PLASMAN™

ONE DRIVING FORCE™

Supplier Development & Guidelines Manual

(North America)

2nd Edition

December 19, 2025

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1. Introduction

The intent of this manual is to define the vision of the Plasman North American Purchasing Group, to outline the requirements for becoming an Approved/Preferred Supplier, and to broaden the scope of recognized automotive quality system and environmental standards to include additional requirements of Plasman. This manual will outline the operating standards and business practices of Plasman, including supplier quality, delivery and service expectations and supplier performance metrics as well as a reporting system.

In addition to Plasman Purchase Order Terms and Conditions, it is mandatory that the Supplier understand and ensure compliance with this manual. It is the responsibility of the Supplier to check for updates to this manual at regular intervals at https://plasman.com/supplier-portal/.

For more information or clarification related to this manual, or if for any reason the website cannot be accessed, contact the appropriate Plasman key contact personnel listed in this manual.

Top Management is committed to the development, implementation, and continual improvement of the effectiveness of the Quality and Environmental Management Systems deployed at our Plasman manufacturing facilities:

- **Windsor 1 Manufacturing**
- **Windsor 3 Manufacturing**
- **Tecumseh Manufacturing**
- **Tilbury Manufacturing**
- **Fort Payne Manufacturing**
- **Cleveland Manufacturing**
- **Queretaro Manufacturing**
- **Greer Manufacturing**
- **Lawrenceburg Manufacturing**

Mike Merner
Director, Purchasing

Tom Byrne
Director, Quality

2. Policies:

2.1. Quality

In support of PLASMAN management commitment, the following is the endorsed Quality Policy:

Plasman is committed to the continual improvement and development of our manufacturing processes, products, employees, and business relationships, creating a better, more sustainable, and inclusive future is our collective responsibility.

This drive will ensure our continuing success in the engineering design and state-of-the-art manufacturing of the highest quality automotive trim, precision subsystem components, and consumer-focus products. Our reputation as a leading global manufacturer with expertise in design and engineering, tooling, molding, surface finishing, and assembly has generated customer expectations, and we deliver the solutions.

This solution-focused goal will be achieved by setting measurable objectives and targets for quality, while driving towards the industry standard of zero defects. Utilizing both established and innovative technologies, methodologies, and training initiatives, **Plasman** provides the resources needed to meet the existing and future requirements of the marketplace.

Plasman considers effective communication to be the cornerstone of our business relationships. Fostering the established framework of collaboration with our customers, suppliers, and each other, ensures our ability to anticipate our customers' needs and make their visions a reality.

2.2. Environmental Health & Safety Policy Statement

In support of PLASMAN management commitment, the following is the endorsed EH&S Policy Statement:

Plasman endeavors to take every reasonable precaution to protect the environment and promote the health and safety of all employees and interested parties. It is our intention for Plasman to be a safe place to work, with defined and established responsibilities and clear goals to create a physically and mentally sound workplace. Plasman shall demonstrate responsible corporate citizenship through our focus on pollution prevention initiatives.

It is the policy of Plasman:

- To commit to the elimination of Health, Safety and Environmental hazards and reducing risks through consistent and systematic communication, cooperation, education, and leadership,
- To comply with applicable environmental and occupational health and safety legislation, including emergency preparedness, and other within the scope of our overall business operations,
- To reduce health, safety, and environmental impacts by setting objectives and targets,
- To require that all supervisors ensure that safe work areas are maintained and all persons working for or on behalf of Plasman follow best practices, legislation and standards for health, safety and environmental protection,
- To ensure that processes are implemented to identify hazardous conditions (including chemical management and noise emissions), report occurrences, investigate and assess them so that the risk is eliminated,
- To commit to using consultation and participation of employees and, where applicable, workers' representatives to support continuous improvement related to environmental impacts, workplace injury and illness prevention initiatives,
- To establish that employees and all persons working for or on behalf of Plasman work in a safe manner, including the proper use of personal protective equipment, machine safety and fire protection,
- To ensure that all hazardous conditions, unsafe work practices and potential impacts on the environment are immediately reported to the supervisors,
- To integrate global sustainability practices supporting the environment, human and social rights,
- To promote energy efficiency in all facilities and processes. Plasman will continuously improve energy efficiency by establishing and implementing strategic energy management practices worldwide that support its manufacturing capabilities while providing a safe and comfortable work environment,

- To consider energy efficiency as a factor in product development, in process and facility design, and in the procurement of goods and services,
- To commit to sustainable resource management, renewable energy and climate neutral solutions to combat climate change and reduce Plasman's environmental impact, such as decarbonization, where possible,
- To encourage waste reduction, by reusing and recycling where feasible, and to maintain soil quality through awareness, monitoring, and implementation of environmental initiatives to support targets,
- To promote air quality, and air emissions reduction, including GHG emissions, through awareness, monitoring, and implementation of environmental initiatives to support targets,
- To commit to water quality and water consumption reduction through process management, including awareness, monitoring, and implementation of environmental initiatives to support targets,
- To align with internationally recognized principles for the welfare of animals, biodiversity, land use and deforestation.

A safe workplace is the responsibility of everyone. Your active participation and support are critical in maintaining and improving the Environment, Health and Safety at Plasman.

Mark Sullivan

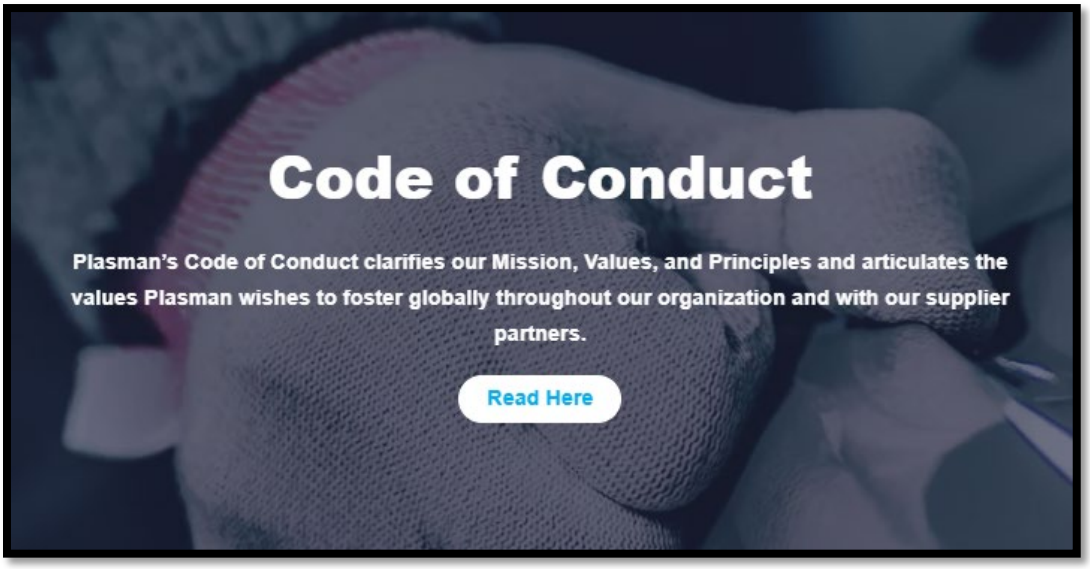
Mark Sullivan, Chief Executive Officer

Plasman

OPM-003 Environmental Health and Safety Policy Statement Rev "M" October 1, 2025

2.3. Supplier Code of Conduct

To review and download the up to date “Supplier Code of Conduct”, please visit https://plasman.com/supplier-portal, scroll down to the “Code of Conduct” section (second from the top) and click on the “Read Here” hyperlink button as shown in the picture below.



2.4. Anti-Bribery

Plasman strictly prohibits fraud, bribery, and other corrupt business practices in all of our business operations. This prohibition applies to all business activities, anywhere in the world, whether they involve government officials or private sector employees. This Policy applies to everyone at Plasman and our supply chain acting on Plasman’s behalf anywhere in the world. As a Canada led company with business operations in Mexico, United States, Sweden, Norway, and Belgium we are committed to observing the standards of conduct set forth in the U.S. Foreign Corrupt Practices Act (the “FCPA”), the Canadian Corruption of Foreign Public Official’s Act, and related legislation, as well as local anti-bribery laws of all countries in which the Company operates (collectively, the “Anti-Bribery Laws”).

This Policy supplements the Conducting Business with Integrity, Fairness and Respect section of Plasman’s Business Code of Conduct and Ethics.

Suppliers are responsible for following anti-bribery practices in conjunction with the **Plasman Supplier Code of Conduct** (See section 1. Business Ethics).

3. Plasman Key Contact Personnel

Name	Title	E-mail
Mike Merner	Director, Purchasing	mike.merner@plasman.com
Tom Byrne	Director, Quality	tom.byrne@plasman.com
George Mitri	Manager, Supplier Quality	george.mitri@plasman.com
Adam Hughes	Manager, Advanced Purchasing	adam.hughes@plasman.com
Erin Gibson	Commodity Manager	erin.gibson@plasman.com
Fran Keeton	Commodity Manager	fran.keeton@plasman.com

4. Manufacturing Sites & Addresses

Plasman – Corporate
5245 Burke Street, Windsor ON N9G 0B9 Canada
P: (519) 737-6984

Windsor 1 Manufacturing
5250 Outer Drive, Oldcastle ON N9G 0C3 Canada
P: (519) 737-1633

Windsor 3 Manufacturing
635 Sprucewood Ave., Windsor ON N9C 0B3 Canada
P: (226) 221-8120

Tecumseh Manufacturing
418 Silver Creek Industrial Rd., RR#1, Tecumseh ON N8N 4Y3 Canada
P: (519) 727-4545

Tilbury Manufacturing
P.O. Box 538, 24 Industrial Park Road, Tilbury ON N0P 2L0 Canada
P: (519) 682-1155

Fort Payne Manufacturing
403 Airport Road West, Fort Payne AL 35968 USA
P: (256) 979-1100

Cleveland Manufacturing
3000 West 121st Street, Cleveland OH 44111 USA
P: (216) 252-2995

Queretaro Manufacturing
Av. Industria de la Transformación, #321 Parque Ind., Queretaro, San Rosa Jáuregui, QRO CP 76220
P: 52+442 211 6900

Greer Manufacturing
1000 Robinson Road, Greer SC 29651 USA
P: (864) 479-0162

Lawrenceburg Manufacturing
2200 Helton Drive, Lawrenceburg TN 38464 USA
P: (931) 762-2090

5. Standard Supplier Requirement

The Supplier Development and Guidelines Manual is intended to be a communication instrument to suppliers on how to do business with Plasman manufacturing facilities. In all cases, Purchase Orders, supplier agreements, contracts and any other business agreements shall prevail. For additional information and periodic updates to this manual, you may contact the Purchasing Department at Plasman.

5.1. Basic Supplier Requirements

- All suppliers of automotive production material or service must be third party registered (or actively pursuing registration) to either ISO 9001:2015 or IATF 16949:2016 Quality Standards (unless otherwise specified by Plasman). The ultimate automotive production supplier development objective is certification to IATF 16949 requirements.
- Supplier delivery performance shall be 100% on time.
- Supplier Advanced Product Quality Planning (APQP) Team shall support Plasman from concept phase through to post-launch phase via the APQP Process and through the production phase, for the lifetime of the product.
- Use of error-proofing in design and mistake-proofing in the manufacturing processes
- Requests for corrective action require an initial response within 24 hours and a final response (including root cause analysis and irreversible corrective action) within 10 days.

5.2. Material Certificate of Analysis (COA)

The COA for the Resin/Paint supplied must:

- Include the call-out of all tests / items listed in the automotive engineering specification.
- Show the test tolerance / units of measure and actual results.
- Show the test name and test method used.
- If salt and pepper material is supplied, certificates of analysis for the resin and colour concentrate are required.
- Evidence that the laboratory which completed the testing is ISO/IEC 17025 certified.
- Be sent 24 hours prior to shipment.
- Be sent with each lot of Resin/Paint supplied.
- Send pre-ship colour plaques 5 days prior to shipment.

5.3. Container Labelling Requirements & Standards

All human readable & barcode are required unless stated otherwise in the sample below.

5.3.1. Label Location

Unless otherwise directed by the Plasman destination plant's purchasing department, two labels must be affixed to each container. One on the top right-hand corner of the front of the container, and one on the top-left corner on the adjacent right side. The entire label must be unobstructed so the barcode areas can be scanned.

5.3.2. Label Protection

Label protection against moisture, weathering, abrasion, etc. may be required and is encouraged wherever practical. Clear plastic pouches are one example of possible protection methods. In choosing any protection method, care must be taken to assure that the labels will still meet reflectivity and contrast requirements as outlined above and can be scanned.

5.3.3. Label Specification

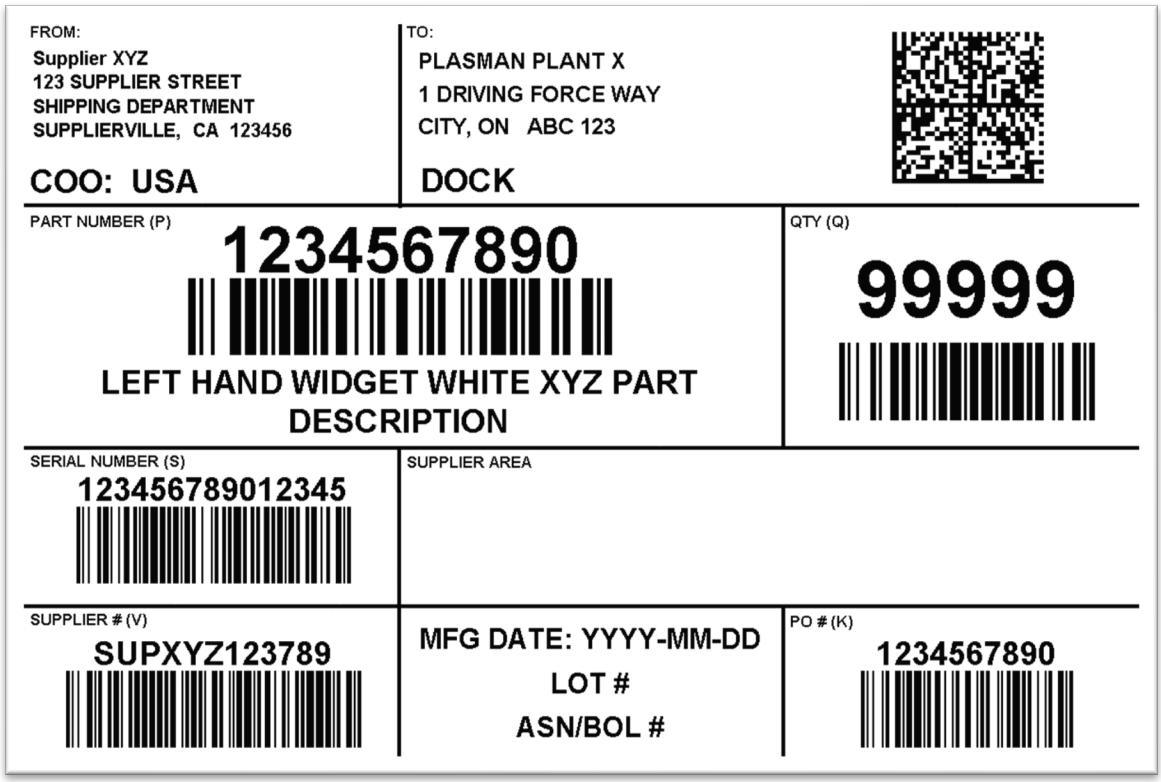
- Label size shall be 4"X6" with white background.

5.3.4. Barcode Symbology

- AIAG Standard Code 39 (preferred) or Code 128.
- Data Identifiers – as noted below - must be included as a prefix in the barcode and must appear within the human readable portion where applicable.
    - Plasman Part Number (P)
    - Quantity (Q)
    - Serial # (S)
    - Supplier # (V)
    - PO # (K)
    - ASN (A)
- Quiet Zone shall be maintained at the beginning & ending of each barcode segment.
- Shall meet reflectivity and contrast requirements specified in AIAG-B10.
- Barcode size shall be at least 0.375" in height and not to exceed 2" wide.

5.3.5. Label Layout & Content Information Guidelines

- Supplier Sample Label



5.3.6. From

- Box size: 1”X2”.
- Supplier ship from location address.
- COO (Country of Origin) shall be included in this section.

5.3.7. To

- Box size: 1”X4”.
- Plasman receiving location address.
- Dock # or location – required when specified on the purchasing agreement.

5.3.8. 2D Barcode

- Placed in the upper right corner and within the area of the receiving plant.
- Barcode Syntax (sample): ~R:P1234567890:Q99999:VSUPXYZ123789:K1234567890:S123456789012345:A1234567890

5.3.9. Plasman Issued Part Number (P)

- Box size: 1.25”X4”.
- Human readable part # should be at least 0.25” in height.
- Barcode shall be at least 0.375” in height.
- Human readable part description should be at least 0.125” in height.

5.3.10. Quantity (Q)

- Box size: 1.25”X2”.
- Human readable part # shall be at least 0.375” in height.
- Barcode shall be at least 0.375” in height.

5.3.11. Serial Number (S)

- Box size: 0.75”X2”.
- Human readable part # shall be at least 0.125” in height.
- Barcode shall be at least 0.375” in height.

5.3.12. Supplier Area

- Box size: 0.75”X4”.
- This area is designated for the supplier and is ***optional*** for use.

5.3.13. Supplier Number (V)

- Box size: 0.75”X2”
- Human readable part # shall be at least 0.125” in height.
- Barcode shall be at least 0.375” in height.

5.3.14. Mfg Date, Lot # ASN/BOL#

- Box size: 0.75”X2”
- Human readable and should be at least 0.125” in height for the following 3 fields:
    - Mfg date: YYYY-MM-DD
    - Lot #:
    - ASN/BOL #:

5.3.15. PO # (K)

- Box size: 0.75”X2”
- Human readable part # shall be at least 0.125” in height.
- Barcode shall be at least 0.375” in height.

5.3.16. ASN/BOL (A)

- This field is ***optional***; however, when / if entered as human readable field in section 5.3.14, the 2D barcode syntax shown in the example in section 5.3.8 would apply; otherwise, it should be left blank after the identifier: **A**.

5.3.17. Label Approval

The supplier is responsible for submitting a sample label for each part # to the ***Materials Manager (or a designate)*** of the Plasman receiving plant for approval. Such an approval shall be included in the PPAP submission prior to SORP (Start of Regular Production). Adhering to this step, will greatly reduce the potential impact to the Quarterly Scorecard.

5.4. Packaging Requirements

All hazardous material and substances shipped to Plasman must be properly classified, described, packaged, labeled, documented, and in condition for transport by air, ground, or sea and in compliance with applicable regulations.

Efforts must be made to use “returnable materials” in support of the Green Environment initiative. Any “expendable materials” must be recyclable or be legally and economically disposable based on the laws or regulations of the destination.

Suppliers must have an operation standard for inspecting packaging to ensure quality parts are sent to Plasman.

Packs must be able to support a minimum stack height of 108” (inch) under dynamic loading with consideration for environmental conditions up to 140º Fahrenheit and 90% Relative Humidity.

5.4.1. Plasman Responsibilities for Plasman owned Returnable containers:

- The Plasman facility will provide maintenance, repair and funding for Plasman owned packaging systems.
- The Plasman facility is to provide disposition of obsolete/damaged containers.

5.4.2. Supplier Responsibilities for Plasman owned Returnable containers:

- The supplier shall load parts into clean undamaged containers only.
- The supplier is responsible for loading the container(s) into the transportation equipment in a safe manner for transport and maintaining part quality.
- The supplier is responsible to inspect all containers upon receiving and document instances of damaged container(s). A “Damage Report” shall be submitted within 24

hours of the receipt of the shipment with details of packing slip, pictures, carrier name, etc. to their Plasman contact.

- The supplier is responsible to remove the damaged container(s) from the system immediately and inform their Plasman materials contact .
- The supplier is responsible for requesting the disposition method of Plasman owned packaging.
- Under no circumstances, damaged packaging, dunnage, or containers, are to be used for shipments to Plasman facilities.
- Only safe and clean containers shall be used to transport product.

5.4.3. Expendable Packaging:

- Expendable packaging must be designed in a way that, when opened, would allow complete access to parts without having to cut the box top or walls.
- Unless otherwise specified; cartons meeting the following requirements do not require handholds:
    - Length: 30 inches or less.
    - Width: 16 inches or less.
    - Height: 12 inches or less.
    - Weight: 26.5 pounds or less.
- The minimum acceptable corrugated strength shall meet the 200 Lbs. burst test or 32 EC Test.
- Boxes must be properly constructed and adequately sealed to ensure they do not break open during shipping or handling.
- Lids must be a minimum of 4” deep when using HSC cartons. The use of tape, staples, glue, etc. is not permitted as these lids shall be easily removed without the use of tools.
- Supplier shall not staple, nail, screw, or glue the expendable packaging to the pallet.
- Shrink wrap and / or approved non-metallic banding is required for securing expendable packaging to the pallet.
- The use of paper sealing tape is highly recommended, the tape cannot be less than 2” wide and must be able to be torn or removed by hand.
- Unless otherwise specified and pre-authorization is obtained, staples and glue are not an acceptable method of closure for box tops; however, this method may be used in constructing the body of the box. If glue is used in constructing the body of the box, it must be able to hold during high humidity.
- When shipping multiple boxes, whether similar or different in size, they shall be properly placed on a pallet and secured by means of straps and / or stretch wrap. Boxes overhanging the perimeter of the skid is prohibited.
- The supplier is responsible for acquiring an approval from Plasman Packaging Engineer and / or the plant Manufacturing Engineer when the product / process mandates the use cardboard boxes. Such an approval shall be obtained and included as a part of the PPAP submission prior to SORP (Start of Regular Production).

5.5. Palletization Guidelines

Pallet Specifications – All wood pallets and other packaging material comprised of wood must conform with the current **International Standards for Phytosanitary Measures No. 15 (ISPM #15), Regulation of Wood Packaging Material in International Trade.** To facilitate the recycling of used, expendable packaging, pallet cartons fastened to the pallet must be constructed with a "breakaway" feature or other method to allow easy separation from the shipping pallet.

5.5.1. Pallet Requirements

- A notched wing stringer type pallet using wood material is required for all pallets unless being stored in flow racks. If material is stored in flow racks, a block style pallet is required with bottom deck boards running perpendicular to the flow rack rollers.
- Pallets must have four-way fork entry and minimum openings of 2-3/4", high by 9" wide with butted lead deck board.
- Pallet size in inches (") and max load in pound (Lbs.) must be printed on the stringers where the font size must be ¾" or greater in height.
- All production parts must be palletized to allow handling by industrial lift trucks.
- Pallets must not be smaller in length and width than the load, since packaging materials is prohibited from overhanging the pallet.
- The gross weight of any palletized unit must not exceed 1800 Lbs. unless otherwise approved by a Plasman Representative.
- Expendable container pallets must be stackable and capable of supporting stacked pallets of up to1800 Lbs.
- Pallet construction and quality must be adequate to support the load weight and standard handling requirements.

5.5.2. Securement to Pallet

- All expendable containers shipped on pallets must be adequately secured to the pallets. Multiple containers, similar or varying in size, must be properly stacked, and secured to the pallet.
- Mixed loads and / or multiple containers on a pallet must be approved by the packaging engineer prior to shipping.
- One of the following methods is to be used for securing cartons onto a pallet:
    - Stretch wrap: When used, the wrapping must capture the entire load including the pallet.
    - Straps / bands: When used, a minimum of two (2) non-metallic bands are applied lengthwise and two (2) bands widthwise.
    - Please note, there will be instances where **both methods** will be required to ensure proper securement.

- It's recommended to use Polyester strapping due to its strength and recovery properties. Translucent green is the recommended color when using polyester strapping; meanwhile, translucent clear is recommended when using polypropylene strapping. Non-metallic strapping must be joined with a "friction seal".
- Metal banding or buckles are prohibited unless approved by the Plasman. Please bear in mind that high weight loads are not considered safe without the use of metal buckles.
- Stretch film must be linear low-density polyethylene (LLDPE) and clear in color to maximize recycling potential. Polyvinyl chloride (PVC) film is not allowed and shall not be used.
- Wire bound wooden pallets, boxes, and wood composite pallets and crates are not acceptable and shall not be used.

5.5.3. Stacking Characteristics

- Returnable container packs must have sufficient strength to stack eight packs high, or to a height of 21' feet, whichever is greater.
- Returnable and Expendable packs must be able to support a minimum stack height of 108" (inch) under dynamic load, where generally would be at least three (3) times that of the static load, while considering the environmental conditions of up to 140º Fahrenheit and 90% Relative Humidity.
- Fastener packs must be able to stack two unit loads high in transit and warehouse.
- All corrugated cartons shall be recyclable; where contaminant such as wood that is fastened to the corrugated material requires intensive and costly labor to separate; therefore, its use is highly discouraged.
- When corner stacking posts are used, the following requirements shall be considered:
    - Where possible, eliminate the use of wooden supports. An option is to consider increasing the carton strength, where the use of double or triple wall is recommended.
    - Replace the wood with formed paper corner structures, or corrugated supports. These paper corners may be stapled in place, since they can be recycled with the sleeve.
    - The use of "angle board" with a white clay coating and non-water-soluble adhesive is not allowed. The cross-sectional area allows virtually no surface to support a load.
    - The location of the stacking posts shall be completely supported by the wooden details of the pallet.
    - As a last resort, wood may be used as a corner support, but must NOT be fastened to the corrugated sidewalls of the container. Other methods of holding the wood in place must be used, allowing ease of wood removal. Corner "kick-ins" or corrugated pockets will suffice.
    - When used, all solid wood posts shall be ISPM-15 certified and stamped.

5.6. Automotive Supplier Requirements

The Automotive Industry Action Group (AIAG) has published several manuals that standardize procedures, reporting formats, and technical nomenclature, which are required by our OEM Customers. Suppliers are responsible to remain current with these standards including, but not limited to, APQP, FMEA, PPAP, SPC, MSA, MMOG/LE.

Where applicable, suppliers are required to provide a copy of the applicable CQI assessment(s) appropriate to their process(es) annually, and if there are significant manufacturing changes.

For reference, below is the CQI Special Process list.

CQI #	Process
9	Heat Treat
11	Plating
12	Coating
14	Warranty
15	Welding
17	Soldering
23	Molding

CQI #	Process
27	Casting
28	Traceability
29	Brazing
30	Rubber Molding
34	Software Assurance
35	Wiring Harness

Copies of these publications can be ordered from AIAG at (248) 358-3003 or via website at https://www.aiag.org/. Membership to AIAG is recommended.

5.7. Diversity Supplier Requirements (U.S. Suppliers)

Plasman is committed to expanding our relationship with the diversity business community. Plasman diversity policies support the activities of the MMBDC (Michigan Minority Business Development Council) and the NMSDC (National Minority Supplier Development Council), as well as other state and local economic community organizations.

5.8. Customer-Specific Requirements

5.8.1. Automotive:

OEM Customer Specific Requirements (CSR), procedures, and specifications are an integral part of doing business with Plasman and must be complied with as applicable to the suppliers' end item customer base. For information on obtaining OEM Customer Specific Requirements contact Plasman Purchasing or visit the IATF – International Automotive Task Force website at https://www.iatfglobaloversight.org/ and / or OEM Customer website / supplier portal.

All suppliers, including directed-buy and / or recommended, are required to be familiar with, implement, and practice the OEM's Customer Specific Requirements where applicable.

Plasman and the end customer reserve the right to audit, inspect, qualify, and certify the manufacturing processes, facilities and parts related to all programs in current and/or future production. This is subject to compliance with all applicable standard non-confidentiality and non-disclosure agreements. **Suppliers are responsible for remaining current to Customer Specific Requirements.**

5.8.2. Mass Transit:

All suppliers for Mass Transit components shall provide on a **yearly basis** an updated copy of **QFM-GHQ-PUR Buy America Certificate** reflecting all line items stated on a current & up to date Plasman issued purchase order. It is also required to have the said certificate updated and provided to Plasman Purchasing upon the issuance of a new PO or revising an existing one. This requirement is mandated by the US Federal Transportation Admiration under Act 49 US Code 5323 and FTA Buy America Regulations set forth in Title 49 / Subtitle B / Chapter VI / Part 661. Failure to comply, provide accurate and true information, could lead to financial penalties which may include, but not limited to, all penalties incurred by Plasman from the US government, all costs and charges imposed by Plasman customers, applicable legal fees and all additional charges incurred along the way and in the process. Subsequently, such non-compliance could lead to de-sourcing while absolving Plasman from all legal and contractual ramifications.

For Additional Information on FTA and the FAST Act, please visit:
www.fta.dot.gov/fast.html

5.9. Service Parts Requirements

All suppliers are responsible for the supply of original equipment service parts to Plasman. This obligation remains in effect at the production supplier of record for **twenty (20) years** after part concludes series production or cancellation of the part unless a source change is approved. Service parts are to be produced from production tooling that is continuously maintained so that service parts can be produced at the agreed upon quality criteria. Regular preventative and predictive maintenance activities are required to maintain production capability. Pricing of service part component orders remain at production levels for five years after part concludes series production for a minimum of five years or for the length of time that any claim of obsolete inventory exists, whichever is later. Set-up charges for service parts should be at or below fair market value and must be approved in writing by the Plasman Purchasing Department. The dealer direct supply items are to be supplied within 24 hours of release to the supplier. Depot supply items will be released on the weekly releases according to normal supplier demand communication methods.

5.10. Conflict Minerals

2012 U.S. legislation requires that manufacturers who file certain reports with the U.S. Securities and Exchange Commission (SEC) must disclose whether products they manufacture, or contract to manufacture, contain conflict minerals that come from sources that support or fund inhumane treatment in the region of the Democratic Republic of the Congo or an adjoining country. Applicable Plasman suppliers are required to provide information regarding the use of conflict minerals in all supplied products. Additional information on conflict minerals reporting can be found at https://www.aiag.org/ and https://www.conflict-minerals.com/.

5.11. Supplier IMDS Compliance

In compliance with the European Union Directive concerning the environmental impact of End-of-Life Vehicles (ELV), the OEMs are mandating that their suppliers account for all prohibited, restricted, and reportable substances used in the production of automotive parts in the International Material Data System (IMDS).

Material information for all resins and / or components you will be supplying to Plasman, must be submitted through the IMDS system.

Plasman IMDS ID: 13531

Please ensure the Plasman Part Number (IPN) is entered in the Material – No field. If you have already reported directly to the IMDS, please inform us so that we may access the information related to our product(s).

5.12. Automotive Product-Related Software or Automotive Products with Embedded Software

Suppliers of automotive product-related software, or automotive products with embedded software are required to implement and maintain a process for software quality assurance for their products and retain documented information of a software development capability self-assessment.

5.13. Statutory and Regulatory Requirements

Suppliers are required to ensure that supplied products, processes, and services conform to the current applicable statutory and regulatory requirements in the country of receipt, the country of shipment, and the customer-identified country of destination, if provided (reference Terms and Conditions of Purchase Order).

If special controls are defined for certain products with statutory and regulatory requirements, suppliers shall ensure they are implemented and maintained as defined by Plasman or OEM Customer.

5.14. Confidential & Information Security Requirement

Suppliers are required to ensure the security of all confidential information, physical, electronic or any other form created or acquired while interacting with Plasman personnel while keeping in mind that customer information is the sole property of the respective end customer or Plasman. Such confidential Information applies to data classification assigned to information that, if disclosed, would likely cause damage to the competitive position of Plasman and/or a customer.

With the ever-increasing dependence on electronic systems and communications, and in recognition of the ever-increasing threats to information protection and security, all suppliers must have systems and procedures in place to protect computers, servers, mobile devices, electronic systems, and data from any form of malicious attack. Such procedures must include detailed response to any attempted or actual cyberattack and immediate notification to Plasman for any potential impact to data or business. It is important that all identified confidential information such as, but not limited to, specifications, design records, engineering data, and all other critical information, shall be managed and maintained in a secure environment.

For further information, it's advised to access www.tisax.org (TISAX - Trusted Information Security Assessment Exchange) and / or www.aiag.org/supply-chain-management/cybersecurity (TPISR - Third Party Information Security Requirements) as they define the industry standards for information security and establish assessment requirements to ensure globally harmonized levels of information security. As determined by the nature and need for protection of information and data, suppliers shall be able to demonstrate adequate safeguards and appropriate levels of information security, bearing in mind that if directed by Plasman's customer, certification to TISAX or TPISR may be required. As an alternate approach, suppliers are encouraged to come certified to the ISO/IEC 27001.

5.15. Supplier ISO 14001 Conformance

PLASMAN Environmental Vision & Strategic Plan

ENVIRONMENTAL VISION

Plasman is committed to implementing effective environmental systems as part of our overall business and operating philosophy.

Plasman will determine both internal and external issues that are relevant to the organization and that have both a direct influence on the effectiveness of the environmental management and an impact on global environmental and sustainability issues.

STRATEGIC PLAN

Plasman commits to establish and maintain compliance to all applicable environmental legislation and standards.

Plasman commits to participate in stakeholder and strategy sessions as put forth by our governmental leadership and client base to pro-actively further the goal of lessening environmental impact.

Plasman commits to participate in energy reduction initiatives in order to reduce the carbon footprint of our organization.

Plasman commits to implementing programs which will reduce emissions and lessen the subsequent impact on the environment.

In addition to these core values Plasman will also consider the implications and risks to our business in respect of cultural and social responsibility, financial implications, and the use of best available technologies where financially practical and feasible.

6. Supplier Quality Expectations

6.1. Supplier Quality Management System

Unless otherwise specified by Plasman customers (i.e. customer-directed source), all suppliers of automotive production materials and services (including production, service, and accessory parts, heat treating, plating, painting or other finishing services, sub-assembly, sequencing, sorting, rework, and calibration services) that affect Plasman customer requirements are required to be third-party certified to ISO 9001:2015 and/or IATF 16949:2016, or other appropriate standard as shown below:

- Component Parts, Fasteners, Customer-Specified Materials, Chemical and Raw Materials – ISO 9001 or ISO/IATF 16949
- Tools, Molds, and Equipment – ISO 9001
- European Suppliers – VDA, EAQF, AVSQ, or ISO/IATF 16949
- Calibration Services and Laboratory Testing (Resin & Paint) – ISO/IEC 17025

NOTE: Suppliers are to forward evidence of their quality system certification to Plasman Purchasing. **Suppliers are required to notify Plasman in writing within five (5) working days if certification is expired, suspended, or withdrawn by the Registrar.**

6.2. Supplemental Quality Management System Requirements

Statistical process control (SPC) is mandatory for critical and significant characteristics as defined by your Plasman Quality Department representative, the PDT or the supplier's internal requirements. Critical/safety characteristics, as indicated on the part drawing, shall have a minimum 2.00 Ppk at PPAP, and 1.67 Cpk in production, unless otherwise waived by Plasman Quality or Engineering. Significant characteristics shall have minimum 1.67 Ppk and 1.33 Cpk. If there is any variation in these values, or the required capability cannot be met, the supplier is required to contact the Plasman program engineering when the concern at hand is of a product in the development phase, or the receiving Plasman plant Quality Manager when the product is in series production for further instructions.

6.3. Appearance Items

The following applies to suppliers of coloured parts or components and to suppliers of paints, coatings, pigments, dyes, tints, master batches and other colorants.

6.3.1. Colour Master Plaques

Only Plasman or its customer's approved colour master plaques may be used to develop colour formulations or to determine the acceptance of coloured materials. The supplier is responsible for obtaining the colour plaques as required.

6.3.2. Colour Measurement and Evaluation

Visual and analytical evaluation of colour and gloss shall be made in compliance with customer end-item requirements. Contact your Plasman Quality Management representative for information.

6.4. Plasman Supplier Profile

Suppliers shall complete and submit the Plasman Supplier Profile ***every three (3) years*** to the Plasman Purchasing department. It's recommended to download this file (.pdf format) from https://plasman.com/supplier-portal/ to have it **electronically filled out and digitally signed**. Suppliers are responsible for notifying Plasman Purchasing when a major change takes place which may require the Plasman Supplier Profile to be resubmitted. Further, **suppliers are required to forward a copy of their Quality and/or Environmental Management System Certification(s) and maintain current versions on file with the Purchasing Department.** For those suppliers not certified to the appropriate standard, Plasman Purchasing may require an action plan and timing for certification, or confirmation of source approval from the OEM customer.

6.5. Supplier Quality Systems Assessment

Plasman and our end customers reserve the right to audit, inspect, qualify, and certify that supplied products and services meet specified purchasing requirements. Where Plasman and/or our customer intends to perform independent verification at the supplier's premises, the intended verification arrangements and method of product release will be stated in the purchasing order and/or purchasing documents (subject to compliance with all applicable standard confidentiality and non-disclosure agreements).

All new suppliers may be required to successfully complete self-assessment and/or an on-site survey by Plasman Purchasing before being approved. Suppliers who are certified to the applicable quality system standard, or who have been audited by a Plasman OEM customer may, at the discretion of Plasman, have this survey waived. Critical-To-Success, and when mandated by the Customer Specific Requirements, suppliers are required to complete the self-assessment annually. Surveys of current and new suppliers are conducted using the applicable Plasman **Supplier Assessment** form; where it's the supplier's responsibility to download this file (.xls format) from https://plasman.com/supplier-portal/ to have it **electronically filled out** as indicated in "IWI-GHQ-PUR-010 Supplier Onboarding Letter".

Where applicable, the lead auditor should provide the supplier a written report that summarizes the survey findings and identifying areas of improvement. When further actions are needed, a plan must be submitted to Plasman Purchasing within 30 days of receipt of the report, unless otherwise specified. When required, Plasman will assist in implementing this plan and periodically evaluate its practicality and effectiveness.

Additionally, when determined by Plasman, **Second-Party Audits** may be used for the following: supplier risk assessments, supplier monitoring, supplier QMS development, product audits, process audits. In addition to certification to ISO 9001, compliance to other customer-defined QMS requirements such as Minimum Automotive Quality Management System Requirements for Sub-Tier Suppliers (MAQMSR), or equivalent, may be assessed through second-party audits.

6.6. Supplier Problem Communication

Suppliers shall notify their certification body/registrar and Plasman Purchasing in writing within five (5) working days, when a customer changes the status of a site servicing a Plasman facility or customer, to any of the following:

- FCA (Stellantis) “OEM Service Complaint, TPSL – Top Problem Service Location, or New Business Hold”
- Ford Q-1 Revocation
- General Motors CS2 (Level II Containment), New Business Hold – Quality, BIQS Revocation
- JOEM Customer-Specific Quality Hold or Shipping Containment Placements (as required)
- Tier 1 Customer-Specific Quality Hold or Shipping Containment Placements (if additional to above)

6.7. Nonconforming Material

A request for Corrective Action may be issued to a supplier when nonconforming material is received at either a Plasman Plant or its customer’s facility. The notification to the supplier will typically include the following information:

- Plasman Part number.
- Part Name (Optional).
- Problem description.
- Lot number (if available).
- Quantity rejected.

Plasman reserves the right to initiate sort, scrap, rework, or repair activities without prior authorization from the supplier to protect customer build. The issuing Plasman representative shall Email the Supplier Corrective Action Report (SCAR), or otherwise notify the supplier of the problem. The supplier shall comply with the following corrective actions:

- Initiate containment and inspection of all suspect material including product in route, at the Plasman plant or at the customer location.

- Post evidence of customer concerns at appropriate locations (i.e. Quality Alerts)
- Implement immediate corrective action to eliminate the discrepancy.

Supplier liability for sort, rework/repair, scrap, freight, customer charges, Plasman administrative charges, etc. is detailed in a debit memo.

If sort and/or rework of defective material are required and the supplier chooses to subcontract the work, the supplier is responsible for appropriate supervision.

The supplier shall review rejected accumulations weekly so the product can be dispositioned; if product is not reviewed on a weekly basis, Plasman reserves the right to return the product to the supplier and debit the account.

6.8. Corrective Action

The supplier shall provide an initial response to Plasman requests for corrective action within 24 hours. This initial response will include at a minimum:

- Acknowledgement of notification of the issue(s).
- 100% containment action(s).

The supplier shall complete a corrective action (including root cause analysis and irreversible corrective action) within 10 working days (contact the issuing Plant Quality Department for appropriate forms). If the report cannot be completed in 10 working days, the supplier shall submit the incomplete report and include a timing plan for the submission of the completed report. Additionally, the supplier will provide objective evidence to support corrective action implementation when required by Plasman. When requested, the supplier shall provide on-site support personnel at Plasman and/or its customer's facilities.

6.9. Supplier Quality Improvement Process

The Supplier Quality Improvement Process was developed to monitor deficient suppliers and to assist these suppliers in becoming self-reliant. The process is driven by the supplier's quality and delivery performance. The supplier quality and delivery information (Q&D) is gathered at each individual Plasman manufacturing facility; this information is then summarized and captured on a scorecard.

6.10. Supplier Containment

Plasman Purchasing may place a supplier on immediate "containment" if:

- The supplier has been identified as a Critical-To-Success Supplier.

- The severity of the performance issue deems it appropriate by Plasman and/or Plasman Customer.

6.10.1. Controlled Shipping Level 1 (CS1) requires:

- Immediate implementation of a containment activity in addition to the supplier's normal process controls and inspections.
- Submission of a CS1 containment plan and/or corrective action plan.
- Evidence required to exit from CS1 is based on data from the controlled shipping area that the normal production process is free of all non-conformances for a minimum of 30 working days after implementation of permanent corrective action (removal of CS1 status may be subject to additional requirements based on Plasman Customer direction).
- CS1 may be elevated to Controlled Shipping Level 2 (CS2) and/or New Business Hold if zero defects and/or permanent corrective action is not achieved.

6.10.2. Controlled Shipping Level 2 (CS2) requires:

- Immediate implementation of a Plasman approved third-party containment system (this containment is in addition to CS1 containment activity already in place)
- A formal meeting between Plasman, the third-party and the supplier to establish all CS2 criteria.
- Evidence required to exit from CS2 is based on data from the controlled shipping area that the normal production process is free of all non-conformances for a minimum of 30 working days after the implementation of permanent corrective action (removal of CS2 status may be subject to additional requirements based on Plasman Customer direction).
- CS2 may be elevated to New Business Hold if timely permanent corrective action is not achieved.

The supplier may submit a written request to be removed for any containment (CS) level to the Plasman Plant Quality Manager. This request must provide evidence that all the criteria of the containment have been met. Plasman will remove the supplier containment status after verification of the effectiveness of implemented actions.

6.11. Supplier Procedure Approval (External Documentation)

All on-site suppliers (production applicable products and services) operating at any Plasman location must submit any external documentation (i.e. procedures / work instructions / forms) intended for use (at the applicable Plasman location) to the Quality Department for review and approval prior to use.

6.12. Product and Process Change Point Control

In conjunction with the Plasman “Product and Process Change Point Control” protocol detailed below, suppliers and sub-suppliers are responsible for ensuring they understand and apply any additional OEM-Specific Change Point Control requirements (Reference “Customer-Specific Requirements” in section 5.8 of this manual).

Suppliers and sub-suppliers are prohibited from making any unauthorized changes to a Product (e.g., material, component, subassembly, subcontracting etc.) and/or to a Process used to produce a Product that has been previously approved through the PPAP or NMR process.

Suppliers and sub-supplies are required to notify the appropriate Quality Manager and Senior Buyer in writing of their intention to change a Product or Process prior to change(s) being implemented.

Suppliers and sub-suppliers may be held responsible for all damages, losses and liabilities suffered by Plasman, its subsidiaries, and customers, that are attributed to any unapproved change.

The following items are considered to be a “Change” requiring notification to Plasman prior to implementation:

- Design change: ALL changes.
- New supplier: New Supplier/Sub-Supplier and/or location change.
- Materials: Change of materials and/or materials supplier including items such as Mold releases.
- Manufacturing method change, condition change of Molding, Plating, etc. including order of process and/or adding or deleting process steps.
- Process standards changes.
- Temporary process changes including any form of rework.
- Machine changes such as, but not limited to – plating line, molding, or extrusion machine, die press, etc. and machine relocation internal or external.
- Jig/fixture or measurement gage changes.
- New mold or dies.
- Packaging change.
- Delivery methods including routing.

In the event suppliers and sub suppliers are unclear about the need to announce a change point they are required to notify applicable Plasman key quality contact personnel to determine the path forward.

6.12.1. Honda:

In conjunction with the Plasman **“6.12. Product and Process Change Point Control”** protocol detailed above, Honda suppliers and sub-suppliers are responsible for ensuring they understand and apply Honda-Specific Change Point Control requirements – Note: the system shall trigger the use of Honda’s IPPAAR and IPP system when required. Manufacturing Initiated IPP is a general category used to describe types of manufacturing-initiated changes identified in column “Control Category”. For additional details please refer to Honda North American Supplier Quality Manual section HSQM-0041.

7. Engineering & Program Management

7.1. APQP and NMR

Plasman Program Management follows the methodologies of APQP **(Advance Product Quality Planning)** and NMR **(New Model Review)** processes as appropriate based on Customer expectations. Based appropriately on either the AIAG APQP model or the NMR model, the process offers the following enhancements:

- Defined Gates.
- Focus on Key Elements.
- Quality of Event Criteria.
- Gate Review and Sign-Off.

The “gates” are similar in purpose to the phases of the AIAG APQP process for example and can be understood in the same way. Each gate involves a list of broad tasks called “elements.” The most significant elements to a successful, timely product development and launch are called “Key Elements.” A priority system places emphasis on “Key Elements” by requiring a review of the “Quality of Event Criteria.” The “Quality of Event Criteria” is subtasks that require not just completion but evaluation of their quality level. Plasman has taken the APQP process to a higher level by not only identifying the tasks, but also assessing how well they were completed.

Suppliers shall notify or confirm in advance to Plasman Program Management of a scheduled or upcoming Run @ Rate, PSO and/or PPAP.

7.2. Critical-To-Success Suppliers and the APQP / NMR Process

An evaluation is performed at the planning stage of each new program to estimate the level of “impact” on the success of the program associated with each supplier. The criterion for evaluation considers the following:

- New Supplier to Plasman.
- Quality and Delivery history.
- Technological capability.
- Experience with the manufacturing process and the product.
- Quality Status or Program Timing directed by the OEM customer.

When the risk level, in any of the areas, is higher than normally expected on a new program, the supplier may be categorized as a Critical-To-Success Supplier. CTS Suppliers are expected to participate as active members of the Plasman external APQP teams.

In addition, CTS Suppliers are required to implement a containment process at program launch as indicated in section 7.4 of this manual.

7.3. Production Part Approval Process (PPAP)

All suppliers of raw materials and components used in the manufacturing of Plasman products are required to submit PPAP packages and receive the appropriate approval(s) prior to beginning SORP shipments.

The supplier is notified of the PPAP and IMDS submission target dates to Plasman as indicated in the “business award email notification”; these dates shall be provided to Plasman purchasing by the assigned Plasman program manager.

Suppliers shall comply with the current version of the AIAG PPAP manual, or the OEM customer’s specific requirements for product approval. Plasman Program Management or designated Plasman representative may modify these requirements.

The default for all submissions is Level 3; however, a written authorization from Plasman purchasing or program management is required when deviating from such a submission requirement. All items that do not meet specification shall be clearly identified on the PSW and a Plasman pre-approved action plan for each discrepancy shall accompany the submission.

For the formal sign-off and approval, all PPAP submissions shall be provided to the Program Quality Engineer; this integral member of the APQP & Launch Team is assigned by the Plasman corporate program management.

Part Testing & Validation shall follow the requirements as listed on the component drawing and / or the assembly GD&T and / or the Designer Log. Where applicable and / or per Customer Specific Requirement, annual PPAP validation submissions are required at the supplier’s expense unless the receipt of a written waiver is obtained from Plasman or Plasman’s customer.

In addition, below items shall be included in the PPAP submission package:

7.3.1. Shipping Label Approval

To ensure compliance and to minimize delays in processing the submission, the supplier is required to include, in the PPAP package, a copy of the approval of the shipping label obtained from Plasman as per section 5.3.17 of this manual.

7.3.2. Packaging Buy-Off

Where applicable (i.e. Expendable packaging, backup, single use dunnage, etc.), to ensure compliance and to minimize delays in processing the submission, the supplier is

required to include, in the PPAP package, a copy of the approval of the packaging design obtained from Plasman as per sections 5.4.3 of this manual.

7.3.3. Run @ Rate

Unless otherwise specified by Plasman purchasing and / or program management, suppliers shall include, in the PPAP package as specified in the level 3 AIAG requirements, a copy of the results of a self-monitored Run @Rate. The baseline of such activities shall be for **twenty percent (20%) above the quoted daily capacity** which should've considered the annual volume based on 240 production days, the defined manufacturing process available capacity, and quoted scrap rate.

Plasman reserves the right to conduct on-site Run @ Rate verification at any time during the life cycle of the product. It's worth noting that quality concerns identified during the Run @ Rate must be properly analyzed and acted upon to ensure proper counter measures are implemented. These controls must be verified and recorded in the control plan and failure modes must be updated in the PFMEA.

Bulk Materials Suppliers (i.e. resin, paint, metals, chemicals, etc.) – The minimum submission requirement for supplier/subcontractor bulk materials is the PSW and the Bulk Materials Checklist.

Suppliers are required to submit PPAP packages to:

PPAP@plasman.com

7.4. Safe Launch & Early Production Containment

Unless otherwise specified by Plasman purchasing and / or program management, suppliers shall have in place proper and sufficient measures to ensure smooth and effective product supply during pre-production, ramp-up, system fill, and series production. Such measures are, and not limited to, enhanced inspection, comprehensive visual boundaries, increase of verification frequency, etc. where the data collected from the containment process needs to be made available to Plasman personnel as required.

These activities shall be in place for a minimum of thirty-five thousand (35,000) parts or ninety (90) days, whichever occurs first.

When shipping parts under **Safe Launch & Early Production Containment**, suppliers are required to affix a separate placard or label, placed on each container, stating "SL & EPC" to identify that these parts have properly gone through this added inspection process.

The industry standard exit criteria for the Safe Launch & Early Production Containment period, is shipment of zero-defect parts that meet either the defined number of parts or period indicated above. Any defect(s) discovered during the Safe Launch & Early Production Containment period restarts the event to zero “0” parts shipped.

Having a robust Safe Launch & Early Production Containment in place is a considered critical-to-success initiative since it could lead to a significant financial impact and extend the supplier’s engagement in case a spill is discovered at Plasman and / or further downstream.

7.5. Continual Improvement

Suppliers shall develop an annual continual improvement plan, approved by upper management, which establishes improvement goals, implementation dates and responsible personnel. As part of a supplier's Continual Improvement system, Plasman expects suppliers to implement several interrelated systems.

7.6. Lean Principles

It is the expectation of Plasman that suppliers recognize Lean as an inherently more cost-effective method of managing a business.

7.7. Mistake-Proofing

Automotive customers require “zero defects.” The most effective way to accomplish this task is to use error proofing in product designs and mistake-proofing in manufacturing processes. Plasman expects its suppliers to adopt the same tools and operating philosophies as a fundamental responsibility of doing business. Plasman initial focus will be with new suppliers, existing Critical-To-Success Suppliers and problem suppliers.

7.8. Benchmarking

It is the expectation of Plasman that suppliers establish benchmarking facilities and activities to develop and maintain a database of information on competitor parts and materials. This information shall be a source of input to all current and new program activities.

7.9. Value Analysis/Value Engineering (VA/VE)

It is the expectation of Plasman that suppliers utilize VA/VE workshops at key pre-launch and post-launch junctures to continually provide improving product value to the customer. These workshops shall target total cost (Design, Process, Policy, and Tier 3), not just the traditionally targeted product design.

7.10. Product Development / Engineering and Design

This section presents the Plasman expectations and requirements in product development (Engineering and Design). Reflecting a commitment to continual improvement of technology, Plasman plans emphasize an increased reliance on supplier technical expertise.

Plasman suppliers and their technological capabilities in product development are critical to achieving continual improvement.

7.11. Glacial Acidic Test Capabilities

Plasman suppliers must demonstrate their testing capabilities (internal or external provider) to perform Glacial Acidic Test for chrome plated parts.

7.12. Design and Development Capabilities

Suppliers are expected to have the technical and personnel resources to support all phases of design, development, and engineering. Suppliers shall design and manufacture their products and issue periodic progress reports in accordance with the Plasman APQP requirements.

7.13. Design Schedule Review and Involvement

Suppliers will demonstrate the ability to participate in early design activities, from concept through prototype and production. They shall have the ability to provide the necessary information and data per the Plasman APQP process unless otherwise specified.

7.14. Computer Aided Design and Engineering Resources

Suppliers are expected to have CAD/CAE capability, experienced personnel, and appropriate facilities to perform design and engineering analysis. If CAD/CAE is subcontracted, the supplier shall provide project leadership and direction (i.e., engineering, monitor key events and timing, etc.). Unless otherwise specified, the following items apply to all programs/projects.

7.15. Dimensional and Management Resources

Suppliers are expected to have the dimensional management and graphical documentation (via CAD) capabilities to support the Plasman dimensional management process in accordance with the Plasman APQP.

Suppliers shall demonstrate the ability to participate in early dimensional management activities, from concept through prototype and production. Suppliers are expected to document key events and timing on a DMP (Dimensional Management Plan).

7.16. Error Proofing

Suppliers who have design responsibility, or who are participating with Plasman in developing new products, are expected to demonstrate the use of error-proofing methods and actions for making improvements and to minimize the total cost of producing the product. Suppliers participating in an APQP team will have input into an evaluation of error-proofing methods.

7.17. Program Management

It is the expectation of Plasman that suppliers will use a multi-disciplinary approach for decision making and a documented program tracking system that includes key events and "target versus actual" timing. Suppliers shall identify "decision making" associates by name, title or responsibility and telephone numbers. Designated individuals are required for evaluating quality, reliability, health, safety, environmental issues, product service and cost reduction. Suppliers shall maintain a manufacturing and construction flow chart covering the entire project from purchase of raw materials through finished product customer approval and depicting all operations, inspection design and build reviews, tests, checks, prove-outs, etc., along with milestone dates. All significant / critical / dimensional characteristics and tolerance will be approved by Plasman along with desired Pp and Ppk data.

7.18. Engineering Change Management System (ECMS)

The Engineering Change Management System has been instituted to provide Plasman Program Management program cost control and tracking. Suppliers are required to respond to open issues directed to their attention on or before the required date identified. The response shall be faxed or mailed to the program manager or other designated individual.

8. Accounting Practices

8.1. Standard Terms and Conditions

The terms listed below are guidelines only. For actual payment terms, refer to the Purchase Order or the actual contract.

Contact the individual Plasman plant for instructions on invoicing. Plasman payment terms are specified on the Purchase Order or actual contract. All material, parts and/or tooling must be received through our receiving department and must have a proper packing slip firmly attached to the outside of one of the containers. The packing slip must reference the appropriate Purchase Order number and part/tool number and have the appropriate signature(s) from our receiving department to serve as proof of delivery to ensure payment. Paper invoices are required at all operations for all tooling, testing, development/process samples and all non-production items. All invoices supporting these items shall have the appropriate approval documentation attached to expedite approvals (i.e., PPAP or Gage R&R documentation). The supplier's invoice number shall be the same number as the packing slip number. Each invoice must reference the Plasman part/tool number and Purchase Order number exactly, or the invoices will be returned to the appropriate supplier further delaying payment.

The assigned Plasman part number/item number/non-production material number (including all alpha and numeric characters) must be shown on your invoice exactly as it appears on the Purchase Order. Tool invoices must identify only one tooling Purchase Order number per invoice. Plasman payment terms for new tooling are specified on the Purchase Order or actual contract. Tooling invoices and non-production invoices must remain separate. All tooling and non-production invoices referencing a price other than that stated on the Plasman Purchase Order will be returned to the appropriate supplier further delaying payment. Plasman payment terms for new capital equipment are specified on the Purchase Order or actual contract.

8.2. Payment Disputes

Plasman has a 60-day dispute policy regarding issues of problems/past due invoices or short payments. Notification is required within 60 days of the product ship date or payment of the issue in question. All notifications shall be in writing and followed-up by a telephone call within seven days of submission to our accounts payable department.

All payment issues brought to our attention after the 60 days dispute period will not be honored.

8.3. Standard Supplier Charge-Back Guidelines

Errors in workmanship or discrepancies in delivery may result in a charge-back to the supplier. The actual charge to the supplier is determined by the costs incurred by Plasman resulting from the discrepancy. Chargebacks are typically transacted as a debit against open invoices. The following is a summary of the charges typically assessed. Additional charges may be assessed based on actual costs incurred on behalf of the supplied product.

A $750 USD administration cost recovery charge may be issued per occurrence in the event of the following receiving discrepancies:

- Incorrect ASN.
- Packing slip discrepancies or no packing slip submitted with the shipment.
- AIAG bar code label errors or no bar code label affixed to shipping container(s).
- Incorrectly labeled containers – label vs. actual container content.
- Material shipped in a manner other than first in first out (FIFO).

A $750 USD administration cost recovery charge may be issued per occurrence with each notification of non-conforming product.

In addition to the above administrative charges, the charges listed below may also apply:

- All Plasman customer charges incurred as a result of a supplier's non-conforming product.
- Charges per man-hour on behalf of Plasman for time spent sorting and/or re-working a supplier's product, are as follow:
- $75 USD per regular work hour.
- $95 USD per overtime man-hour including Saturdays.
- $105 USD per man-hour for statutory holidays and Sundays.
- All line stoppages based on both man-hour and machine idle time (Charges will be determined through our accounting department).
- $750 USD charge for all incomplete, incorrect, or otherwise discrepant PPAP submissions

$750 USD administrative fee plus negotiated rate for third party inspection service.

8.4. Warranty

Suppliers may be subject to any identified warranty costs, claims and/or field failures associated with product supplied or generated by defective product. Debits for charges incurred will be made in the currency specified on the Purchase Order. In addition, warranty related incidents are subject to administration & chargeback per the schedule in section 8.3.

9. Supplier Performance Metrics

As partners of Plasman, the ongoing performance of suppliers is vital to our success. Measurement of the capabilities of suppliers in five key areas is an integral component in the supplier development process. These categories are quality, delivery, technology & innovation, relationship management, and market competitiveness. Success in all five sections is necessary to achieve the level of Preferred Supplier. Plasman will provide consistent feedback to our partners in these categories, identifying and highlighting opportunities for continuous improvement.

9.1. Quality

Plasman defines quality as providing products and/or services that meet or exceed customer expectations over the life of the product or service. Plasman expects that suppliers will not only meet order specifications but will supply products that are suitable for their intended use in areas of design, dimensions, and durability. Suppliers are required to pursue continuous improvement opportunities to reduce process variation and optimize performance. It is essential that suppliers have a comprehensive internal and external Quality Management System that meets or exceeds the requirements of ISO 9001 / IATF 16949. Suppliers who are not third party certified must be actively pursuing registration unless this requirement has been waived in writing by a Plasman **authorized** representative.

9.1.1. The following quality performance criteria will be evaluated:

- PPM.
- Supplier Corrective Action Reports.
- Incidents of Controlled Shipping and Major Disruptions.
- Number of Rejections.
- Severity of Rejections.
- Timeliness and Successful Implementation of Corrective Actions.
- Systemic Quality Issues and Trend Lines.
- Warranty.
- Third Party Quality System Registration

9.2. Delivery

Plasman expects 100% on-time delivery from its suppliers to meet customer requirements and expectations. This incorporates both timeliness and accuracy of shipments, as well as the corresponding documentation. To achieve this, the supplier must properly manage all phases of the delivery process. Support for inventory management initiatives such as consignment inventory programs and Kanban will be taken into consideration in assessing the supplier delivery performance rating.

9.2.1. The following are the delivery performance criteria:

- Overall Delivery Timeliness Performance.
- Overall Delivery Accuracy Performance.
- Advanced Shipping Notices and Shipping Documentation.
- Inventory Management Initiatives.

9.3. Technology & Innovation

Plasman suppliers must be capable of providing the technical expertise, resources, and continuous improvement in technology to support current and future Plasman programs. This includes all required material development and manufacturing expertise. Suppliers must demonstrate capability to fully support all Advanced Product Quality Planning and Program Launch Teams. Suppliers must also demonstrate a commitment to proactive introduction of new technology.

9.3.1. The following technology and innovation performance criteria will be evaluated:

- Field Technical Support.
- New Program Launch / APQP Support.
- New Technology Development.
- Expertise in Commodity / Product.
- Training and Education Programs.

9.4. Relationship Management

Suppliers are expected to demonstrate a commitment to Plasman and our customers through all encounters at the plant and corporate level. It is anticipated that suppliers will be proactive and will aggressively pursue every opportunity to further the corporate objectives of Plasman. Suppliers are encouraged to put forth recommendations that will assist Plasman in advancing in the areas of quality, efficiency, service, and cost.

9.4.1. The following relationship management performance criteria will be evaluated:

- Plant level Relationships.
- Corporate Level Relationships.
- Suggestions, Recommendations, and Initiatives.

9.5. Market Competitiveness

Plasman anticipates that suppliers will utilize continual improvement methodologies and lean manufacturing principles to ensure that they remain market competitive. Efficiency enhancements should be used to offset external economic impact factors beyond the reasonable control of the supplier.

9.5.1. The following market competitiveness performance criteria will be evaluated:

- Purchase Price Variance.
- Internal Cost Control Systems.
- Cost Reduction Initiatives.
- Cost of Quality.
- Capital Investments.
- Value Analysis / Value Engineering Initiatives.
- Technical Support.

9.6. Supplier De-Sourcing

If a Supplier's corrective and preventive action process fails to effectively address the root cause of supply issue(s), or if identified performance continues to trend negatively and/or is considered by Plasman to be detrimental to the supply chain, a de-sourcing review may be conducted by the Plasman. Supplier de-sourcing consideration may take into account poor Quality/Delivery performance, relationship management issues, technological or innovation deficiencies, market competitiveness, or other identified signs of business distress.

De-sourcing reviews will include the Corporate Director of Purchasing, Corporate Supplier Quality Manager, Plant-Specific Senior Buyer (or designates), and other Plasman management (e.g. Platform/Program Managers, Quality Managers) deemed necessary to provide/review the Supplier performance data/evidence to determine if the supply chain relationship can continue. If the decision is made to de-source the supplier, a plan will be developed to relocate any existing work (including but not limited to tooling, tool assists, packaging, documentation, records) without disruption to manufacturing, along with confirming/implementing the required Customer/internal communication protocols.

9.7. Supplier Quarterly Rating Criteria

All approved production suppliers are subject to combined Quality, Delivery, and Customer Satisfaction quarterly rating; this scorecard will be issued within 30 days after the end of each quarter.

Each recorded incident described in the table below, will result in one (1) demerit point and is triggered by a Supplier Corrective Action Report (SCAR) or a Supplier Alert (SA) issued by the impacted Plasman plant or Plasman Corporate where applicable.

Quality	Delivery	Customer Satisfaction
Material not approved or missing certification	Incorrect label format	Missing documentation
Colour plaque not approved or provided	Unscannable barcode	Customer Support
Mislabeled material (Quantity/Type)	Late delivery	Program Management
Discrepant or damaged material	Partial shipment	Warranty
Incorrect or improper packaging	Missing ASN	Compliance
Unsafe or dirty packaging	Incorrect or late ASN	Other

The scoring performance is based on a target of 100% and reset at the beginning of every quarter. The quarterly rating will reflect the supplier's performance when the demerit points are tallied up and the scorecard is issued.

- Suppliers with a score equal to or greater than 95% are in **GREEN** status.
- Suppliers with a score between 90% & 94% are in **YELLOW** status.
- Suppliers with a score less than 89% are in **RED** status.

Although the score resets to 100% at the beginning of each quarter, Plasman's performance monitoring is based on 12 months rolling. This ensures the integrity and consistency of the escalation process indicated in the schedule below:

- A Customer Satisfaction (Compliance) Supplier Alert (SA) is issued for each quarter where the rating status is Yellow.
- In addition to the above criteria, a management escalation review, in person or by virtual means, is required for each instance where the rating status is Yellow for two (2) consecutive quarters.
- A Customer Satisfaction (Compliance) Supplier Corrective Action Report (SCAR) is issued for each quarter where the rating status is Red.
- In addition to the above criteria, an Onsite Assessment and a Control Plan Audit will be conducted, in person or by virtual means, for each instance where the rating status is one (1) Yellow and (1) Red for two (2) consecutive quarters.
- In addition to the above criteria, a supplier will be placed on New Business Hold (NBH) where the rating status is Red for two (2) consecutive quarters. Please note, a buyoff from the Director, Purchasing and Manager, Corporate Supplier Quality is required to have the NBH status lifted.

10. Requests for Quotation & Business Award

After having the Nondisclosure Agreement (NDA) in place, new suppliers will be provided a copy of the “IWI-GHQ-PUR-010 Supplier Onboarding Letter” which highlights the forms & activities required to get the supplier approval process underway.

An on-site visit and/or assessment by Plasman may be required to provide objective evidence of the adequacy of the potential supplier’s quality systems and manufacturing capabilities.

Plasman will notify approved or potential suppliers (under development) of new business opportunities through the Request for Quotation (RFQ) process.

To be selected for consideration, suppliers must adhere to all requirements of the opportunity to which they are responding to. Supplier performance metrics and supplier capabilities will be factored into the decision-making process for all cases.

10.1. Request for Quotation (RFQ)

The Request for Quotation is the default process that will be used to notify suppliers of a new business opportunity.

- Responses not submitted within the prescribed time limit are subject for disqualification.
- Responses not submitted using the requested forms are subject for disqualification.
- The supplier is required to provide with their quote submission:
    - Estimated standard pack size.
    - Estimated standard pack quantity.
    - Projected Minimum Order Quantity (MOQ).

10.2. Supplier Selection & New Business Award

A supplier risk review will be conducted in consideration of new business prior to issuing the Business Award Notification. For this review, a representative of the Plasman Advanced Purchasing team would setup a sourcing decision meeting, at a minimum, with the following:

- Plasman program manager.
- Purchasing of the associated Plasman plant(s).
- Director of Purchasing.
- Manager, Corporate Supplier Quality.

The supplier's quotation, capacity, engineering & program management support, scorecard card performance, geographic location, logistics, pre-production support & prior launch engagement, are elements to be considered for determining the outcome of the sourcing decision, where only the successful supplier of the RFQ process and the risk review will be notified.

10.3. Supplier Capacity Planning

Upon the Business Award Notification and prior to tooling kick-off, the supplier is required to provide to Plasman's advanced purchasing representative, or to the appropriate plant buyer, the capacity utilization needed throughout the manufacturing process to ensure the forecasted volume for each part number indicated in the purchase order can be met.

11. Change Record

Rev. Level	Rev. Date	Section(s) Affected	Description of Change	Revised By
A	May 26, 2023	All 5.3 5.14 6.15	- Revised the entire document to update the layout & format. - Released updated labelling format & requirements. - Added the Industry Standard Information Security Requirements section. - Replaced the Honda CSR embedded info CSR with the HSQM document #.	G. Mitri
B	Aug 17, 2023	4 2.C 5.3	- Updated the mailing address for the corporate office - The Supplier Code of Conduct was removed from the manual and replaced with a hyperlink to be accessed directly on the portal. - Added explanation for the ASN data identifier (A).	G. Mitri
C	Oct 24, 2023	5.10 6.4 6.14 6.16	- Replaced the reference page # with section # 2.C - Changed the frequency for requiring an updated Supplier Profile from annually to 3 years. - Replaced the reference page # with section # 5.9 - Updated the Quarterly Rating Citeria and moved from the quarterly scorecard to this manual.	G. Mitri
D	Jun 19, 2024	2.4 5.3.9 5.3.16 5.3.17 5.4 5.4.3 5.5 5.5.2 5.5.3 5.8 5.9 5.14 6.2 6.5 6.10 6.12.1 7.3 7.3.1 7.3.2 7.3.3 7.4 8.3 8.4 9.7 10.1 10.2 10.3	- The anti-bribery policy was section 5.10. - Clarified the part # MUST be the Plasman # as it appears on the PO. - Clarified the ASN information and requirement. - Added the label approval requirement. - Clarified & enhanced the packaging requirement. - Added the expendable packaging requirement. - Enhanced the palletization guidelines. - Added the securement requirement. - Added the stacking characteristics. - Revised to emphasize the importance of complying to CSR. - Revised the service requirement from 15 to 20 years. - Enhanced the verbiage & added details. - Added the responsible department when an escalation is required. - Revised verbiage and added reference to forms & procedures. - Adjusted the nesting of CS1 & CS2 as previously were 6.11 & 6.12. - Was 6.15 and adjusted the nesting of Honda CPC. - Clarified & streamlined the PPAP submission & approval steps. - Added the label approval to the PPAP requirement. - Added the packaging approval to the PPAP requirement. - Added the R@R information & approval to the PPAP requirement. - Added the Safe Lauch & EPC requirement. - Updated the chargeback, administration & man-hour fees. - Revised & updated the chargeback schedule. - Was 6.16, added the Supplier Alert criteria, revised the escalation process. - Added the onboarding requirement and removed the RFB process. - Added for clarifying of business award process. - Added to emphasize the capacity requirement.	G. Mitri
E	Feb 14, 2025	5.6	- Added CQI 34 & 35 requirement per General Motors CSR.	G. Mitri
F	Dec 19, 2025	2.2 3 5.8.2	- Updated per OPM-003 Environmental Health and Safety Policy Statement Rev “M” October 1, 2025. - Updated to reflect organizational changes. - Subsection was added to address the US Federal Government requirement for “Buy America” for mass transit suppliers.	G. Mitri