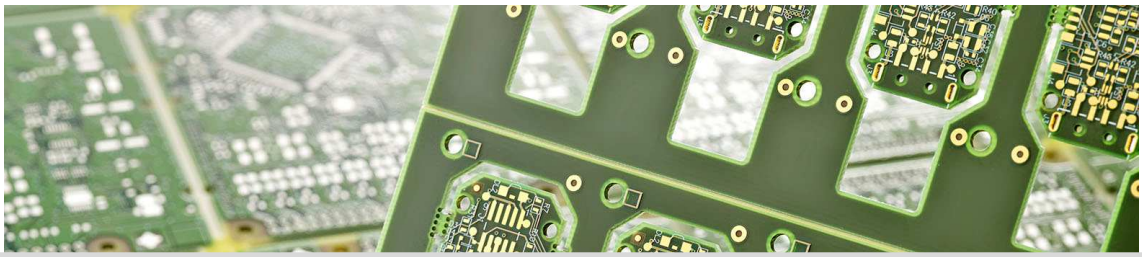
Quality and Excellence Area



# SUPPLIER QUALITY ASSURANCE MANUAL

February 2025

| REVISION HISTORY | | |
|---|---|---|
| **Date** | **Revision** | **Remarks** |
| April 2018 | 00 | QMS update to IATF 16949:2016 |
| December 2018 | 01 | Code of conduct update |
| January 2020 | 02 | Changes in 5.5 |
| February 2021 | 03 | Update to AS/AN 9100:2018 |
| September 2021 | 04 | Adaptation of life cycle analysis and environmental aspects |
| February 2025 | 05 | Additional information. New requirements |

## PURPOSE

The purpose of this MANUAL is to provide our suppliers with a document that includes all the requirements in order to be a supplier of CIPSACIRCUITS. This manual includes shipping conditions, packaging, responsibilities arising from non-compliance with shipments, etc ...

This document will be delivered to all our suppliers of products or services type I and II.

## INDEX



## ANNEXES

# 1. COMMITMENT WITH EXCELLENCE

CIPSA CIRCUITS (CIPSA) has a commitment with excellence as a way to exceed our customers' expectations. We must supply, with and unbeatable service, excellent quality products that are competitive in cost to our customers.

In this line, CIPSA expects its suppliers to exceed our expectations and requirements too. This commitment must be demonstrated by maintaining supplies without incidents and without causing interruptions in production, supplying products with zero defects and responding adequately to any incident or claim that may occur.

The philosophy of all our suppliers must be of absolute commitment to quality, including action plans that lead them to exceed the requirements of our organization.

Due to the market evolution and demands, CIPSA recommends to all its suppliers the adaptation of its Quality Management System to the requirements of the IATF 16949 and AS9100 standards, as these are a reference and a priority requirement throughout the automotive and aerospace industries.

In order to provide a document that includes all our purchasing requirements, we bring to your attention this document.

GENERAL MANAGER

## 2. CIPSACIRCUITS GENERAL PURCHASING REQUIREMENTS

- All material will be accompanied by:
  - Delivery note with express indication of the reference and description specified by CIPSACIRCUITS in the purchase order.
  - Quality certificate for every material batch, in case the supplier has been obliged to do so or it is expressly required by our company.
- The deliveries of materials will take place, mostly, within the reception hours of CIPSACIRCUITS: 8am to 6pm.
- The invoices must have our purchase order number.
- Whenever possible, the packaging will be the original one and sealed by the manufacturer. In any case, the supplier is responsible for the correct packaging of the supplied material.
- The packaging must contain an identification label with the reference and batch, or the manufacturing date of the material.
- Materials are required to be served with the minimum possible amount of packaging, always guaranteeing good delivery conditions of products (in order to avoid packaging waste), and also to maximaze quantity per shipments (in order to avoid atmospheric emissions derived from transport conditions).
- Do not serve any expired raw materials.
- Unless agreed otherwise, the responsibility of the damages that can occur during the transportation is in charge of the supplier.
- The products and / or materials considered critical for CIPSACIRCUITS must comply with the Material Specifications indicated by us and that the supplier reviewed and consigned at the time.
- Allow CIPSACIRCUITS staff and their clients free access to their facilities if they wish to carry out any inspection or quality audit.

## 3. SUPPLIER QUALITY ASSURANCE

One of the main objectives of the purchasing process is to obtain supplies that meet the requirements. To achieve this objective, CIPSA has a Supplier Quality Assurance System that can be divided into three fundamental stages:

- Assessment of quality aptitude; analysis of the ability of each provider to meet the established requirements.

- Product quality assurance (PQA); assumption by the provider of the maintenance of the requirements and commitment to the continuous improvement of the service.

- Suppliers follow up; verification of continued compliance with these requirements

## 3.1. ASSESMENT OF QUALITY APTITUDE

Each company is responsible of defining the requirements that its suppliers and their supplies must meet in order to be accepted. In all of them, two aspects are contemplated, those related to the quality system implemented by the supplier and the specific ones of the product.

3.1.1.- Supplier quality system. The requirements to be met are:

| REQUIREMENTS BY PRODUCT OR SERVICE TYPE (SUPPLIER TYPE) | | |
|---|---|---|
| **TYPE I** | • Outsourcing of finished or semi-finished printed circuits. | **IATF 16949:2016 Certification and or AS 9100** |
| **TYPE II** | • Purchases of raw material that is incorporated into the final product.<br>• Purchases of materials that are incorporated into the production process.<br>• Purchases of packaging material. | **ISO 9001:2015 Certification** |

In the case of suppliers that do not meet the minimum requirements, a written commitment to adapt their quality system to them or to a superior in the shortest possible time will be necessary.

3.1.2.- Visits and second party audits.

Additionally, all suppliers must allow and facilitate CIPSA to carry out visits and audits, in order to know the capacity and quality assurance level offered by the supplier.

3.1.3- Supply requirements.

Depending on the nature of each product, CIPSA defines the specifications that must be met and / or the tests that must be submitted for their acceptance prior to the start of the supply. In this section we can include acceptance of initial samples, control plans, technical documentation (analysis, data sheets...).

It must be kept in mind that the specified requirements have been clearly understood by the supplier, and the supplier must confirm if its processes have sufficient capacity to meet these requirements during the production phase.

It is the supplier responsibility to communicate any change in any of its processes (production, design, packaging, component suppliers, etc ...) that may influence the quality of the product or service supplied to CIPSA.

3.1.4- Supplier classification.

The supplier classification is made taking into account the following options:

A. **Excellent supplier:** Meets all requirements.
B. **Satisfactory supplier:** Does not meet some of the requirements. The supplier can be accepted if he presents an action plan addressing the non-conformities detected.
C. **Basic Provider:** None of the above.

Exceptional cases:

- **Strategic supplier approved by the client:** suppliers approved by the clients (specified in writing), are sufficient conditions to access the supplier's panel.
- **Strategic supplier approved by the manager:** If the general manager, due to strategy, cost, or logistics reasons, considers that a supplier must be in the panel without fulfilling all the requirements, it will be included in "List of approved suppliers".

## 3.2. PRODUCT QUALITY ASSURANCE (PQA)

From the beginning of the supply, the supplier must demonstrate, through a supply without negative incidences, that the agreements agreed upon are satisfied. Once this requirement has been fulfilled, the supplier will be given the condition of PQA, that is, quality assurance of the products supplied.

The concession of the qualifier AQP implies a reduction of the reception controls by CIPSACIRCUITS and a preferential position in the assignation of purchasing orders.

A supplier under the PQA qualification is committed to supply conform products within agreed delivery terms, to carry out internal controls that ensure the quality of its products and to notify any change in its process that may affect them.

3.2.1.- Corrective actions

All suppliers must have a corrective action procedure, in order to attend any claim presented by CIPSA, after finding a non-conform material in one of their shipments and having received notification of the "Non-conformity".

Failure to attend claims or lack of response may cause the supplier to stop having the qualification AQP, even stop being an "accepted supplier".

In the same way, the supplier will have financial responsibility for the non-conformity and its effects, in the event that they may produce quality deficiencies in the production process of our organization.

An exceptional case will be one in which the material does not meet all the specifications, but it may be suitable for its use. In this case, the supplier may request a derogation including corrective actions in order to correct the deficiencies found in the product. This derogation must be approved by CIPSA quality managers, before the corrective actions can be initiated, identifying in any case the material properly, as recovered.

As in the previous case, the supplier must pay the costs of carrying out special processes or actions demanded by our clients as a result of the defective material.

Finally, the supplier must manage deliveries in such a way as to maximize the amount of material per transport carried out (to avoid atmospheric emissions derived from transport).

3.2.2.- Labeling and packing instructions

The packaging system used by the supplier must ensure the integrity of the material during transportation and its subsequent storage and distribution to the point of use. The design of the packaging system and the quality of the material delivered are the responsibility of the supplier.

Each container, coil, pallet, box or package of delivered material must be identified by barcode label and lot, and must be accompanied by a delivery note where reference, quantity, order number and lot number are indicated.

All material sent by distributors must have the original labeling of the manufacturer.

## 3.3. SUPPLIERS FOLLOW UP

The purpose of supplier follow up is to provide a method for the evaluation of suppliers, measuring the quality and service of suppliers' supplies. The monitoring will be done throughout the life of the supply.

The evaluation process starts with some initial criteria.

- Quality factors and technical coverage of the provider
- Initial tests of product homologation

If any of these requirements turns out to be exclusive, the evaluation does not go ahead and the provider is qualified as "rejected" (see section 3.1).

For the "accepted" suppliers, a continuous evaluation will be carried out by the purchasing / quality managers based on the following concepts:

- Punctuality of deliveries and compliance with quantity of supplies.

- Quality deficiencies that occur in supplies.
- Supplier quality management system.
- Production stops caused in the facilities of CIPSA or its customers as a result of a non-conformity.
- Price, and level of response and attention.

These concepts compute when performing the evaluation as follows:

| CONCEPT | % | FOLLOW-UP AND CALCULATION |
|---|---|---|
| Punctuality deliveries | 10% | List of orders in time over total orders, of all supplies made during the evaluation period. Percentage 0-100% that computes as % of the total. |
| Compliance with quantity | 10% | List of quantity received over the total quantity ordered, of all supplies made during the evaluation period. Percentage 0-100% that computes as% of the total. |
| Quality of deliveries | 30% | Relation of non-conformities with the requirements, and the quantity of not conform products / materials delivered, over the total number of orders and quantity ordered. Percentage 0-100% that computes as % of the total. |
| SGC classification | 20% | Class A – 20 %<br>Class B – 5%<br>Class C – 0% |
| Price | 10% | Evaluation from 1 to 10 made by the Purchasing Manager . |
| Production stops | 10% | Penalty of 10 points for causing stops in the production of CIPSACIRCUITS or its customers. |
| Level of response and attention | 10% | Evaluation from 1 to 10 according to the level of response and attention received by the provider. |

The purchasing manager will inform the suppliers of their rating, which is detailed in the following table:

| Final assessment | Classification |
|---|---|

| | |
|---|---|
| 86-100 points | A: Excellent |
| 75-85 points | B: Satisfactory |
| Less than 75 points | C: Basic |

Suppliers with classification B must present an action plan in order to improve the deficiencies detected and to be able to be classified as provider A.

C-rated providers are candidates to be removed from the list of approved suppliers. The purchasing manager and the quality manager, alongside with CIPSACIRCUITS manager will be able to take the following actions:

- Remove the supplier from the list
- Start searching for an alternative provider
- Ask the supplier to present an action plan with a commitment to short-term improvement.
- Conducting second party audits.

# 4. ACTION PLAN FOR ADAPTATION TO IATF 16949 REQUIREMENTS

The adaptation of a quality assurance model that meets ISO 9001 requirements to the requirements of the IATF 16949 standard requires the implementation of new quality assurance tools in all areas of the company.

For this reason, in order to make the adaptation as successful as possible, the support of the general Management is essential. The first condition of validation of this action plan will be marked by its approval by the management.

However, there are suppliers who, given the disparity of their clients, do not consider it appropriate to expand or modify their Quality Management System, or not to do so in all the lines of their products. In this case, they will be able to establish an implementation plan focused only on the activities related to the products that are supplied to CIPSA.

In any case, the steps recommended are the following:

1.- Study of the IATF 16949 standard and of the additional requirements in relation to ISO 9001.

2.- Identification of the applicable requirements and the extension of the implementation.

3.- Clear definition of each of the activities to be carried out, including specific stages, responsible, necessary means and expected implementation terms.

4.- Internal communication of this plan to all the members of the Organization involved in its implementation.

This plan must be sent to the CIPSA's Quality Manager for evaluation within a period not exceeding two months from when it was requested.

Once analyzed, the Quality Manager responds to the supplier confirming the plan or the need for its expansion.

When the plan is validated, the method of performing the validation of the implementation is detailed:

- By periodically sending evidence of implementation
- By conducting an audit at the supplier's facilities

# 5. ACTION PLAN FOR ADAPTATION AS 9100 REQUIREMENTS

The adaptation of a quality assurance model that meets ISO 9001 requirements to the requirements of the AS9100 standard requires the implementation of new quality assurance tools in all areas of the company.

For this reason, in order to make the adaptation as successful as possible, the support of the general Management is essential. The first condition of validation of this action plan will be marked by its approval by the management.

However, there are suppliers who, given the disparity of their clients, do not consider it appropriate to expand or modify their Quality Management System, or not to do so in all the lines of their products. In this case, they will be able to establish an implementation plan focused only on the activities related to the products that are supplied to CIPSA.

In any case, the steps recommended are the following:

1.- Study of the AS 9100 standard and of the additional requirements in relation to ISO 9001.

2.- Identification of the applicable requirements and the extension of the implementation.

3.- Clear definition of each of the activities to be carried out, including specific stages, responsible, necessary means and expected implementation terms.

4.- Internal communication of this plan to all the members of the Organization involved in its implementation.

5.- Pay special attention to the existence of Counterfeit Parts in the market, as well as the possible insertion of foreign objects (FOD) in the raw materials or products used for manufacturing.

6.- To have a clear Confidentiality commitment. It must be in place and respected both in the negotiation and purchasing phases until the purposes of traceability and/or release of the products and services delivered. Likewise, the existence of a Code of Conduct that ensures ethical behavior both in the management of the company and in the actions of its employees will positively assessed.

This plan must be sent to the CIPSA's Quality Manager for evaluation within a period not exceeding two months from when it was requested.

Once analyzed, the Quality Manager responds to the supplier confirming the plan or the need for its expansion.

When the plan is validated, the method of performing the validation of the implementation is detailed:

- By periodically sending evidence of implementation
- By conducting an audit at the supplier's facilities

# ADDITIONAL INFORMATION

## 5.1. DATA PROTECTION

In compliance with the General Regulation of Data Protection UE2016 / 679 of April 27, 2016 and the New Organic Law of Protection of Personal Data (LOPD), we inform you of the following points:

| EPIGRAPH | BASIC INFORMATION<br>LAYER 1 |
|---|---|
| **RESPONSIBLE for the treatment** | CIPSACIRCUITS, S.A.<br>CARRETERA TERRASSA, 210<br>08191 RUBI |
| **PURPOSE OF treatment** | Contact with the SUPPLIERR<br>Commercial and administrative management of purchasing orders |
| **LEGITIMATION of the treatment** | Purchase order |
| **RECIPIENTS By assignment or transfer** | It is foreseen the transmission of data to the treatment managers (other companies of the CIPSA Group) and external, for the development of the activities related to the management of the purchasing order. |
| **RIGHTS of interested persons** | The interested party may exercise the rights of access, rectification, opposition, cancellation, treatment limitation and portability, included in the EU Regulation 2016/679 of April 24, 2016, by writing to the email address lopd@cipsacircuits.com |
| **ORIGIN OF DATA** | The personal data comes from the interested party or obtained through the other companies of the CIPSA Group. |

For more information you can consult the following link:

LOPD_Suppliers

## 5.2. REQUIREMENTS FOR SUSTAINABILITY IN RELATIONS WITH SUPPLIERS. CODE OF CONDUCT.

### A. CONDUCT CODE

At CIPSACIRCUITS, we have a deep respect for the laws and practices that help to improve the Environment, and we work every day to reach the highest standards of quality, under the umbrella of legality, ethics and transparency in business. This could not happen without the help of our employees.

The Conduct code is valid for CIPSACIRCUITS, and establishes the basic principles of it.

CIPSACIRCUITS expects that their Suppliers and their employees will also act responsibly and commit themselves to comply with the requirements established in this document, especially regarding human rights, labor and health protection, environmental protection and fight against corruption.

## 1. Environment protection

CIPSACIRCUITS develops, produces and distributes among others, components for the automotive industry.

It assumes the responsibility of the continuous improvement of the environmental compatibility of its products and the reduction of the exploitation of natural resources taking into account the economic points of view, and the life cycle associated with their environmental aspects.

For this reason, Suppliers must strictly comply with all applicable environmental laws and regulations in all the countries in which they operate, as well as the specific requirements that CIPSACIRCUITS SA requires, in each specific case, to comply with the demands derived from the life cycle of our products.

CIPSACIRCUITS has an environmental management system approved according to the international standard ISO 14001. All employees must make use of natural resources in an appropriate and economical way, so that their activities have the least possible influence on the environment, from the point of view of the life cycle associated with its environmental aspects.

## 2. Workers' rights

CIPSACIRCUITS respects internationally recognized human rights and supports their compliance.

### No forced labor

Any conscious use of forced labor, including slavery or servitude for debts, or the work of non-voluntary prisoners, is rejected.

### No child labor

Child labor is prohibited. The minimum age to authorize work according to state regulations will be taken into account.

### Remuneration and benefits

The remuneration and benefits paid or made in exchange for a normal work week shall not be less than the minimum guaranteed and legally valid. If there are no legal regulations or collective bargaining agreements, the remuneration and benefits will be governed by the customary sectorial or local rates, which assure the employees and their families an appropriate standard of living.

### Working time

The working time shall comply, at least, with the respective national legal conditions or with the minimum standards of the respective national economic sectors.

**Equality of opportunities**

Equal opportunities and equal treatment are guaranteed regardless of the ethnic origin, color of skin, sex, religion, nationality, sexual orientation, social origin or political tendency, provided that it is based on democratic principles and tolerance towards those who think differently. Workers are selected, hired and promoted basically based on their qualifications and capabilities.

**Threats and violence**

No intimidating or threatening comments should be made, nor should they behave in a way that threatens the personal safety or security of the property of another person or the Company.

**Freedom of association**

The possibility of workers to form representations of workers and to adhere to them is recognized. Where this right is limited by local laws, alternative possibilities of worker representation must be encouraged, in compliance with the laws.

**Management culture and collaboration**

The managers must trust the members of their team; agree clear, ambitious and realistic objectives with them; and grant them their own responsibility and as wide a range of action as possible.

They must also be aware of the performance of their team members and recognize it, especially assessing the most important achievements.

The knowledge and information must be transmitted without alterations, quickly and completely, within the framework of authorization granted, to encourage collaboration.

## 3. Actions in the presence of harassment situations

Management will watch out for a proper atmosphere at work, free of unwelcome sexual behaviour.

Regardless of the legal actions that may be filed on that subject, the internal procedure will begin with a complaint of sexual harassment to human resources department. After that, appropriate measures will be taken.

Throughout the procedure, precautionary measures may be adopted, and it shall be taken into account that the persons involved in the issue cannot have direct relationship or be related with any of the parties.

Absolute confidentiality will be kept in order to not affect the privacy and honorability of people.

In any case, sexual harassment will always be considered a very serious offense.

## 4. Prevention of conflicts of interest and corruption

### Conflicts of interest

The employees of CIPSACIRCUITS make their decisions exclusively on the basis of objective criteria and are not influenced by personal interests and relationships.

### Secondary activities

All employees must provide their work capacity and perform the tasks assigned to them according to their best knowledge and skills. It is not allowed to carry out secondary activities that harm the fulfillment of this obligation. We support and promote volunteer activities by employees.

### Participations in companies

Any employee who works or provides services for any company that has commercial relations with CIPSACIRCUITS, must communicate it on its own initiative. If there is a danger of conflict of interests, these participations should be suspended.

### Protection of interests

We respect and follow the principles of freedom of expression, the right to information, the independence of the media, as well as the protection of personal rights. All employees take care that their behavior and opinions expressed publicly do not harm the reputation of CIPSA. When opinions are expressed in private, any mention of the position or activity performed in the company should be omitted.

### Donations and sponsorships

CIPSACIRCUITS makes sponsorships and donations for science and training, culture and sports and for social affairs, always without expecting any consideration, and only within the respective legal framework and according to the internal regulations in force for it.
No employee promotes donations that could damage the reputation of the Organization.

### Fight against corruption and bribes

We support national and international efforts to avoid altering or influencing free competition or adulterating it through bribes and we reject all kinds of corrupt and damaging behaviors for companies.

No employee can take advantage of the business contacts of the company for their own benefit, for others or to harm the company.

We are committed to engaging with all our clients, vendors, suppliers and government agencies in an honest and legitimate manner, in strict compliance with the requirements of international conventions on bribery and local laws against corruption and bribery.

## 5. Correct behavior in the market

### Fair competition

CIPSACIRCUITS complies with current and applicable antitrust and competition laws. In particular, you must not establish anti-competitive agreements with competitors, suppliers, customers or other third parties or abuse an eventual dominant position in the market.

### Import and export controls

For the import and export of goods / services, all applicable laws must be complied with.

### Money laundering

Only business relationships will be maintained with suppliers whose integrity they are convinced of. Care must be taken that the current legal provisions on money laundering are not violated.

## 6. Treatment of information

### Protection and data security

The protection of confidential, secret and personal data is one of the principles on which we base our relationships with employees (and former employees), as well as their relatives, candidates, clients, suppliers and other groups of people.

We obtain, process and use personal data only to the necessary extent for defined, clear and legitimate purposes. We take care that the use of the data is transparent for those affected, we respect your right to information and rectification, as well as, if applicable, your possible objection, blocking and cancellation.

All employees are obliged to comply with the legal provisions of protection of personal data, as well as legal and business regulations on the security of information and to protect against confidential use, confidential and personal data entrusted to CIPSA.

We are committed to guarantee an adequate standard of security in the treatment of information. Security measures must be applied to all the components of information processing, so as to guarantee the confidentiality, integrity, availability and verifiability of the information that requires protection, and to avoid unauthorized internal or external use.

**Employee privacy**

CIPSACIRCUITS respects the privacy and dignity of all its employees. The Company uses procedures designed to protect and limit access to employees' personal information in accordance with applicable laws governing their privacy.

**Confidentiality**

We entrust confidential business information to our employees and partners so they can carry out their work successfully. This confidential information is the property of CIPSA and will only be used for corporate purposes.

We are committed to protecting confidential information in any format. The obligation to preserve confidential information continues even after the employment relationship with the Company ends. If you decide to stop working for the Company, you can not disclose confidential information to third parties.

**Non-disclosure of records**

CIPSACIRCUITS is committed to avoid the misuse of the information contained in the corporate records.
The information about the clients and employees recorded in the corporate archives will not be disclosed outside the Company without the Company's and the client's permission, except in the case of judicial summons, other legal processes or requests from governmental investigators or regulatory entities with the approval of the compliance officer.

## 7. Occupational and health protection

We assume our responsibility in compliance with the current national regulations, and adopt the appropriate measures to guarantee health and safety in the workplace.

For this reason, Suppliers must strictly comply with all labor protection and health protection laws and regulations applicable in all the countries in which they operate.

## 8. Protection and regulatory use of the property CIPSACIRCUITS

All employees must use CIPSA's property only professionally, except when there are special regulations that allow private use.

All employees must treat CIPSA's property in an appropriate and careful manner and protect it against losses.

**Treatment of the conduct code**

Any CIPSA member or other interested person may submit, in a confidential manner if desired, good faith concerns about violations of this Code.

CIPSACIRCUITS considers that compliance with the requirements formulated in this document is fundamental for the corresponding contractual relationship.

All employees must comply with the laws, prescriptions and mandatory internal rules in their work environment, and must guide their actions according to the values of the Code of Conduct. The management reserves the right to punish workers who do not comply with any of the these standards repeatedly, according to the laws and regulations in force.

For questions or doubts about the Code of Conduct, employees can contact their hierarchical superior, human resources, or communicate them through the suggestion box.

If a supplier does not meet these requirements, CIPSACIRCUITS reserves the right to terminate the commercial relationship with him through extraordinary termination.

## 5.3. SUBSTANCES PROHIBITED OR RESTRICTED. ROHS / REACH

In order to ensure compliance with European regulations:

• DIRECTIVE 2011/65 / EU OF THE EUROPEAN PARLIAMENT AND COUNCIL of 8 June 2011 on restrictions on the use of certain dangerous substances in electrical and electronic equipment.

• REGULATION (EC) No. 1907/2006 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 December 2006 on the registration, evaluation, authorization and restriction of chemical substances and preparations (REACH).

Toxic Substances Control Act (TSCA)

California Proposition 65

Per-and Polyfluoroalkyl Substances (PFASs).

Per-and Polyfluoroalkyl Substances (PFASs).

CIPSACIRCUITS, fulfilling the requirement of monitoring its supply chain, requests the commitment of the supplier with compliance with both regulations.

For this reason, to be able to approve your material and consume it on a regular basis, it is essential that you send us the DECLARATION OF COMPLIANCE WITH ROHS and REACH STANDARDS contained in the annexes Annex 2 and 3 of this manual, duly signed by the General Director or superior, the Resp of the Environment or the Resp of Quality.

For more information about REACH you can consult the following link:

http://echa.europa.eu/web/guest/candidate-list-table

## 5.4. CONFLICT MINERALS

This paper intends to transmit the policy of CIPSACIRCUITS regarding the so-called "Conflict Minerals". This policy has immediate effect, is mandatory and applies to all providers of CIPSACIRCUITS.

Background
Some of the clients of CIPSACIRCUITS are subject to a US law. known as "Dodd-Frank", which under Section 1502 imposes great information requirements on users of what the law refers to as "conflict minerals".

The law requires companies to report if any of their products, which contain conflict minerals, come from foundries or refineries located in the Democratic Republic of the Congo or in neighboring countries. The objective of section 1502 of the "Dodd Frank" law is humanitarian and is aimed at ending the conflict in the Congo region by restricting the benefits that come from minerals mined or processed in the region.

The "conflict minerals" are:
Columbite - tantalite (coltan, tantalum), cassiterite (tin), wolfram (tungsten), gold.
Cobalt (cobalto) – Mica (Mica)
Copper (cobre), graphite (grafito), lithium (litio), and nickel (níquel).

Required actions
• Determine if the parts / assemblies that supply to CIPSACIRCUITS include any of the conflict minerals or their derivatives.
• Identify the supply chains associated with these parts / sets.
• Communicate to the providers involved this legal requirement.
• Send to CIPSACIRCUITS, the document contained in the attached link, the company's policy regarding conflict minerals or a certificate signed by the company in compliance with the regulations.

For more information you can consult the following link:

http://www.conflictfreesmelter.org/

## 5.5. PRODUCT SAFETY AND CONFORMITY

**UL FILE**

CIPSACIRCUITS requires its suppliers to comply with UL safety guidelines and to indicate the UL File number of the supplied products.

When the UL Mark appears on a product it means that UL has carried out tests on representative samples of the product and that it has determined that it complies with current regulations or other applicable requirements with respect to its potential risk of fire, electric shock and mechanical hazards.

This requirement is applicable only to suppliers of base material and anti-solder mask.

**PRODUCT SAFETY AND CONFORMITY REPRESENTATIVE (PSCR)**

CIPSACIRCUITS has named a Product Safety and Conformity representative and a substitute, in order to meet the requirement of some of our customers.

Likewise, it has a process in order to identify, implement and verify compliance with the safety and conformity requirements applicable to our products. This task is carried out during the entire life cycle of our products.

Product safety and conformity is defined as follows:

Safety: A product can only be placed on the market if it does not endanger the safety and health of people under conditions of normal and intended use, as well as foreseeable use.

Compliance: The products, processes and purchasing services comply with the applicable legal and regulatory requirements in the country of receipt, in the country of delivery and in the country of destination identified by the customer, if indicated. If the client defines special controls for certain products with legal and regulatory requirements, the organization must guarantee that said controls are carried out and maintained as agreed, including supplier controls.

For this reason, CIPSACIRCUITS requests the collaboration of all its suppliers, to guarantee the safety and conformity of the products supplied to CIPSACIRCUITS, as well as to report any incident or new requirements.

## 5.6. ADDITIONAL AGREEMENTS

CIPSACIRCUITS reserves the right to request from its suppliers additional agreements such as:
- Specific confidentiality agreements (NDA).
- Specific agreements of concerted quality.

In this case, CIPSACIRCUITS will communicate these needs specifically.

In cases where it is necessary as a requirement of the client, CIPSA may request the CONTROL PLAN from its suppliers.

# ANNEX

## ANNEX 1 - COMPLIANCE WITH THE SUPPLIERS ASSURANCE MANUAL

**SUPPLIER:**

**Declaration of conformity:**

Through this document, we declare that we have received the CIPSACIRCUITS Supplier Assurance Manual.

In the same way, we declare that we are informed of the requirements of CIPSACIRCUITS and we show our agreement and commitment.

Signature and date:

## ANNEX 2 - DECLARATION OF COMPLIANCE WITH REACH REGULATIONS

**SUPPLIER:**

Compliance Statement:

This document certifies that all the materials that we supply to CIPSACIRCUITS comply with:

• REGULATION (EC) No. 1907/2006 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 December 2006 on the registration, evaluation, authorization and restriction of chemical substances and preparations (REACH).

Our organization is informed about this regulation and its implications, and evidently compromised in the legal compliance of the obligations deriving from it.

For this reason, he has contacted all his suppliers, for the monitoring and compliance of this directive. In this way we will ensure a continuous supply and without problems, within the current framework, and maximum cooperation.

Monitoring and control is periodically carried out, requesting our suppliers to update the information, consulting the candidate list of SVHC in the corresponding Web link.

In addition, we also take into account and control the possible presence of substances with restrictions of use, according to the Annex of the REACH Regulation and its modifications.

To avoid continuous consultations between suppliers against new publications of the SVHC list, we are committed to inform you of any change that affects the products you supply to your customers.

We certify that none of the items provided to our customers contains, in more than 0.1% of the weight, substances contained in the List of Substances Candidates Extremely worrying.

Date and signature:

## ANNEX 3 - DECLARATION OF COMPLIANCE WITH ROHS REGULATIONS

**SUPPLIER:**

Compliance Statement:

This document certifies that all the materials that we supply to CIPSACIRCUITS comply with:

• DIRECTIVE 2011/65 / EU OF THE EUROPEAN PARLIAMENT AND COUNCIL of 8 June 2011 on restrictions on the use of certain dangerous substances in electrical and electronic equipment.

Date and signature: