



G&S BAR AND WIRE

Supplier Handbook



Mission Statement

Our mission is to continuously improve the quality of the products we provide, and proactively pursue solutions for all applications. To do this, we build teams of talented individuals who strive to develop and maintain the highest quality service and products, all dedicated to the purpose of serving our customers.

Welcome

Thank you for your interest in business opportunities with G&S Bar and Wire (G&S). G&S 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 G&S.

Values

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.

G&S 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, G&S 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 G&S. 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. G&S 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, G&S suppliers will be required to supply information.

Table of Contents

Social Responsibility

- 1.0 Child Labor
- 1.1 Forced Labor
- 1.2 Workplace
- 1.3 Equal Opportunities
- 1.4 Abuse (Humane Treatment)
- 1.5 Work Hours and Compensation
- 1.6 Health and Safety

Environmental Compliance & Stewardship

- 2.0 Regulatory Compliance
- 2.1 Emissions & Discharges
- 2.2 Conservation
- 2.3 Regulated Substances
- 2.4 Reduce / Reuse / Recycle
- 2.5 Transportation Logistics
- 2.6 Life Cycle Analysis

Ethical Practices

- 3.0 Fair Dealing
- 3.1 Conflicts of Interest
- 3.2 Anti-corruption
- 3.3 Supplier Relations
- 3.4 Compliance with Applicable Laws
- 3.5 Confidentiality and Intellectual Property
- 3.6 United States Government Contracts
- 3.7 DPAS Rated Orders
- 3.8 Export Compliance
- 3.9 Whistleblower Protection OS
- 3.10 Anti-Money Laundering

Governance

- 4.0 Sub-suppliers
- 4.1 Documentation
- 4.2 Management Systems
- 4.3 Assessment
- 4.4 Business Continuity
- 4.5 Continuous Improvement
- 4.6 Change Management
- 4.7 Sub-Tier Supplier Control

NOTE: Acceptance of a G&S Bar and Wire Purchase Order (PO) constitutes acknowledgment that the Supplier has read, understands, and will comply with the expectations of this Supplier Handbook.

Social Responsibility

1.0 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 comply with local laws and customs. Workers must use the appropriate personal protective equipment.

1.1 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.

1.2 Workplace

Suppliers 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.

1.3 Equal Opportunities

Suppliers shall provide equal opportunity to all applicants and workers without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, familial status, disability, veteran status, genetic information, citizenship, or any other status protected under applicable law.

1.4 Abuse (Humane Treatment)

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.

1.5 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.

1.6 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.

Environmental Compliance & Stewardship

G&S 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.

G&S expects our suppliers to be responsible global citizens. As a G&S supplier, we expect products and services supplied to G&S 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 G&S are not compliant, please contact the appropriate supply chain representative immediately.

2.0 Regulatory Compliance

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

2.1 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.

2.2 Conservation

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

2.3 Regulated Substances

Suppliers will have adequate systems in place designed to identify and disclose to G&S 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 G&S** include but are not limited to: animal derivatives, phthalates, bisphenol A, latex, silicone, carcinogens, heavy metals, and persistent bio-accumulative and toxic materials.

2.5 Reduce / Reuse / Recycle

Suppliers 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

Suppliers 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

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



Ethical Practices

3.0 Fair Dealing

G&S endeavors to deal fairly with Suppliers in accordance with ethical business practices. We expect that our Suppliers do the same in dealing with G&S.

3.1 Conflicts of Interest

G&S associates or members of their immediate family cannot work for G&S Suppliers unless such potential conflicts of interest are disclosed and addressed.

3.2 Anti-Corruption

G&S prohibits payment or acceptance of bribes or kickbacks, or any other transaction that creates the impression of impropriety either to G&S or its employees, agents, representatives, or to any governmental entity, agency, official, or representative. G&S also expects the same of Suppliers.

3.3 Supplier Relations

G&S buys solely upon quality, performance, suitability of the product or service, and cost. G&S does not accept expensive gifts or entertainment from Suppliers.

3.4 Compliance with Applicable laws

G&S 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 anti-corruption laws. Suppliers must not be ineligible to participate in the U.S. federal procurement or non-procurement programs.

3.5 Confidentiality and Intellectual Property

Supplier shall safeguard G&S' and its customers' confidential and proprietary information. G&S actively protects and enforces its intellectual property and respects the intellectual property of others. We expect our Suppliers to do so as well.

3.6 United States Government Contracts

G&S' purchase of products from Supplier may be in support of a United States government contract or subcontract. Supplier agrees to comply with all applicable government

procurement regulations which are mandatorily required by Federal Statute. Supplier shall immediately disclose to G&S if Supplier, or any of its principals, consultants, subcontractors, suppliers, officers, or directors become barred or suspended, whether permanently or temporarily, from conducting business under U.S. Government contracts.

3.7 DPAS Rated orders

As a Supplier to the US Department of Defense, G&S will, from time to time, accept orders or contracts that fall under the provisions of the Defense Priorities and Allocation System (DPAS). The purpose of the DPAS is to: 1) Assure timely delivery of materials and services from private industry to meet National Defense needs; and 2) Provide an operating system to support rapid industry response to Government Procurement needs in times of need. Suppliers shall be prepared and may be required to comply with the requirements of the DPAS, if applicable.

3.8 Export Compliance

The Supplier acknowledges that the performance of any work by Supplier may involve the use of or access to articles, technical data or software that is subject to export controls under the U.S. International Traffic in Arms Regulations or "ITAR", or U.S. Export Administration Regulations or "EAR". Any purchase order, quote, specification, and/or print/document may contain technical data whose export is restricted is in accordance with U.S. export regulations. Supplier shall ensure Supplier and all of Supplier's subcontractors and suppliers fully comply with these export laws.

3.9 Whistleblower Protection

G&S' Suppliers shall prohibit retaliation against any employee submitting a concern in good faith. Employees have the right to remain anonymous and should be protected under applicable whistleblower laws.

3.10 Anti-Money Laundering

G&S expects Suppliers to perform due diligence, evaluate risk, and implement policies to reduce the opportunity for money laundering throughout their supply chain, and comply with applicable relevant laws.

Governance

4.0 Sub-Suppliers

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

4.1 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 G&S' review upon request. If the Supplier cannot maintain the documentation for 55 years, they should contact G&S.

4.2 Management Systems

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

4.3 Assessment

Suppliers shall notify G&S immediately if they, or their suppliers, fail to comply with these expectations. Supplier shall authorize G&S 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 G&S and the Supplier. Notwithstanding the above, G&S assumes no 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.

4.4 Business Continuity

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

4.5 Continuous Improvement

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

4.6 Change Management

Suppliers are expected to notify G&S of any changes to their quality management systems or processes that would directly affect the product(s) or service(s) provided to G&S. These processes would include but are not limited to raw material, components, conversion work, packaging, and processing aids. The changes will be evaluated for potential impact to determine if any actions are necessary.

4.7 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 G&S' raw material, components, conversion work, packaging, and processing aids.







4000 E. Lincoln Way
Wooster, Ohio 44691
PHN 330.263.0564
EMAIL info@barandwire.com