaints

Electropoli Poland reserves the right to reimburse defective supplies and charge the supplier for costs incurred as a result of delivered incompatible products. Electropoli Poland reserves the right to issue an official complaint, which the supplier must respond to within 24 hours and complete the activities in a structured 8-step proceeding solving the problem (G8D) - Attachment 8. The supplier is required to submit all activities within 10 days.

Upon return of defective supplies, the supplier is obliged to immediately repair or deliver new products or services conforming to the requirements of Electropoli Poland. Every legitimate claim, is related to the charging to vendor for a charge of PLN 300 or € 75.

Identification

The supplier is required to place a serial number on each piece of delivered product, unless Electropoli Poland decides otherwise.

Transport

The supplier must ensure that the goods / services are transported to the customer without external damage disqualifying the goods. The transport service must meet all quality and regulatory requirements unless Electropoli Poland decides otherwise.

4.4 Carriers (Group 6);

Supplier approval process

In order to qualify the supplier by Electropoli Poland, the supplier is obliged to provide copies of current national and / or international licenses. If the supplier has a certified management system he is obliged to send a copy of the certificate. The supplier is obliged to fill out the "Qualification Supplier's Sheet" - Attachment No. 4 Upon approval of the sheet, the supplier is placed on the list of qualified suppliers of Electropoli Poland.

Sub-suppliers

Supplier is obliged to ensure that the provisions of this quality control manual also apply to its suppliers.

Electropoli Poland retains the right to audit sub-suppliers, but the supplier is not relieved of sub-suppliers' responsibility for Electropoli Poland.

Complaints

If the supplier fails to provide the services or parts thereof, or the service or part thereof is defective, Electropoli Poland will issue a complaint to which the supplier is obliged to respond within 24 hours of the delay or defect by Electropoli Poland in the form of a structured 8 steps proceeding solving the problem (G8D) - Attachment No. 8. A full report presenting the analysis of the problem along with long-term actions should be submitted to Electropoli Poland for up to 10 days, together with a complete set of evidence approving the complaint actions.

Electropoli Poland reserves the right to return defective supplies and charge the supplier all the costs associated with the complaint. Every legitimate claim, is related to the charging to vendor for a charge of PLN 300 or € 75.

4.5 Services affecting production (Group 7);

Supplier approval process

In order to qualify, the supplier is obliged to fill the sheet "Supplier Qualification Sheet" - Attachment No. 5 After approval of the supplier, he is entered into the list of qualified suppliers of Electropoli Poland.

The supplier is also required to provide a certified copy of the Management System, (issued by accredited certification organization) at least ISO 9001 and ISO 14001 if the supplier has one.

If the supplier does not have a certified management system, it can be approved by the positive result of the other party's compliance with the requirements of ISO 9001. Such supplier will be supervised by the annual audit of the other party.

Approval of the product or service

Product or service approval is made through the PPAP process according to the AIAG PPAP manual or through the VDA 2 process, unless Electropoli Poland decides otherwise. The PPAP or VDA 2 process must also be initiated when:

- There have been technical modifications to the product (construction, material),
- New tools have been used,
- There was a change of the supplier of goods or services,
- There was a production break for 12 months,
- There have been changes in production processes,
- There have been changes in control methods,
- The location of the machine has changed.

Complaints

If the supplier fails to provide timely services or parts thereof Electropoli Poland will issue a complaint to which the supplier is obliged to respond within 24 hours from late arrival or defect by Electropoli Poland in the form of a structured 8-step resolution of the problem (G8D) - Attachment No. 8.

A full report presenting the analysis of the problem along with long-term actions should be submitted to Electropoli Poland for up to 10 days, together with a complete set of evidence approving the complaint actions.

Electropoli Poland reserves the right to return defective supplies and charge the supplier all the costs associated with the complaint. Every legitimate claim, is related to the charging to vendor for a charge of PLN 300 or € 75.

Sub-suppliers

Supplier is obliged to ensure that the provisions of this quality control manual also apply to its suppliers.

Electropoli Poland retains the right to audit sub-suppliers, but the supplier is not relieved of sub-suppliers' responsibility for Electropoli Poland.

4.6. Other products and services (Group 8);

Supplier approval process

Group 8 suppliers are not subject to the vendor approval process.

Complaints

If the supplier does not provide timely services or parts thereof, or parts thereof are defective, Electropoli Poland will issue a complaint, which the supplier is obliged to respond within 24 hours of the delay or finding defect by Electropoli Poland.

Sub-suppliers

The Supplier is obliged to ensure that the provisions of this Quality Control Manual are also applicable to its subcontractors who carry out the orders and fulfil them.

4.7. Requalification;

Requalification shall be performed by suppliers from 1st and 3rd group unless otherwise instructed. Requalification should include all PPAP documentation and concern all materials supplied to Electropoli Poland. Requalification should be carried out on an annual base, where the first requalification must be done one year after PPAP approval.

5. Supplier assessment

Serial supplier assessment

The supplier will be assessed if he was qualified for a list of Electropoli Poland qualified suppliers. The subject of assessment are suppliers from groups 1-7.

The supplier is evaluated once a year according to the supplier rating card. Suppliers from groups 1,2,3,5,6,7 - Attachment 6, Suppliers from Group 4 - Attachment No. 7

The assessment required for the supplier from each group is A or B, and only the status of qualified supplier can be maintained.

Electropoli Poland reserves the right to impose on the supplier the escalation procedure, min. Level 1, according to item 6 of this manual.

In the case of rating C, the exclusion procedure is automatically applied to the supplier, level 3, in accordance with item 6 of this manual.

6. Supplier escalation procedure

The escalation procedure is designed to solve the occurring problems. The procedure consists of the following four levels:

Level 0 - Problem at the supplier

In the event of repeated problems, the supplier is escalated to level 0. The supplier will resolve the problem as described in the "complaints" section of this manual. The effectiveness of the taken actions must be confirmed by evidence of closure of actions sent by the supplier or direct visit of the customer at the supplier's premises. The maximum duration of escalation at the first level is 1 month or 3 consecutive deliveries. At the time of confirmation of the effectiveness of the action, the supplier will be informed of the exit from the escalation procedure.

Level 1 - Suppliers failed to solve the problem on their own.

The supplier is introduced in level 1 escalation when actions taken at level 0 are ineffective or when a critical problem threatens the quality and timely delivery to the target customer. Electropoli Poland reserves the right to meet with the supplier to discuss any problems. The supplier is obliged to attend a fixed meeting in a composition that will allow a full analysis of the problem. Independently the supplier will develop and implement an action plan to eliminate the problem. Electropoli Poland will verify the activities and reserves the right to conduct a process audit at the supplier's premises. The maximum duration of escalation at the first level is 1 month or 3 consecutive deliveries. At the time of confirmation of the effectiveness of the action, the supplier will be informed of the exit from the escalation procedure.

Level 2: The supplier needs external help to meet the requirements of this manual.

The supplier is introduced in level 2 escalation when actions taken at Level 1 are ineffective or when a critical security problem occurs. The management of the supplier will be informed about the level of escalation. The supplier is obliged to follow the escalation rules of level 2 and additionally ensure 100%

compliance of the product with the requirements of Electropoli confirmed by an additional identification label. Electropoli Poland will arrange a meeting with the supplier to discuss the problems. The supplier is obliged to attend a fixed meeting in a composition that will allow for a full analysis of the problem (including supplier management). Once the action plan is established, the supplier is obliged to immediately implement the action. Electropoli Poland will verify the activities and reserves the right to conduct a process audit at the supplier's premises. The maximum duration of escalation at level 2 is 2 months or 5 further deliveries. At the time of confirmation of the effectiveness of the action, the supplier will be informed of the exit from the escalation procedure.

Level 3: Supplier does not meet Electropoli Poland requirements.

Action taken at Level 2 is ineffective. Top management and Electropoli management will be informed about the level of escalation. Electropoli Poland will introduce an external control unit at Electropoli Poland to ensure the quality of the supply. Any incurred costs associated with the introduction of third parties will be transferred to the supplier. Supplier will be blocked for new offers unless Electropoli Poland decides otherwise. If the supplier fails to show improvement or fails to do so, Electropoli Poland reserves the right to find an alternate supplier for the current procurements. Maximum duration of escalation at level 3 is 2 months or 8 consecutive deliveries. At the time of confirmation of the effectiveness of the action, the supplier will be informed of the exit from the escalation procedure.

If the escalation process is completed, the supplier will be informed by the "History of escalation process" printed with the number: - Attachment No. 10.

7. Environmental requirements

Environmental requirements must comply with the ISO 14001 standards applied by Electropoli Poland and the general environmental requirements for suppliers. Electropoli Poland Sp. z o.o. has implemented and applies the Environmental Management System according to ISO 14001 and requires that the service provider for Electropoli Poland follow the procedures in force in this area in Electropoli Poland, in particular:

- The segregation of waste should only be placed in appropriately marked waste containers located in the premises,
- All other wastes arising from work performed on Electropoli Poland by external companies may not be left in Electropoli Poland, but must be taken by the contractor for such work to be neutralized or otherwise disposed of,
- The prohibition of pouring any substance into the sewer,
- Used in Electropoli Poland, motor vehicles must be technically sound so as not to endanger the environment, while their engines must be off,
- Ensuring order during work on Electropoli Poland,
- Immediate response i.e. reporting to Electropoli Poland supervisor if irregularities such as smoke, spills, unsafe containers of hazardous materials, etc. are reported.
- All work performed by external companies in Electropoli Poland must be performed in accordance with applicable health and safety regulations and after obtaining a permit issued by the Department of Safety and Environmental Protection.

Full document on Safety Requirements for firefighting and environmental protection for contractors and subcontractors of Electropoli Poland can be found at www.electropoli.pl
The supplier (if applicable to the materials supplied) is required to meet all the requirements of the REACH Regulation.

8. Code of Business Conduct

All suppliers and subcontractors of Electropoli Poland shall comply with the core rules of the business code covering human rights, fair employment and business ethics, paying particular attention to:

- respecting dignity, privacy, and rights of every human being;
- prohibiting behaviour, including gestures, language and physical contact of a sexual nature, using coercion, threatening, abusive or exploitative behaviour;
- stopping discrimination of employment;
- prohibiting the employment of children at work in accordance with applicable laws and regulations;
- prohibiting forced labour, and permitting the employees to free termination after reasonable notice;
- fair remunerations of the employees and compliance with laws and regulations on the remuneration;
- rules and regulations on working hours, including the overtime limit;
- respecting the rights of the employee to freedom of association and collective bargaining;
- refraining from all forms of corruption, extortion and bribery;
- respecting the intellectual property of other parties, including Electropoli Poland;
- compliance with laws and regulations governing the international trade and export control.

9. List of Attachments

1. Attachment no. 1 - Supplier Approval Sheet for Groups 1,2,3.
2. Attachment no. 2 - Supplier Approval Sheet for Group 4.
3. Attachment no. 3 - Supplier Approval Sheet for Group 5.
4. Attachment no. 4 - Supplier Approval Sheet for Group 6.
5. Attachment no. 5 - Supplier Approval Sheet for Group 7.
6. Attachment no. 6 - Supplier rating card for groups 1,2,3,5,6,7.
7. Attachment no. 7 - Supplier rating card for group 4.
8. Attachment no. 8 - G8D Report.
9. Attachment no. 9 - Production Tooling Approval Sheet
10. Attachment no. 10 - History of escalation process.