

# Supplier Handbook



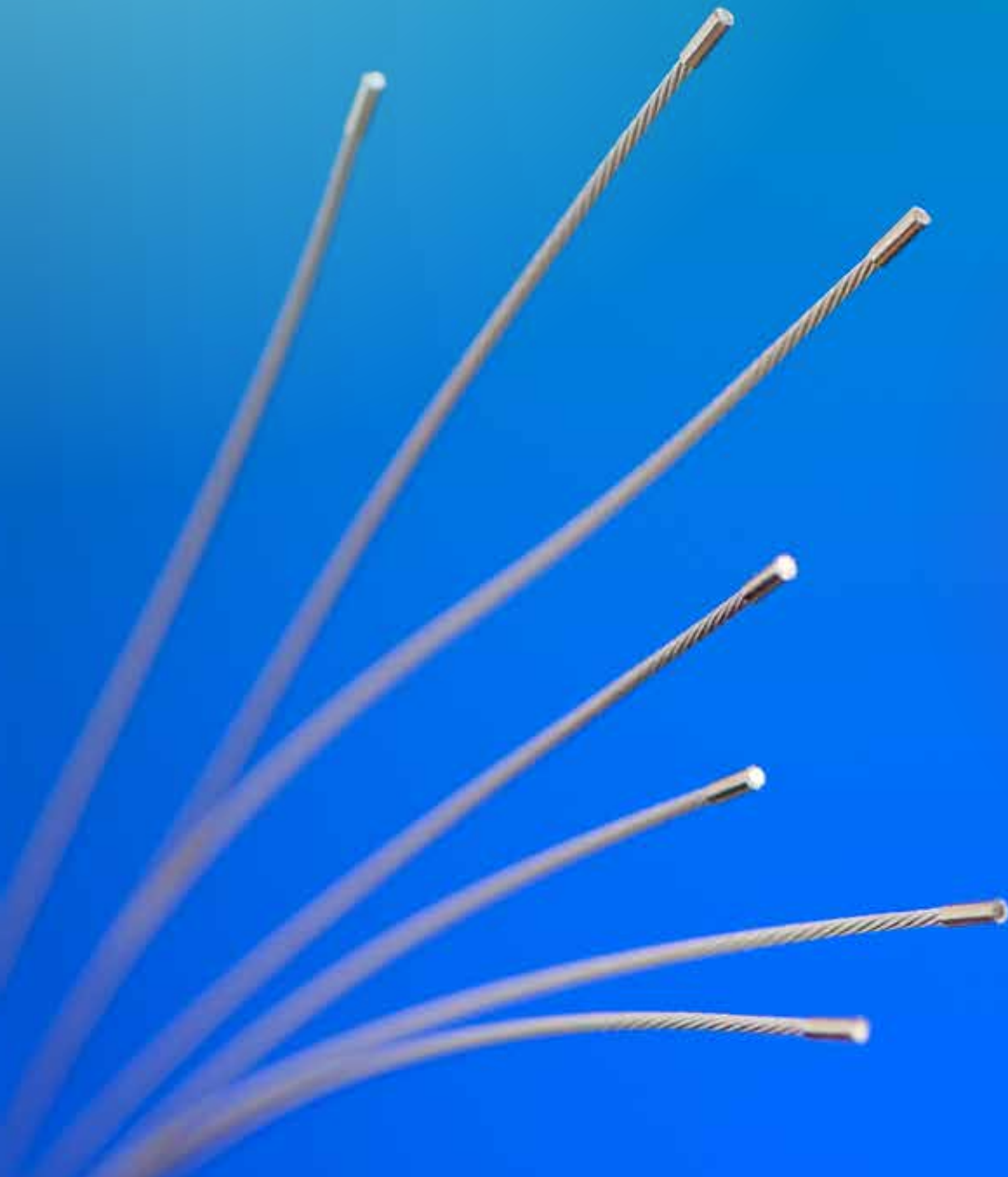
**FORT WAYNE METALS**

Turning knowledge into solutions.®

## Mission Statement

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Our company was founded and continues to grow because of our dedication to making medical grade wire. Our mission is to continually improve the quality of our products, the speed and efficiency with which we respond to our customer's requests, and our level of understanding of the materials we work with and recommend.



## Welcome

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Thank you for your interest in business opportunities with Fort Wayne Metals. Fort Wayne Metals understands and recognizes the vital role our Suppliers play in the value we offer our customers. To our existing Suppliers, we are grateful that you have chosen to do business with us. To our potential new Suppliers, we appreciate the opportunity to provide information about Fort Wayne Metals.

## Values

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The following values are fundamental to the success of our company:

- Our people are the source of our strength.
- The quality of our products and services, the culture within our organization, and our support of the community are the basis by which we are judged.
- We meet tomorrow's challenges by maintaining direct customer relationships, by being innovative leaders in our field, and utilizing technology to advance our research and our processes.
- We respect our customers' need for confidentiality.
- We must remain profitable to sustain growth and provide for return for shareholders.

Our employees are expected to follow these values in all aspects of business, including dealings with suppliers.

Fort Wayne Metals wants to develop relationships with suppliers who follow the expectations set forth in this document. We will work with suppliers to establish action plans to assist them in conforming to any expectations that are deemed to be in need of improvement.

By communicating these expectations, Fort Wayne Metals is not conferring on any third party's rights, remedies or obligations.



# Supplier Handbook

## Purpose and Scope

The purpose of this Supplier Handbook is to clearly communicate our expectations to all new and existing external Suppliers. These expectations shall apply to the development and manufacture of all products and services supplied to Fort Wayne Metals. As a supplier, you are critical to our success in delivering high-quality product to our customers at the right time, therefore it is important for us to set expectations, identify gaps and track progress of gap resolution. Fort Wayne Metals considers preferential long-term relationships with those Suppliers who have achieved, or who are committed to achieving, these requirements. The expectations may take the form of a separate Quality Agreement, or an exhibit or addendum to, or content in a purchase order or other agreement. They also encompass the expectation set forth in this Handbook as well as in other documents such as engineering specifications. The expectations within this Handbook are provided as a supplement, not as a replacement for or altering of the terms or conditions of any agreements, engineering drawings, purchase orders, or specifications. To the extent the terms of this Handbook conflict with the terms of agreements, engineering drawings, purchase orders or specifications, the terms of the agreement, engineering drawings, purchase orders or specifications will control.

Complex global regulatory compliance obligations, customer driven requirements combined with corporate social responsibility and sustainable practices require companies to demand transparency in the products and services they are sourcing and their suppliers. To mitigate the risks and comply with various global regulations of supplied products and services, Fort Wayne Metals suppliers will be required to supply information.

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**NOTE:** Acceptance of a Fort Wayne Metals Research Products Corp Purchase Order (PO) constitutes acknowledgment that the Supplier has read, understands, and will comply with the expectations of this Supplier Handbook.

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## 1.0 Social Responsibility

### 1.1 Child Labor

All workers must be at least the minimum working age required by local laws and customs. All workers must be made aware of any exposure to conditions that are hazardous to health and safety and the age of these exposed workers must be comply with local laws and customs. Workers must use the appropriate personal protective equipment.

### 1.2 Forced Labor

Suppliers shall not use involuntary labor of any kind, including slave labor, indentured/debt labor, forced labor or prison labor for profit-making enterprises. Suppliers shall not require monetary deposits or retain identity papers or work permits as a condition of work.

### 1.3 Workplace

Supplier shall provide all workers with access to a safe and sanitary workplace including, but not limited to, accessible and clean toilets, safe drinking water, sanitary facilities for food storage and adequate fire exits. Suppliers are expected to have a worker health and safety program addressing physical, chemical and biological hazards in the workplace.

### 1.4 Equal Opportunities

Suppliers shall provide equal opportunity to all applicants and workers without regard to race, religion, gender, national origin, ancestry, disability, veteran status, sexual orientation, or any other status protected under applicable law.

### 1.5 Abuse

Workers shall not be subjected to corporal punishment, mental coercion, physical contact, sexual coercion, verbal abuse or the use of gestures, language or graphic materials that are threatening, abusive or exploitive.

### 1.6 Work Hours and Compensation

Work hours shall be in compliance with applicable laws and standards. Overtime shall be administered and compensated fairly and in accordance with local laws. All wages and fringe benefits must meet legal and industry minimums. Except to the extent permitted by applicable law, deductions from wages as a disciplinary measure are not permitted.

### 1.7 Health and Safety

Suppliers shall provide a safe and healthy working environment. Suppliers should strive to have in place a formal health and safety program that addresses accident prevention and reporting, and promotes employee training, as well as emergency preparedness and response.

## 2.0 Environmental Compliance & Stewardship

Fort Wayne Metals is committed to maintaining an environmental management system that complies with all applicable legal environmental regulations and other requirements, prevents pollution, and continually improves environmental performance through regular reviews of environmental goals, objectives, and targets. Please visit the Fort Wayne Metals website to review the Fort Wayne Metals Environmental Policy: [fwmetals.com/359](http://fwmetals.com/359)

Fort Wayne Metals expects our suppliers to be responsible global citizens. As a Fort Wayne Metals supplier, we expect products and services supplied to Fort Wayne Metals will meet the requirements of country, federal, state and local environmental regulations. The list below includes some of the regulations; however, compliance is not limited to these. Additional information may be required such as certification to any of the following or chemical composition of products and services. If you suspect that products and/or services supplied to Fort Wayne Metals are not compliant, please contact the appropriate supply chain representative immediately.

### 2.1 Regulatory Compliance

Suppliers shall comply with all country and local environmental regulations for the regions in which they operate.

### 2.2 Emissions & Discharges

Suppliers will measure and report, in accordance with regional requirements, water, land and air discharges into the environment. Suppliers should strive to look for ways to reduce these emissions.

### 2.3 Conservation

Suppliers should actively work to reduce the consumption of energy, water and other non-renewable natural resources.

### 2.4 Regulated Substances

Supplier will have adequate systems in place designed to identify and disclose to Fort Wayne Metals all chemicals in their products and product sub-components that are regulated by the governments and/or competent authorities in the regions where they are being used and are deemed hazardous, toxic or carcinogenic. These regulations include, but are not limited to:



- **Waste Electrical and Electronic Equipment (WEEE)** Design of electric components to reduce waste and facilitate disassembly for recycle.
- **Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)** Chemicals, substances and intermediates above certain volumes and/or containing substances of very high concern (SVHC) must be registered if manufactured in the EU and/or placed in the EU market.
- **Restriction of Hazardous Substances (RoHS)** Hazardous substances contained in electrical products.
- **Conflict Minerals** Tantalum, tungsten, tin, gold and any derivatives that originated in the Democratic Republic of the Congo (DRC) or an adjoining country.
- **Packaging** Package management using fundamental principles of reuse of packaging, recycling and other forms of recovering packaging wastes to reduce final disposal. Packaging or packaging components must not contain lead, cadmium, mercury or hexavalent chromium.
- **Materials of special interest to Fort Wayne Metals** include but are not limited to: animal derivatives, phthalates, Bisphenol A, Latex, Silicone, carcinogens, heavy metals and persistent bio-accumulative and toxic materials.



## 2.0 Environmental Compliance & Stewardship cont.

### 2.5 Reduce / Reuse / Recycle

Supplier will strive to reduce, reuse and recycle material within their manufacturing operations. Recycling processes will employ closed-loop systems wherever possible to achieve maximal use of a material or product. Hazardous waste will be properly handled, stored and disposed of in accordance with local regulations.

### 2.6 Transportation Logistics

Supplier will optimize transportation strategies in order to minimize the environmental footprint of all products shipped. This includes consideration of transportation modes and distances as well as packaging material types and quantities. All transportation laws will be followed for the regions in which they operate.

### 2.7 Life Cycle Analysis

Supplier will strive to optimize the environmental performance of their products and operations through a life cycle analysis approach for products, processes and/or services.

## 3.0 Ethical Practices

### 3.1 Fair Dealing

Fort Wayne Metals endeavors to deal fairly with suppliers in accordance with ethical business practices. We expect that our suppliers do the same in dealing with Fort Wayne Metals.

### 3.2 Conflicts of Interest

Fort Wayne Metals associates or members of their immediate family cannot work for Fort Wayne Metals suppliers unless such potential conflicts of interest are disclosed and addressed.

### 3.3 Anti-corruption

Fort Wayne Metals prohibits payment or acceptance of bribes or kickbacks, or any other transaction that creates the impression of impropriety either to Fort Wayne Metals or its employees, agents, representatives or to any governmental entity, agency, official or representative. Fort Wayne Metals also expects the same of suppliers.

### 3.4 Supplier Relations

Fort Wayne Metals buys solely upon quality, performance, suitability of the product or service, and cost. Fort Wayne Metals does not accept expensive gifts or entertainment from suppliers.

### 3.5 Compliance with Applicable laws

Fort Wayne Metals expects supplier to comply fully with all applicable laws, including but not limited to all applicable international trade laws affecting the transfer of goods, services, software and technology across national borders, (including economic sanctions, export controls and anti-boycott regulations), all applicable healthcare laws and all applicable anticorruption laws. Suppliers must not be ineligible to participate in the U.S. federal procurement or non-procurement programs.

### 3.6 Confidentiality

Supplier shall safeguard Fort Wayne Metals' and its customer's confidential and proprietary information.





## 4.0 Governance

### 4.1 Sub-suppliers

Supplier shall have a program to provide that their own suppliers meet expectations consistent with those set out in this document.

### 4.2 Documentation

Supplier shall maintain documentation necessary to demonstrate conformance with these Expectations and compliance with applicable laws and regulations. This documentation must be made available for Fort Wayne Metals' review upon request. If the supplier cannot maintain the documentation for 55 years they should contact Fort Wayne Metals.

### 4.3 Management Systems

Suppliers shall have a training program to ensure an appropriate level of knowledge, skills and abilities to meet these Expectations.

### 4.4 Assessment

Suppliers shall notify Fort Wayne Metals immediately if they, or their suppliers, fail to comply with these Expectations. Supplier shall authorize Fort Wayne Metals or an independent third party to conduct site inspections, with or without notice, audits and/or surveys to confirm adherence to the Expectations set forth in this document. Failure to meet these Expectations may result in a change in the business relationship between Fort Wayne Metals and the supplier. Notwithstanding the above, Fort Wayne Metals assumes on duty or obligation to audit or review supplier's compliance with these Expectations, and assumes no liability or responsibility for the actions or omissions of supplier.

### 4.5 Business Continuity

We expect our suppliers to complete a formal Business Continuity/Disaster Recovery Plan.

### 4.6 Continuous Improvement

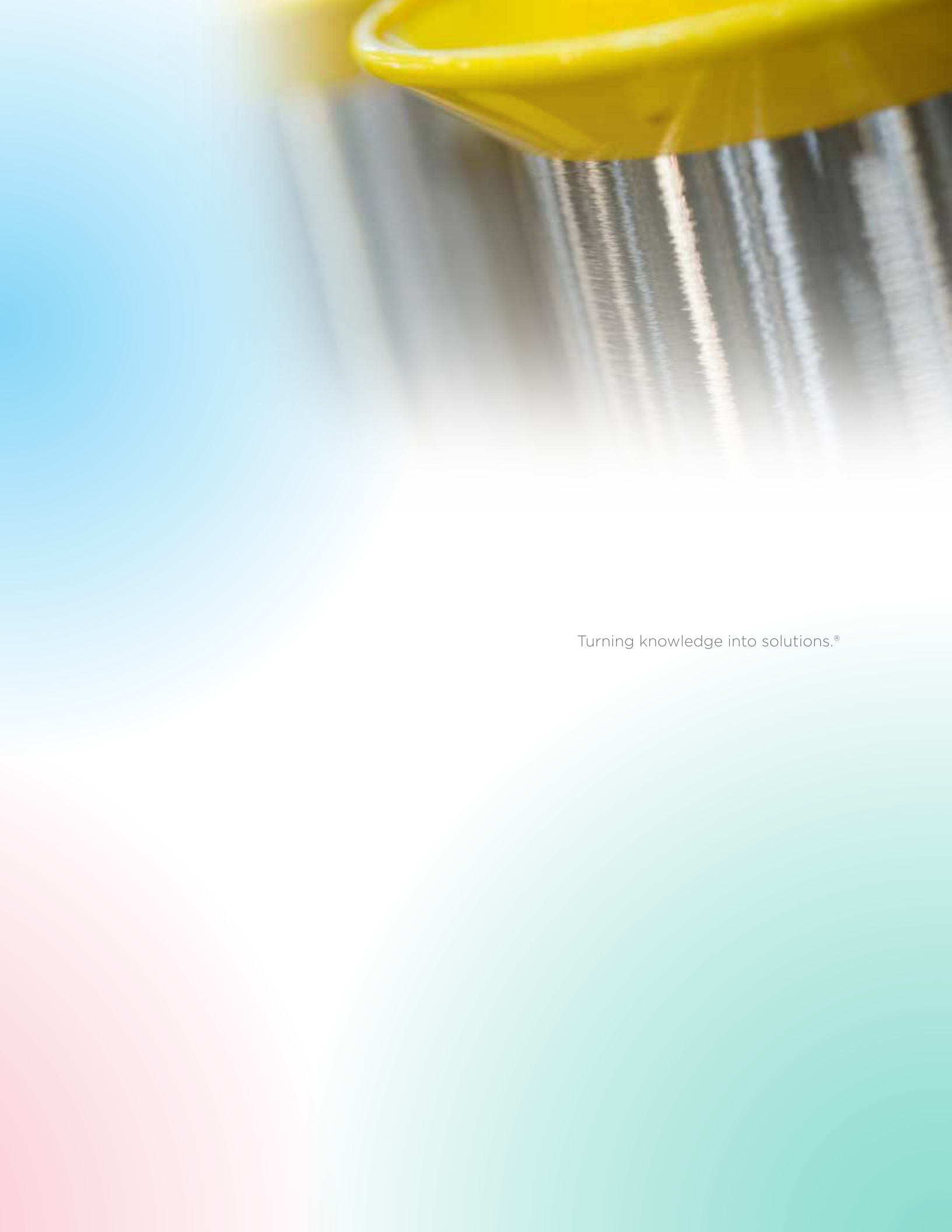
Fort Wayne Metals is dedicated to continuous improvement. Fort Wayne Metals has adopted Six Sigma and Lean methodologies throughout its global manufacturing operations to reduce variation and eliminate waste. Fort Wayne Metals encourages Suppliers to work with us on Lean and Six Sigma projects at their facilities.

### 4.7 Change Management

The continuous improvement philosophy encourages process improvements. However, the supplier shall notify Fort Wayne Metals to collaboratively outline all verification testing prior to any modification including but not limited to raw material, components, conversion work, packaging and processing aids.

### 4.8 Sub-Tier Supplier Control

The supplier must maintain qualifications for subcontractors and the products purchased through them. It is the responsibility of the supplier to ensure and control the quality of all material purchased to manufacture Fort Wayne Metals raw material, components, conversion work, packaging and processing aids.



Turning knowledge into solutions.®



# FORT WAYNE METALS

Turning knowledge into solutions.®

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