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ISSUE DATE: NOVEMBER 1999		REV. DATE: 8/3/22
PROCEDURE NAME MNP SPECIFIED REQUIREMENTS		PROCEDURE: PS GENERAL

1. ALL PURCHASES

- A. This material includes general information that must be followed and a list of the relevant PS specs that apply to particular purchased items (See Section 2B). Suppliers are required to review the MNP provided PS specification which applies to their product or service, complete the *Specification Compliance Form* (Exhibit A) indicating their comments and ability to comply with the MNP Requirements, and return as directed.
- B. It is the Supplier's responsibility to notify MNP if there is any change to their quality system 3rd party certifications (i.e. probation, revocation, or expiration). It is the Supplier's responsibility to notify MNP of any special status customer notifications related to quality and delivery issues (i.e. Q1 Revocation, New Business Hold, or Needs Improvement.) Unless otherwise indicated in writing from MNP, Suppliers must conform to the customer specified requirements applicable to MNP's end user customer.
- C. MNP expects Suppliers to implement and maintain Sustainable Corporate Responsible Business Practices. See Appendix A below for expectations and requirements.

Suppliers are requested to take the no-cost *Supply Chain Corporate Responsibility* training provided through www.aiag.org.

2. MATERIALS, MATERIALS PROCESSING, PARTS PROCESSING, SPECIFIC SERVICES, WASHERS, PARTS, AND OTHER PART COMPONENTS

A. General Requirements

- I. These must be realized in an ISO 9001 based quality system that is current with current versions of that standard. Requirements for parts intended for automotive or aerospace end use must meet the registered company requirements shown in the respective MNP PS specification. Conformance to AIAG references (where specified in ISO, IATF, and/or MNP's customer specified requirements) is expected. These can be found on the AIAG website (www.aiag.org).
- II. Quality System upgrades/updates are expected to be in place within one year of a revision being made to the QA documents above, unless instructed otherwise. Suppliers must notify MNP SQA or Corporate Quality of any changes to their registration status (including lab accreditation and environmental quality). Automotive parts must be made to ISO 9001 / or IATF 16949, where applicable.
- III. Parts and components must arrive at MNP's docks by the date agreed upon with MNP Purchasing or MNP Production Control personnel. Early deliveries require prior approval of MNP. Notification of late delivery, or potential late delivery, must be made known to MNP Purchasing as soon as possible.

- IV. Restricted and regulated substance information must conform to MNP's end user requirements. Data is to be submitted to the MNP Product Assurance Department with each PPAP package suitable for IMDS (International Material Data System) entry, and upon request by MNP Environmental Quality personnel.
- V. ISO 14001 registration is required for sources assisting MNP in satisfying MNP's automotive end user requirements. Materials and processes used must satisfy those regulations pertinent to countries of the world where MNP expects to be required to ship parts by its customers. As necessary, contact MNP for this information.
- VI. Materials, parts, parts components, and processing of these are to meet the following requirements:
 - a. Materials are to be made to MNP's current PS Specifications, affiliated specifications, and blanket or lot purchase order requirements at time of placement of order. Materials must conform to customer specified requirements and other specification references that apply. Manufacturing records and inspection records must be maintained by the Supplier for ten years after delivery of the lot, or as required under Federal Regulations (FQA), Government QA programs, and the relevant registration quality system standard.
 - b. Parts are to be made to current end customer drawing, MNP's current PS Specifications, affiliated specifications, and blanket or lot purchase order requirements at time of order placement. Parts must conform to customer specified requirements and other specification references shown. Manufacturing records and inspection records must be maintained by the Supplier for ten years after delivery of the lot, or as required under Federal Regulations (FQA), Government QA programs, and the relevant registration quality system standard.
 - c. Processing of material or parts is to be done to MNP's current PS Specifications, current drawing, affiliated specifications, processing shippers, and any blanket or lot purchase order requirements at time of placement of original inquiry or order. Processing must conform to customer specified requirements and other specification references that apply. Manufacturing records and inspection records must be maintained by the Supplier for ten years after delivery of the lot, or as required under Federal Regulations (FQA), Government QA programs and the relevant registration quality system standard.
- VII. An AIAG PPAP Level 3 package is required for the initial order of material, processing, and parts. A new PPAP is required for drawing revisions (only for revised features) and changes made to the production of the part unless otherwise indicated by MNP Corporate Quality. The PPAP must be created from data generated within the plants registered to the appropriate QA system and labs accredited to or compliant with ISO 17025 or equivalent. Control plans must address how the supplied item or service, as called out in the individual specification, is verified and satisfied. Unless authorized otherwise, no shipments are to be made without PPAP approval from MNP.
- VIII. Suppliers must make no changes or releases of product run under approved changes without prior notification and approval of MNP Purchasing and MNP Supplier Quality Management. Any changes must be coordinated and controlled in conjunction with MNP Purchasing and Production Control. Unless otherwise agreed to by MNP, parts made to prior engineering change levels must be communicated to MNP Purchasing and depleted before shipping to new drawing change levels. Change levels applicable to the parts must be shown to MNP on shipping documents and parts containers. At a minimum, part number, lot number, piece count, and weight must be provided on shipping/report documents and in an ISO 17025 content/format test report (see Appendix A for Aerospace specific requirements). Test reports are required on every lot processed/supplied unless otherwise agreed to. Provide one test

report per shipped lot, unless agreed otherwise with the VP Quality or the VP Manufacturing and Distribution, at 586-254-1320. Certificates of compliance alone are not acceptable. Lot control principles apply to all purchased items under this PS General. Parts within a container must consist of one heat of steel unless otherwise agreed to in writing from MNP. No more than one processing lot may be present in a lot shipped to MNP.

- IX. Suppliers must maintain process control utilizing statistical process control and measurement systems analysis. MNP PS Specifications will provide guidance on key characteristics, and AIAG references on these subjects will apply.
- X. Annual validation is not required unless specified in writing by MNP.
- XI. Contacts: For directions regarding where to send PPAP material, contact the purchasing individual placing the order. To get questions answered regarding PS specifications, engineering drawings, technical assistance, written agreements, and Supplier quality related items, contact MNP Corporate Quality.

B. Relevant PS Spec # for Purchased Items

- I. PS-1: Rod & Wire Material
- II. PS-2: Flat Rolled Steel
- III. PS-3: Steel Processing
- IV. PS-7: Purchased Parts
- V. PS-8: Metal Forming & Shaping Operations
- VI. PS-9: Sort, Light Assembly, & Supply
- VII. PS-10: Fastener Processing
- VIII. PS-21: Test Labs, Registrars & Accrediting Bodies, Standards

3. GAGES AND TESTING INSTRUMENTS

A. General Requirements

- I. Gage calibration and calibration of setting standards must be managed in an ISO 17025 based quality system.
- II. Equipment must arrive at MNP's docks by the date agreed upon with MNP Purchasing or the quality personnel placing the order. Early deliveries require prior approval of MNP. Notification of late delivery, or potential late delivery, must be made known to MNP Purchasing or the quality personnel placing the order.

B. Relevant PS Specifications

- I. PS-4: Inspection Measuring and Test Equipment

APPENDIX A

MNP CORPORATION - SUPPLIER SUSTAINABILITY CODE OF CONDUCT

MNP has been providing industries with quality fasteners for multiple applications while operating our companies at the highest business standards and integrity, and being responsible business partners with our customers, suppliers, employees, and communities where we work and live. Our responsibility to the environment, human rights, and health and safety, does not stop at our door. We count on our network of suppliers and business partners across the globe to share this commitment to the highest standards of integrity, values, and operating principles.

Our goal is to build trust-based relationships with ethical supplier partners who embrace these Core Values and share MNP's commitment to the environment, human rights, and health and safety, business ethics and the development of a sustainable supply chain. MNP's Supplier Sustainability Code of Conduct is aligned with the Universal Declaration of Human Rights, the ILO Declaration of Fundamental Principles at Work, the Ten Principles of the UN Global Compact, as well as systems and processes as required according to applicable laws. "Suppliers" refers to any third party that provides goods or services to MNP for compensation including, but not limited to, direct and indirect suppliers, co-manufacturers, labor providers, logistic providers, distributors, subsidiaries, and affiliated entities. Subcontractors of suppliers are also expected to adhere to MNP's Supplier Code.

OUR CORE VALUES

MNP's five Core Values apply to all our employees; they are the backbone of our business. Our Supplier Code enlists our supplier partners in upholding these same values. We believe this joint commitment to ethical conduct and integrity is a strong foundation for developing and maintaining trusted business relationships. Our five Core Values are:

1. Humility – check egos at the door; roll up your sleeves; admit mistakes; and put others before self.
2. Integrity – demonstrate congruency in values, beliefs, and behaviors. Be honest, principled, and courageous. Walk the talk, stand firm on principles, and have the courage to do the right thing.
3. Trust – cultivate faith in reliability, truth, ability and strength. Produce certainty based on past experience. Listen carefully, clarify expectations, make commitments, and deliver results.
4. Compassion – care for those around you and be sensitive to the diversity in personalities. Be helpful to others at work, at home, and in the community.
5. Dedication – tireless commitment to build lifelong relationships with our employees, customers, and suppliers. Exceed all expectations in employee development, product quality, engineering, and competitiveness.

MNP's COMMITMENT TO BUSINESS STANDARDS AND OPERATING PRINCIPLES

1. ETHICAL STANDARDS

Suppliers are expected to conduct business with ethical standards and guidelines consistent with MNP's. These include:

- a. Know and follow the laws that apply to them and their business
- b. Treat legal requirements as a minimum standard
- c. Treat each other fairly, with dignity and respect
- d. Fair competition, anti-trust, whistle blowing, and protection against retaliation.
- e. Never offer or accept bribes, kickbacks, inappropriate gifts or hospitality, or other improper incentives in connection with MNP's business
- f. Never obtain financial resources from illegal sources or through money laundering
- g. Comply with all import and export bans, sanctions and embargoes
- h. Avoid any conflict of interest relating to financial interests or other arrangements with MNP employees that may be considered inappropriate
- i. Prepare all records of financial transactions carefully and accurately
- j. Protect the personal data of all customers, suppliers, business partners and employees
- k. Comply with national and international data protection regulations
- l. Protect all corporate data and confidential information of suppliers, customers, and others
- m. Report observed violations of legal and ethical standards
- n. Conflict Minerals disclosure
- o. Cyber Security certification (ex. ISO 27001, CMMC, etc.) or equivalent Cyber Security Management process

2. ENVIRONMENT

Suppliers are expected to comply with all applicable environmental laws, regulations, and standards as well as implement an effective system to identify and eliminate potential hazards to the environment. These include:

- a. Protecting water quality and resources by minimizing consumption of water in their operations
- b. Avoiding contamination from their operations
- c. Improve air quality by minimizing greenhouse gas emissions and waste
- d. Disposing of hazardous materials and substances in appropriate manners that will
- e. Sustainable resource management including waste reduction
- f. Responsible chemical management
- g. Compliance to REACH, Substances of Very High Concern (SVHC)

3. HEALTH AND SAFETY

Suppliers are expected to implement the standards of occupational health and safety at the highest level. These include:

- a. Know and follow the occupational health and safety regulations that apply to them and their business

- b. Provide appropriate workplace safety and health information and training
- c. Provide mechanisms for reporting and correcting unsafe working conditions
- d. Compliance to California Proposition 65, where applicable

4. HUMAN RIGHTS

Suppliers are expected to comply with all laws applicable to its business and adhere to the principles of human rights including:

a. Child Labor

Supplier are expected to refrain from using workers under the legal age of employment in any country or local jurisdiction where the supplier or business partner performs work for MNP

a. Forced Labor

Suppliers are expected to foster a work environment that is free from the use any form of forced, bonded, or other forms of slavery or human trafficking. Suppliers must take reasonable steps to ensure there is no form of forced, bonded, or other forms of slavery or human trafficking employed or used within its business or in its supply chains.

b. Compensation and Working Hours

Suppliers are expected to comply with the respective national laws and regulations regarding working hours, wages, and benefits.

c. Harassment

Suppliers are expected to foster a work environment free from harassment and discrimination. Suppliers must have policies and procedures in place to provide a mechanism for reporting and addressing harassment and discrimination in the workplace without retaliation and retribution.

d. Disciplinary Practices

Suppliers are expected to treat everyone with dignity. Suppliers must have policies and procedures in place that prohibit corporal punishment, threatened or inflicted, or any other form of physical, sexual, psychological or verbal abuse or harassment.

e. Freedom of Association

Suppliers are expected to respect and recognize the right of employees to join and organize associations of their own choosing. Suppliers' employees shall not be subject to intimidation or harassment in the exercise of their right to join or refrain from joining any organization.

MNP expects our suppliers and business partners to communicate these expectations within their own business operations and throughout their supply chain by adopting efficient management systems, policies, procedures, and training to uphold the standards and expectations described in this Supplier Code. MNP also expects our suppliers and business partners to abide by all national, state and local laws and/or regulation in the markets where they operate; however, where local laws or standards are different from MNP's Supplier Code, we expect our suppliers to comply with the more stringent standards and operating principles.

By accepting any purchase order (MNP processing shippers are considered as a purchase order) from MNP, the supplier acknowledges its acceptance of MNP's Supplier Code and intention to comply with its requirements. Anyone may report violations of this Supplier Code to the Ethics Officer at MNP through MNP@hr.com.

REVISIONS

11/99 New release (Wackrow)

5/27/04 Complete review and rewrite (Wackrow)

2/01/06 Complete review and rewrite; Add Exhibit A –Specification Compliance Form. (Wackrow)

7/21/08 Addition of Section 4 (Aerospace Specific Requirements), minor “aerospace specific” editorial revisions. No non-aerospace requirement changes. Revision 02/01/06 continues to be valid for non-aerospace Suppliers. No change to Exhibit A. (Wackrow)

4/02/12 Revised AV requirement in Section 2.A.X (C Keegan); Replace Section 1.C. with new section regarding Supplier employee conditions and renumber Aerospace reference statement to 1.D. (Wackrow) No change to Exhibit A dated 2/01/06.

7/17/12 Section 2-VIII revised to read, “...Chris Wackrow or *VP Manufacturing and Distribution...*” Due to minor editorial change and no change to requirements, PS General revision date maintained at 4/2/12. Supplier distribution not required.

1/03/14 Rewrite Section 1.C regarding Corporate Responsibility, Change Chris Wackrow to VP Quality or Corporate Quality as applicable throughout document; change “Issued By” from C. Wackrow to C. Keegan & L. Lester; chg “Approved By” from C. Wackrow to L. Lester. No change to Exhibit A. (C. Keegan)

5/3/18 Edited for IATF 16949 references, removed aerospace requirements. Replace L. Lester as Issuer & Approver with Chad Clifford. (Clifford)

8/3/22 Revised to add MNP Supplier Sustainability Code of Conduct Appendix A (Keegan)

SPECIFICATION COMPLIANCE FORM

PLEASE COMPLETE HIGHLIGHTED AREAS AND RETURN AS INDICATED BELOW

DATE:			
COMPANY NAME:		RETURN TO:	
CONTACT:		COMPANY	MNP CORPORATION
E-MAIL:		E-MAIL:	
PHONE:		PHONE	
FAX:		FAX:	

DOCUMENT IDENTIFICATION	PS GENERAL	SPEC ISSUE/UPDATE	
REVISION LEVEL:	5/03/18	PURCHASE ORDER CHANGE	
MNP SPECIFIED REQUIREMENTS		NEW SUPPLIER ISSUE	
		REISSUE	

THE REFERENCED DOCUMENT IS A NEW DOCUMENT OR CONTAINS NEW INFORMATION OR MODIFICATIONS TO ALREADY EXISTING INFORMATION IN YOUR AREA.

PLEASE REVIEW THE REFERENCED DOCUMENT AND ROUTE APPROPRIATELY

1. ENSURE THAT YOU ARE CAPABLE OF COMPLYING.
2. COMMUNICATE ANY EXPECTED IMPACT TO US.
3. INCORPORATE THESE REQUIREMENTS INTO YOUR SYSTEM.
4. IF THIS IS A REVISION OF ALL OR PART OF A SPECIFICATION, DESTROY ONLY OLD APPLICABLE INFORMATION AND INSTALL THIS CHANGE IN ITS PLACE.

NOTE: WE ARE EXPECTING TO MAKE THIS INFORMATION APPLICABLE TO PURCHASES SUPPLIED FROM YOUR COMPANY AS OF:

IMMEDIATELY

SIGN-OFF BELOW CONSTITUTES RECEIPT AND UNDERSTANDING OF REQUIREMENTS AND INCLUSION INTO YOUR SYSTEM.

COMMENTS:

1. CAN COMPLY ☐

2. CANNOT COMPLY ☐

SIGN-OFF

SIGNATURE

PLEASE PRINT NAME & TITLE

COMPANY NAME

DATE

PLEASE RETURN WITHIN 10 DAYS VIA FAX OR E-MAIL