



Supplier Specific Requirements Electropoli Poland Sp. z o.o.

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These general requirements are a mandatory annex to the contracts with the supplier or contractor.

Non-compliance with the following requirements may result in the cessation of work carried out on the premises of Electropoli, termination of the contract, and possible legal consequences.

Date:

Supplier's Signature:

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1. Application

The purpose of these requirements is to clarify the guidelines for the submission of the documentation specified in the relevant requirements of this specification and for the submission of products that meet the expectations of Electropoli.

2. General Terms

The primary obligation of the supplier is to read and confirm compliance with the requirements contained in the document "Supplier Specific Requirements" of Electropoli, to provide a completed "Suppliers Questionnaire" Appendix no. 1.

In addition, it is the supplier's responsibility to provide products and services in accordance with the requirements of Electropoli and its customers. It is the supplier's responsibility to keep the company informed about any changes affecting the quality of the product/service provided or the requirements related to health and safety and fire protection, Environmental and Climate Protection, the Code of Ethics of the Electropoli Group and other requirements (including legal requirements).

Each supplier is obliged to maintain confidentiality towards Electropoli as well as to provide a signed document "Electropoli NDA PL-EN" (Non-Disclosure Agreement) - Appendix No. 2.

The supplier of products, processes or services must guarantee to Electropoli its ability to carry out the product or service in accordance with all specifications and the expected quantitative level, guaranteeing the efficiency of the production processes or services.

The Supplier is obliged to send invoices by e-mail to the following address: purchase.invoices@electropoli.pl and to include the order number or contract number on the basis of which the invoice was issued on each invoice issued to Electropoli Poland Sp. z o.o., unless Electropoli decides otherwise.

3. Classification of Electropoli suppliers

Electropoli classifies suppliers into 8 groups:

- GROUP 1 – Direct Production Chemical Materials;
- GROUP 2 – Indirect Production Chemical materials;
- GROUP 3 – Production Components;
- GROUP 4 – External laboratories;
- GROUP 5 – Production tooling;
- GROUP 6 – Transport;
- GROUP 7 – Services affecting production;
- GROUP 8 – Other (auxiliary) services or products.

4. Quality Requirements

4.1 General requirements for suppliers in each group

4.1.1 Direct Production Chemical Materials, Indirect Production Chemical Materials, Production Components (Group 1,2,3);

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

Supplier's Approval Process

In order to qualify a supplier by Electropoli, the supplier is required to provide a copy of a certified Management System such as IATF 16949, ISO 9001, ISO 14001, 45001 (carried out by an accredited body).

The condition for the supplier's qualification is to have a minimum of ISO 9001 and ISO 14001 system certification. If the supplier does not have any certified management system, it may be approved conditionally by a positive result of a second-party audit and in accordance with Electropoli's internal procedures.

The condition for supplier approval is to complete "Suppliers Questionnaire" the form in Appendix no. 1. Once the document has been approved by Electropoli and the other required documents have been provided, the supplier is included in the list of qualified suppliers of Electropoli.

Manufacturing Process & Product Approval

The manufacturing process and product approval is carried out through a PPAP process in accordance with the AIAG manual and, where applicable, also through a process in accordance with VDA 2, unless otherwise decided by Electropoli.

In order for a product to be approved, the supplier must submit the following:

- Technical data sheet of the product,
- Up-to-date safety data sheet,
- Completed and signed PSW,
- IMDS – where applicable,
- Color Panel (CP) – where applicable

The provided color panel (CPs) must have information such as:

- color code,
- coat thickness - in accordance with the presented documents,
- gloss,
- expiry date.

Color Panel must not contain production batch numbers unless otherwise specified by Electropoli. Each panel must be bound in a paper dust jacket.

In addition, the PPAP or VDA 2 process must also be initiated when following occurs:

- technical modifications of the product (construction, material),
- new tools have been used,
- there has been a change in the supplier of products or services,
- there was a break in production for a period of 12 months or longer,
- there have been changes in production processes,
- there have been changes in control methods,
- there has been a change in the location of the machines.

Serial deliveries

Suppliers are obliged to:

- Each time, no later than on the day of delivery to the Electropoli warehouse, deliver the Certificate of Analysis (COA) for a given batch of goods by e-mail to the following e-mail address: chemiczny@electropoli.pl in the case of deliveries to Bielsko-Biała and ns-chemiczny@electropoli.pl in the case of deliveries to Nowa Sól.

The provided Certificate of Analysis (COA) must be in accordance with the sample and provided Technical data sheet of the product. Full compliance of the test methodology, tolerance limits/specifications and the range of tested parameters are required.

- Provide to each batch up-to-date Batch Panel (BP) in the quantity indicated by Electropoli (applies to suppliers indicated by Electropoli).

Supplied Batch Panel (BP) must have information such as:

- color code
- batch number.

Permission for deviations in production/product

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

Identification

The identification of the package should include:

- number of parts in the package,
- the total weight of the package,
- date of manufacture,
- expiration date (if applicable),
- product number,
- the name of the product.

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

Transport

It is the supplier's responsibility to ensure that the parts/materials are transported to Electropoli without any external damage that disqualifies the products. The transport service must meet all the requirements resulting from the characteristics of the transported products (including ADR transport with temperature monitoring printout) and other requirements, including legal ones, unless Electropoli decides otherwise.

4.1.2 External laboratories (Group 4);

Supplier's Approval Process

In order for a supplier to be qualified by Electropoli, the supplier is required to provide a copy of the ISO 17025 certificate along with the scope of accreditation, unless Electropoli decides otherwise. If the supplier has a certified management system (obtained by an accredited certification body), they are obliged to send a copy of the certificate.

The condition for supplier approval is to complete "Suppliers Questionnaire" the form in Appendix no. 1. Once the document has been approved by Electropoli and the other required documents have been provided, the supplier is included in the list of qualified suppliers of Electropoli.

Service Request

Laboratories providing testing services are obliged to send a full report in pdf format in accordance with the offer and/or order to the e-mail address of badania@electropoli.pl, unless Electropoli decides otherwise. The report must be signed by the person responsible for issuing it and must be stamped with the service provider's details.

Laboratories providing calibration services are required to send the original calibration certificate to the e-mail address badania@electropoli.pl. The calibration certificate must be signed by the person responsible for issuing it and stamped with the service provider's details.

Items submitted for testing must not be disposed of/scrapped prior to receiving official approval from Electropoli.

4.1.3 Production Equipment (Group 5);

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

Supplier's Approval Process

The condition for supplier approval is to complete "Suppliers Questionnaire" the form in Appendix no. 1. Once the document has been approved by Electropoli and the other required documents have been provided, the supplier is included in the list of qualified suppliers of Electropoli.

Tooling Approval Process

Serial deliveries can take place after prior approval of the tooling by Electropoli. Tooling approval is made through the "Production Tooling Approval Sheet" – Appendix No. 3.

Identification

The supplier is obliged to affix the catalogue number to each piece of the product supplied, unless otherwise specified by Electropoli.

Transport

The supplier must ensure that the production equipment is transported to Electropoli without any disqualifying damage. The transport service must meet all quality and legal requirements.

4.1.4 Transport (Group 6);

Supplier's Approval Process

The condition for supplier approval is to complete "Suppliers Questionnaire" the form in Appendix no. 1. Once the document has been approved by Electropoli and the other required documents have been provided, the supplier is included in the list of qualified suppliers of Electropoli.

4.1.5 Services affecting production (Group 7);

Supplier's Approval Process

The condition for supplier approval is to complete "Suppliers Questionnaire" the form in Appendix no. 1. Once the document has been approved by Electropoli and the other required documents have been provided, the supplier is included in the list of qualified suppliers of Electropoli.

In order to qualify a supplier by Electropoli, the supplier is required to provide a copy of a certified Management System such as IATF 16949, ISO 9001, ISO 14001, 45001 (carried out by an accredited body).

The condition for the supplier's qualification is to have a minimum of ISO 9001 and ISO 14001 system certification. If the supplier does not have any certified management system, it may be approved conditionally by a positive result of a second-party audit and in accordance with Electropoli's internal procedures.

Service Approval

Approval of the service is carried out through the PPAP process in accordance with the AIAG PPAP manual or through the VDA 2 process, unless Electropoli decides otherwise.

In addition, the PPAP or VDA 2 process must also be initiated when following occurs:

- technical modifications of the product (construction, material),
- new tools have been used,
- there has been a change in the supplier of products or services,
- there was a break in production for a period of 12 months or longer,
- there have been changes in production processes,
- there have been changes in control methods,
- there has been a change in the location of the machines.

4.1.6 Other (auxiliary) services or products, (Group 8);

Supplier's Approval Process

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

4.2 Complaints

Complaints

If the supplier does not provide services or materials in a timely manner, or the service/material is defective, Electropoli reserves the right to send a complaint to the supplier.

In the event of receiving a complaint, the Supplier is obliged to:

- Provide confirmation of immediate action within 24 hours,
- Present a full analysis and corrective actions taken in the form of an "8D Report" within a maximum of 7 working days Appendix no. 4,
- Provide evidence of the activities implementation within the time limit agreed with Electropoli.

Electropoli reserves the right to return defective deliveries and charge the supplier with all costs related to the complaint. Each time a justified complaint is received, the supplier is charged with administrative costs in the amount of PLN 300 or €75.

In the event that the measures taken have not brought the expected improvement, the problem reoccurs, Electropoli may introduce an external provider that will carry out 100% control of deliveries until the problem is permanently resolved. In this case, the rules listed in the escalation point may be applied. The costs of the additional control will be passed on to the supplier.

4.3 Requalification;

Products supplied by suppliers from groups 1, 2 and 3 are requalified, unless otherwise specified. The requalification should cover all PPAP documentation and apply to all materials supplied to Electropoli. Requalification should be carried out on an annual basis, where the first requalification is performed one year after the approval of the PPAP. The supplier is obliged to keep the evidence of the requalification and, if necessary, to make it available within 48 hours of receipt of the relevant request.

4.4 Sub-suppliers

It is the supplier's responsibility to ensure that the provisions of this document also apply to all of its suppliers.

Electropoli retains the right to audit sub-suppliers, but the supplier is not exempt from liability for the sub-supplier in relation to Electropoli.

At the request of Electropoli, the supplier is obliged to provide copies of the supplier audits carried out.

5. Supplier Evaluation

Supplier Evaluation

The supplier evaluation is based on the following indicators:

- Number of complaints,
- PPM
- Verification of the precision of deliveries,
- Impact on the customer,
- Supplier's escalation.

A supplier who has been qualified for the list of qualified suppliers of Electropoli is evaluated. Suppliers from group 1-7 are evaluated.

The supplier is assessed in the Monthly Supplier Monitoring. The supplier is informed about its results by means of the "Supplier Evaluation Sheet" appendices no. 5 and 6 once a year, unless there is a need for escalation.

The required rating for a supplier in each group is A or B and only then the status of a qualified supplier can be maintained.

With B rating, Electropoli reserves the right to implement an escalation procedure on the supplier, at least level 1, in accordance with paragraph 6 of this document.

In the case of C assessment, a level 3 escalation procedure is automatically implemented on the supplier as per paragraph 6 of this manual.

6. Provider Escalation Procedure

The creation of an escalation procedure is aimed at solving the problems that arise. The procedure consists of the following three levels:

Level 1 – Supplier failed to resolve the problem on its own

A supplier is escalated into level 1 when the actions taken during the complaint process are not effective or when a critical problem occurs that threatens the quality and timeliness of deliveries to the final customer. Electropoli reserves the right to meet with the supplier to discuss any issues that have arisen. The supplier is obliged to participate in an agreed meeting in a representative team that will allow for a full analysis of the problem. Independently, the supplier will develop and implement an action plan to eliminate the problem.

Electropoli will verify the measures taken and reserves the right to conduct an audit of the process on place. The maximum duration of escalation at level one is 1 month or 3 consecutive deliveries.

Level 2 – Supplier needs external assistance to meet the requirements of this manual

A supplier is escalated into Level 2 when the actions taken at Level 1 are ineffective or when there is a critical issue that threatens security. The level of escalation will be communicated to the supplier's management. The supplier is obliged to follow the rules set out in the level 2 escalation and additionally ensure 100% compliance of the product with the requirements of Electropoli confirmed by an additional identification label. Electropoli will arrange a meeting with the supplier to discuss the issues that have arisen. The supplier is obliged to participate in an agreed meeting in a representative team that will allow for a full analysis of the problem (including the supplier's management). Once an action plan has been established, the supplier

is obliged to implement the measures immediately. Electropoli will verify the measures taken and reserves the right to conduct an audit of the process on place. The maximum duration of an escalation at level two is 2 months or 5 consecutive deliveries.

Level 3 : Supplier does not meet Electropoli's requirements

A supplier is escalated into level 3 when the actions taken at level 2 are ineffective. The supplier's top management and Electropoli's management will be informed of the level of escalation. Electropoli will introduce an external provider at the Electropoli plant to ensure the quality of deliveries. Any costs related with the introduction of external provider will be assigned to the supplier. The supplier is suspended for new quotations unless Electropoli decides otherwise. If the supplier does not show improvement in accordance with the agreed action plan or does not implement it, then Electropoli reserves the right to find an alternative supplier to fulfil the current orders. The maximum duration of escalation at level three is 3 months or 8 consecutive deliveries.

In the event of de-escalation process, the supplier will be informed about it through the "History of escalation process" form – Appendix no. 7.

7. Environmental Protection and Climate

Electropoli is constantly striving to reduce the environmental and climate impact of its operations. As such, it requires its suppliers to support its commitment to mitigating climate change, protecting the environment, including biodiversity, and protecting natural resources. Electropoli expects suppliers to conduct their business in a low-carbon and environmentally sustainable manner. In addition, it expects the goods and services to be produced in a resource-efficient manner and to meet the requirements covered by all relevant laws and conventions. Suppliers are expected to carry out ongoing environmental due diligence to identify, assess and determine potential risks in order to prevent, mitigate and mitigate negative impacts on the climate, biodiversity and natural resources.

In particular, the following are expected:

- reporting and monitoring of greenhouse gas emissions;
- energy management, energy efficiency and the use of energy from low-carbon and renewable sources;
- management of water resources, including monitoring of their quantity and quality;
- monitoring and ensuring adequate air quality,
- prevention of pollution of water, air and soil;
- implementation of the principles of the circular economy,
- receiving, reusing and recycling waste;
- protection of biodiversity, ecosystems, flora and fauna, including appropriate land management and combating deforestation;
- reducing noise emissions and preventing odour nuisance.

For the work carried out on the premises of Electropoli, the environmental requirements must comply with the ISO 14001 standards applied by Electropoli and the general environmental requirements for suppliers. Electropoli has implemented and applies an Environmental Management System in accordance with ISO 14001 and requires that those providing services to Electropoli comply with Electropoli's procedures in this regard, in particular:

- waste segregation - waste should be placed only in appropriately marked waste containers located in the plant hall,

- all other waste generated as a result of works carried out on the premises of Electropoli Poland Sp. z o.o. by external companies may not be left on the premises of the company, but must be taken away by the contractor of these works for disposal or other management,
- prohibition of pouring any substances into the sewage system,
- motor vehicles used in Electropoli must be in good technical condition so as not to pose a threat to the environment, the engines of these vehicles must be switched off when stationary,

8. Responsible Sourcing and Material Compliance

As a company, we are committed to sourcing minerals responsibly and minimizing the negative impact of hazardous substances on the environment and human health.

At Electropoli, we are determined to comply with legal requirements and customer-specific requirements regarding prohibitions and restrictions on substances, including hazardous substances, and responsible sourcing of minerals. Therefore, suppliers should ensure that the goods delivered to Electropoli meet the requirements covered by all relevant laws and conventions. In particular, this includes:

- Comply with the list of prohibited and restricted substances and, as agreed, declare any substances contained in the products supplied.
- Exercise due diligence to investigate the source of any minerals from high-risk and conflict-affected areas (conflict materials), as well as other restricted minerals used in products supplied to Electropoli.

As a responsible enterprise, we expect our suppliers to comply with all mandatory due diligence laws and regulations regarding mineral and material compliance, including tracking and preparing for future regulations and regulations.

Electropoli expects the supplier to provide the relevant declarations or statement upon request.

The Supplier acknowledges that it has read the Electropoli Group's Conflict Minerals Policy on the Electropoli website and undertakes to implement and comply with it.

9. Code of Conduct

Each of Electropoli's suppliers and subcontractors must comply with the principles of the Electropoli Group's Code of Ethics on the company's website, which includes, i.a. human rights, fair employment conditions and business ethics, paying particular attention to:

- respect for the dignity, privacy and rights of every human being;
- prohibit behaviour, including gestures, language, or physical contact of a sexual nature, coercion, threats, insults, or exploitation;
- deterring discrimination in employment;
- prohibition of child labour at work, in accordance with applicable laws and regulations;
- prohibiting forced labour and allowing workers to terminate their employment relationships freely after an appropriate period of notice;

- fair remuneration of employees and compliance with remuneration laws and regulations;
- rules and regulations regarding working hours, including the overtime limit;
- respecting workers' rights to freedom of association and collective bargaining;
- to refrain from all forms of corruption, extortion and bribery;
- respecting the intellectual property of other parties, including Electropoli;
- comply with international trade and export control laws and regulations.

10. Development and supervision

Electropoli is committed to continuous improvement of itself and its suppliers based on the available methods. Development and supervision methods include all activities that monitor and improve standards and processes at suppliers, including process audit in accordance with the "VDA 6.3" manual, simplified form of "Line Review", visits to the supplier's site, etc.

11. Occupational Health and Safety and Fire Protection

All work carried out by external companies on the premises of Electropoli must be carried out in accordance with the applicable health and safety regulations after obtaining a permit issued by the Health and Safety and Environmental Protection Department.

The basic duties of service providers in Electropoli include:

- ensuring order during work,
- immediate reaction, i.e. reporting irregularities such as smoke, leaks, unsecured containers with hazardous materials, etc. to the Electropoli supervisory officer.

The full document on Fire Protection and Environmental Protection Requirements for Electropoli's contractors and subcontractors can be found on the "<http://www.electropoli.pl>" website.

12. List of Appendices

- Appendix no. 1 – Suppliers Questionnaire
- Appendix no. 2 – Electropoli NDA PL-EN
- Appendix No. 3 - Production Tooling Approval Sheet
- Appendix no. 4 - Report 8D
- Appendix no. 5 and 6 - Supplier Evaluation Sheet
- Appendix no. 7 – History of escalation process