

1.0 Object

This standard communicates Well In Plast's minimum set of requirements to the suppliers.

2.0 Scope of application

This standard applies to all suppliers of all French legal entities directly or indirectly controlled within the meaning of article L233-3 of the French Commercial Code by Well In Plast or duly mandated by it.

3.0 Responsibility

Well In Plast expects all its suppliers (material or component, direct or indirect, service, logistics, tooling, machinery and equipment, this list being non-exhaustive) to respect and apply all the specifications contained in this manual as well as specific quality and logistics manuals where applicable.

Suppliers are responsible for

- Regularly checking that the supplier's manual is the latest validated version ;
- Analysing the impact of these specifications on their own processes and QHSE system ;
- Training and informing their staff about these specifications.

4.0 Processus

- 4.1 *General Expectations*** : Well In Plast expects from suppliers to demonstrate their commitment to create a sustainable future for their employees, customers, and communities, to quality and to the environment. Key to this commitment is the implementation of appropriate Quality, and Environmental and Health and Safety management standards.

The following are minimum expectations for our suppliers:

- 4.1.1 *Direct suppliers of materials and components*** : Well In Plast requires its direct suppliers of components, working directly or indirectly for the Automotive sector, to be certified to IATF-16949 by an IATF-recognized third-party organization, and is encouraged to be certified to ISO-14001 and ISO-45001. If not yet certified to IATF-16949, direct suppliers of materials or components must already be certified to ISO-9001 by an accredited organization. This certification is then accepted as a step prior to IATF-16949 certification. For suppliers not working directly or indirectly for the automotive sector, a minimum ISO-9001 certification will be required.
- 4.1.2 *Indirect suppliers of materials, components, or services***: All indirect suppliers of materials, components, or services (such as sorting or recovery companies, contract assembly, transport, etc.) must at least be certified to ISO-9001 by an accredited body.
- 4.1.3 *Note 1*** : Failure to comply with these minimum requirements will impact the supplier's ability to continue business with Well In Plast.
- 4.1.4 *Note 2*** : A supplier who is not certified to the above standards may still submit a project. However, their application must be accompanied by an action plan to achieve certification.
- 4.1.5 *Note 3*** : The supplier must forward all such certifications to Well In Plast on request, in order to ensure proper accreditation.
- 4.1.6** Additional requirements may be found in the Logistic and Quality specifications on each plant of Well In Plast's Group.

- 4.2 *Social and Environmental Responsibility*** : Two ways we live and demonstrate this value are by investing in businesses, people, and communities for the long term, and by taking personal responsibility for health, safety, and our environment. From this it becomes clear that Social and Environmental Responsibility are foundational elements of who we are. Furthermore, since our



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supply base is an integral part of our business and team and is a reflection of Well In Plast and the values we uphold, it is our expectation that our suppliers conduct their operations in a socially and environmentally responsible manner that complies with all applicable laws and regulations.

- 4.2.1** Well In Plast considers the health and safety of its employees to be of the utmost importance. The application of this standard extends to all our suppliers. All our processes are designed to minimize risk, are audited regularly, and we accept that every employee has the right and duty to report any action that he or she considers to be hazardous to his or her health or safety, or that of a teammate.

We respect the needs and concerns of the community around us. We have a long-standing environmental conscience. That's why our products, services and manufacturing methods incorporate this concern right from the project stage, and we believe that what's good for the environment is necessarily good for Well In Plast. Likewise, we strive to provide our employees with a working environment free from discrimination or any type of behavior that might undermine their integrity or trust. Physical or mental harassment of any kind will not be tolerated. We expect the same high standards from our suppliers.

- 4.2.2** *General Expectations* : Well In Plast expects its suppliers to conduct their operations in a socially and environmentally responsible manner. The goal is to collaborate with suppliers to ensure the following:

- Compliance with applicable laws, regulations and Well In Plast's Ethics Policy or the supplier's own equivalent code of conduct ;
- Integration of environmental, occupational health and safety and human rights and labor policies into the decision making process based on a sound management system ;
- Clear, accurate and appropriate reporting to Well In Plast upon request.

- 4.2.3** *Labor Requirements* : Suppliers shall treat workers with dignity and respect and :

- Comply with internationally recognized human rights and ensure fair labor conditions :
 - Prohibit the use of forced, bonded, indentured labor or involuntary prison labor.
 - Allow workers to leave employment upon reasonable notice and not require workers to hand over government-issued identification; passports or work permits as a condition of employment.
 - Workers under the age of 18 should not perform hazardous work and may be restricted from night work with consideration given to educational needs.
 - Set work hours to comply with local law. Limit a workweek to 60 hours or less, including overtime, except in emergency or unusual situations.
- Comply with applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Employees receive at least the minimum wage required by law or the prevailing industry wages whichever is higher. Workers receive full details regarding deductions for taxes, benefits, etc. Wages are not deducted for disciplinary purposes and are paid in cash, check form or by direct deposit.
- Maintain workplaces free of physical or mental harassment, abuse, or any other behavior that diminishes a person's integrity and self-esteem. This includes harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, verbal abuse of workers.
- Maintain workplaces free of unlawful discrimination and harassment in all its forms, including that related to color, race, gender, sexual orientation, age, pregnancy, caste, disability, union membership, ethnicity, and religious beliefs. This applies to hiring, salary, benefits, advancement, discipline, termination, and retirement.

- Respect voluntary freedom of association, including the right to organize and bargain collectively in a manner that is legally compliant. Workers' representatives are not subject to discrimination and have access to workplaces necessary to conduct their respective functions. Where worker representation and collective bargaining are restricted by law, efforts should be made to facilitate open communication and direct engagement between workers and management as alternative ways of ensuring that workers' rights, needs, and views are considered and acted upon appropriately and in good faith.

4.2.4 *Health and Safety* : Suppliers shall practice the following :

- Control worker exposure to potential safety hazards (e.g., electrical, and other energy sources, fire, heat, vehicles, and fall hazards) through proper design, engineering and administrative controls, preventive maintenance, and safe work procedures (including lockout/ tag-out). Where hazards cannot be adequately controlled by these means, provide workers at no cost as appropriate the proper personal protective equipment and ensure proper maintenance of the equipment. Workers are not be disciplined for raising safety concerns.
- Maintain appropriate emergency plans and response procedures, including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.
- Provide an organizational and technical fire protection (e.g. fire drill; regular check of fire protection equipment)
- Manage, track, and report occupational injuries and illnesses, including provisions to:
 - encourage worker reporting;
 - classify and record injury and illness cases;
 - provide necessary medical treatment;
 - investigate and implement corrective actions to eliminate their causes; and
 - facilitate return of workers to work
- Access the existing working conditions and health and safety risks on a regular base to define measures to reduce the identified risks.
- Identify, evaluate, and control worker exposure to chemical, biological, radiological, and physical agents as well as physically demanding tasks. Provide appropriate personal protective equipment when hazards cannot be otherwise controlled.
- Provide and properly maintain machine safeguards, interlocks, and barriers.
- Provide clean toilet facilities, access to potable water and sanitary food preparation and storage facilities. Worker dormitories provided by the vendor or a labor agent are to be clean, safe, and provide emergency egress, adequate ventilation and reasonable personal space.
- Allow Mandatory Health Setup Check (e.g. eye test; working at height; working with harmful substances).
- Ensure that the company Health & Safety policy covers also activities conducted by the subcontractors.

4.2.5 *Environmental Protection* : all the effects of the supplier's industrial or service activity on the environment must be minimized in order to safeguard the health and safety of the neighborhood and guarantee :

- Management of waste and scrap generated by the supplier in accordance with local laws (landfill permits, landfill, waste register, etc.);

- In the particular case of site waste and scrap resulting from subcontracting on Well In Plast's premises, the supplier is responsible for packaging, transporting and processing the waste in accordance with current French regulations. Well In Plast may at any time request proof of proper waste treatment;
- Implementing a sustainable development program focused on conserving natural resources, biodiversity, reducing water use and waste creation, improving energy efficiency, reducing carbon footprint and greenhouse gas emissions, and deforestation;
- Reducing the environmental impact of products delivered to Well In Plast, and carrying out a full life-cycle analysis where necessary;
- Identify and manage products that could have an impact on the environment, and reduce the risk of accidental spillage of pollutants by using appropriate storage and handling facilities;
- Controlling and treating gaseous pollutant emissions or process water before dispersal into the environment;
- Compliance with local laws and regulations, and with international treaties concerning banned chemicals, particularly those listed in the REACH database.

4.2.6 *Supplier diversification:* We believe that diversity is an essential lever for performance. We are committed to sourcing from suppliers who are aware of this value and willing to pass it on to their own suppliers.

4.3 **Ethics and compliance with laws:** suppliers must comply with ethical principles and local and international laws in force, and in particular:

- A code of conduct consistent in spirit with the Well In Plast Code of Ethics;
- Compliance with anti-trust laws and the prohibition of price-fixing agreements;
- Compliance with international trade laws, including any embargoes imposed by the supplier's country of origin, the UN, the European Community or France, whether the embargo affects a country, a company or an individual;
- Compliance with local and international laws on privacy, digital identity rights, and the collection, processing and marketing of personal data;
- Respect for the security of commercial data and customer information, and respect for intellectual property;
- Prompt notification of Well In Plast in the event that a Well In Plast employee or delegated representative is found to have violated local or international law or the Well In Plast or supplier code of ethics;
- The prohibition of any physical, legal, or financial reprisal against a person who has in good faith denounced an illegal practice or one contrary to the ethical charters.

4.3.1 *Anti-corruption & Gifts :* Suppliers are expected to uphold the highest standards of integrity in all business dealings worldwide. Any form of corruption, such as bribery, extortion, or embezzlement, is strictly prohibited.

- Well In Plast defines corruption or bribery as "offering anything, at any time, in order to obtain an undue advantage". The offer of "anything" can take many forms, from money (in the form of cash, bank transfer or otherwise) to benefits in kind, such as entertainment, travel, first-class upgrades, leisure trips to vacation resorts, sponsorship and the employment of family members or friends.
- An "undue advantage" can take many forms, such as preferential treatment, the conclusion of a contract, the disclosure of confidential information, a customs exemption or waiver of a penalty following a tax investigation, and influencing a person in the performance of his or her duties.

- 4.3.1.1 Suppliers agree to act in accordance with Well In Plast's reasonable guidelines regarding anti-corruption policies and implement adequate procedures for their employees to comply with applicable anti-corruption laws.
- 4.3.1.2 Unless informed in advance and approved by Well In Plast management, suppliers agree not to offer or promise a Well In Plast employee a bribe, favor, gratuity, entertainment or anything of value in order to obtain favorable treatment from Well In Plast. In return, we will not allow a Well In Plast employee to solicit such favors from you. This restriction extends to any person related to a Well In Plast supplier or employee by family ties or friendship.

4.3.2 *Conflicts of Interest:* Well In Plast requires its suppliers to be free from any conflict of interest. A conflict of interest describes any circumstance that could call into question your ability to act objectively in relation to Well In Plast's interests. Conflicts of interest can arise in a number of ways. If you believe that you have an actual or potential conflict with Well In Plast or one of its employees, you should report it to Well In Plast management.

4.3.3 *Counterfeit:* the supplier must ensure that no counterfeit products are sent to Well In Plast. Counterfeit products are products that constitute a knowing partial or total infringement of existing intellectual property and/or patents, whether by copying a design or a production method. The supplier must have a strict policy of monitoring the traceability of products and components used in the composition of parts sold to Well In Plast.

4.4 *Specification of communication :*

4.4.1 *Raw materials:* Well In Plast must comply with all present and future requirements regarding the use of raw materials:

- All Well In Plast suppliers must comply with any request concerning the use of raw materials from countries under embargo as defined by the UN, the European Parliament and/or the French government. Depending on Well In Plast's customers, other lists may be added to these. Scrap and recycled materials are considered as raw materials in this context;
- In order to meet Well In Plast's needs, suppliers are encouraged to cascade these requirements to their own suppliers and to document any source of raw material;
- Well In Plast may be required to conduct a full investigation of its sources of supply in accordance with the principles of the OECD's Due Diligence Guidance for Responsible Mineral Supply Chains from Conflict or High-Risk Areas. In this context, suppliers may be required to provide evidence of compliance with the above points.

4.4.2 *Management of materials supplied to Well In Plast :*

- All products supplied to Well In Plast must be registered in the International Materials Database (IMDS);
- This is a free database listing all the mineral or organic materials present in components used in the manufacture of motor vehicles, among other things. This database enables everyone to ensure compliance with European and international regulations on handling and/or exposure to potentially hazardous substances;
- The description in the IMDS database must indicate all the chemical substances present, together with their content, in the product supplied to Well In Plast.

4.4.3 *General Engineering Expectations :*

- *Co-design:* Depending on the project, Well In Plast may need to ask its suppliers about the feasibility of a product, or the design of a mold or tool. This requirement is then clearly expressed in the consultation and the contract signed between Well In Plast and its supplier. The supplier is then expected to help reduce manufacturing costs for tools or products as much as possible.

- *Duty to advise:* even if there is no indication in the commercial documents between Well In Plast and its supplier, the latter is bound by a duty to advise. In other words, the supplier has a duty to inform Well In Plast of any doubts and/or reservations it may have concerning the design of a mold or product based on its knowledge of the state of the art.

4.5 *Data Protection and Confidentiality of Personal Information:* *The Supplier undertakes to protect personal data and will comply with all data protection laws. The Supplier shall secure Well In Plast's data against unauthorized access or use.*

4.6 *Project & program management:* The management of projects entrusted by Well In Plast to its suppliers must be structured and systemic. Well In Plast's expectations are summarized below, without prejudice to any expectations related to a specific project.

- The supplier must comply with all specific expectations as indicated in the supplier's specifications (also called SSOW) or in the supply contract negotiated between Well In Plast and the supplier. These expectations may include requirements from Well In Plast's customers;
- The supplier must get involved in the project in agreement with Well In Plast through :
 - Kick-off Meetings ;
 - Design Review ;
 - Alignment meetings ;
 - Quality planning meetings ;
 - Tests (first injection, optimization, assembly...);
 - Etc.

Suppliers are required to set up a project tracking system (planning, milestones, etc.) based on the principles of IATF-16949 (or ISO-9001 for non-automotive projects).

4.7 *External laboratory requirements :* All external/ commercial/ independent laboratory facilities used for inspection, test or calibration of Well In Plast Inspection, Measuring and Test Equipment (IMTE) must comply with the following principles:

- The laboratory facility must be accredited to ISO/IEC 17025 or its national equivalent (e.g. CNAS-CL01 in China) by an accreditation body (Signatory) of the ILAC MRA (International Laboratory Accreditation Forum Mutual Recognition Arrangement -www.ilac.org). and include the relevant inspection, test, or calibration service in the scope of the accreditation (certificate);
- Where non-accredited laboratory is utilized (e.g. but not limited to specialist or integrated equipment, parameters with no international traceable standard reference, or original equipment manufacturers), it shall be ensured that there is an evidence that the laboratory has been evaluated and meets the requirements of IATF 16949 section 7.1.5.3.1 and a Well In Plast approval is mandatory;
- For IMTE used in A2LA accredited facilities, the calibration facility must be accredited by a mutually recognized accrediting body (i.e. COFRAC, Dakks...);
- The following information is required on all calibration certificates or CMM reports:
 - Service Provider's Information - Name, Address, Phone Number
 - The mark of the national accrediting body with certificate number



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- Well In Plast IMTE ID number
 - IMTE Manufacturer
 - IMTE model number
 - Serial number or Well In Plast tool number
 - IMTE accuracy
 - Date of calibration
 - Calibration procedures and standards used
 - Environmental conditions (if applicable to the results) • Traceability to national standards. Where no national standards exists the basis for the calibration shall be stated
 - Statement of compliance to specified tolerances of the IMTE when received and returned
 - Calibration results before and after any adjustment or repair
 - Signature or initials of the person who conducted the calibration
 - Signature or initials of the person who approved the calibration
- The label requires the following information at the minimum:
 - Calibration due date ;
 - Date IMTE was certified ;
 - By calibration source company performing the calibration ;

4.8 *Invoicing:* Supplier invoicing is fully computerized from receipt to payment. Please refer to the General Purchasing Conditions.

4.9 *Compliance requirements:* In addition to the standards of the Well In Plast supplier manual, we also expect our suppliers to work with us on the basis of the following compliance management principles:

4.9.1 *Mandatory Purchase Order:* Well In Plast applies a "mandatory purchase order" policy, i.e. we order products or services by issuing a purchase order and payment is only made when reference is made to a valid purchase order number. Suppliers must not start work without a purchase order. Otherwise, Well In Plast will be unable to meet its payment obligations.

Each invoice issued to Well In Plast must refer to the corresponding purchase order number. This is mandatory and constitutes a condition of payment. Invoices without a purchase order number will be returned unpaid. Well In Plast will not accept any charges or penalties for returned invoices. If an invoice is to be returned with an appropriate purchase order number, this invoice must be updated with a new issue date.

Exceptions to this policy must be agreed and approved with Well In Plast's Purchasing Department prior to entering into a business relationship. Well In Plast expects its suppliers to contract with us using Well In Plast's terms and conditions.

4.9.2 *Acceptance of Supplier Manual Standards:* By providing products or services to Well In Plast, the Supplier formally accepts the Standards set forth herein. Suppliers are requested to send to Well In Plast the form attached as Appendix A, duly completed, attesting to their understanding and acceptance of the Supplier Manual Standards. This form must be

completed, signed and scanned into a PDF document and sent to your Well In Plast purchasing contact.

- 4.9.3** *Supplier inquiry and evaluation:* In our business, we may conduct audits and evaluations of our suppliers against our requirements. We expect our suppliers to support us in these exercises, at no cost to Well In Plast. The Supplier agrees to provide Well In Plast employees with reasonable access to all relevant information and production facilities for the purpose of evaluating the performance of the Supplier and its subcontractors. The performance of such an audit may be preceded by the signing of a confidentiality agreement on mutually agreed terms.

In addition, Well In Plast may request an audit when concerns have been raised about the conformity of parts or services, or when we wish to better understand a possible non-conformity.

- 4.9.4** **Termination of business:** Well In Plast reserves the right to cease business with the supplier or to suspend a tendering procedure if a satisfactory agreement cannot be reached with a supplier in areas of risk, if the supplier does not comply with our requests for information or if the supplier is unable or unwilling to comply with the standards of the Well In Plast Supplier Manual.

- 4.10** *Retention period for records :* Each supplier must implement a retention policy for documents and records relating to parts delivered to Well In Plast.

Parts approval documents (PPAP), tooling maintenance records, production and manufacturing process records must be kept at least for the life of the project plus one year (series life and production of spare parts).

Records relating to regulatory issues (flammability, etc.) must be kept for 30 years.

All other commercial documents must be kept according to the legal duration of the supplier's country, or 10 years if not specified.

- 4.11** *Supplier assessment:* All suppliers are assessed annually in terms of their performance in the three main areas of cost, quality and lead times. The metrics used differ depending on whether the supplier is a direct or indirect supplier of materials, components, or services. See the relevant standard for further details.

4.11.1 *Assessment criterias :*

4.11.1.1 *Quality Evaluation :*

- Number of defective parts per million units delivered;
- Number of claim ;
- Certifications (IATF-16949, ISO-9001 et/ou ISO-14001) ;
- Quality of communication
- Annual Validation and revalidation of delivered parts (only for suppliers of direct components used in the automotive sector)

4.11.1.2 *Cost Evaluation :*

- Continuous improvement & Customer Relations ;
- Price ;
- Invoicing Conditions.

4.11.1.3 *Delay Evaluation :*

- Supplier Delivery Performance ;

- Supply Disruption ;
- Customer Chain Stop ;
- Communication.

4.11.1.4 *CSR Evaluation* :

- Certificates or labels ;
- Ethic Charters ;
- Responsible Purchasing Policy ;
- Reduction of carbon footprint.

4.11.2 Overall score: the overall score is a percentage calculated from the previous scores. The score is summarized in a four-color scale indicating Well In Plast's expected improvement plan.

Percentage	Color	Expectation
Over 85%	Green	No requirement
70% to 85%	Yellow	Internal supplier action plan
50 to 70%	Orange	Action plan shared with Well In Plast
Under 50%	Red	Risk of Business Hold – Action plan requested to be closed within 60 days to go back to Orange

Important: a quote to zero in QCD items leads to a red global quote & a 60 days action plan to improve specifically the item.60 jours.

4.12 Supplier criticality analysis: to manage risks, all suppliers are assessed annually according to the following criteria:

4.12.1 Assessment Criterias :

4.12.1.1 Macro Economic Risks

- Market Outlook ;
- Country Risk (GDP Growth);

4.12.1.2 Financial Risks

- Supplier Dependency Rate ;
- Operating Results ;
- Cash Position

4.12.1.3 Technical Risks

- Technology Monopoly ;
- Industrial Risks (Production Capacity) ;
- Supply Chain Risks (Meeting deadlines) ;

4.12.1.4 Human Risks

- Relational / Communication ;


4.12.2 Overall score: the overall score is a percentage calculated according to the severity (S), probability (P) and importance (I) of the above evaluation criteria. The score is summarized in a three-color scale indicating Well In Plast's expectations for improvement.

Percentage	Colour	Expectation
Over 70%	Red	Risk of Business Hold – Decision Making with Site Management + Action Plan Supplier
40 to 70%	Orange	Action plan shared with Well In Plast
Below 40%	Green	No requirement

4.13 *Records and evidence:* Suppliers must keep records of actions related to the above points, as well as any internal or external audits.

4.14 *Supplier manual acknowledgement procedure:* All suppliers are required to formally acknowledge that they comply with the requirements set out in this document. This acknowledgement by the supplier is a contractual commitment in addition to any other contracts or terms and conditions entered into between Well In Plast and the supplier.

Supplier acknowledgement takes the form of signature of the acknowledgement document attached as Appendix A to this document by an authorized company representative. This signed acknowledgement should be scanned and e-mailed to your Well In Plast purchasing contact.

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Addendum : Acceptance and acknowledgement of Well In Plast Supplier Manual Standards

I hereby (First and Last Name).....

Acting as (Position)

Representing the company (Name)

Located at (Address)

Acknowledge having read the contractual document: SUPPLIER'S MANUAL, which applies to all Well In Plast suppliers, and undertake to comply with all the provisions of this document.

I further acknowledge that Well In Plast may immediately terminate all contracts with the Company, upon written notice to the Company, if the Company breaches any of the clauses of the SUPPLIER'S MANUAL, fails to inform Well In Plast of any changes to the representations made herein or fails to cooperate in providing information demonstrating compliance with the SUPPLIER'S MANUAL. Violation of these clauses shall be deemed a material breach of all existing agreements between Well In Plast and the Company.

Signature for and on behalf of the company.

Date (DD/MM/YYYY) : ... / ... / ...

Stamp (if required by local legislation)

IMPORTANT NOTICE :

This form must be completed and signed by a duly authorized company representative and sent to your Well In Plast purchasing contact.