

KINNEX	Supplying to Kinnex	Utgåva: 2019-11-26
		Godkänd av: VD

This document aims to clarify Kinnex expectations towards their suppliers.
It is the responsibility of the supplier to review, understand, and follow these requirements.

Doing Business with Kinnex

Audits

Kinnex may choose to perform an on -site compliance assessment (audit).

Requests for Quote (RFQ)

The supplier must contact Kinnex in the event the RFQ material is illegible, unclear, or if key information is missing that is necessary for the quotation.

Purchase Orders (POs)

Each PO should be followed by an order confirmation from the supplier within 2 working days for each part number, confirming the price agreed, quantity and delivery date.

Acceptance of the PO is an acceptance of the Terms and Conditions on the PO.

Orders not confirmed or denied within 2 working days shall be considered confirmed.

It is the supplier's responsibility to review Purchase Orders to ensure latest revision.

It is not allowed to deliver previous revision level parts, except by written agreement with Kinnex.

ECR (Change request)

Revision changes of the products will be communicated through the Kinnex purchasing organization.

SCR (Supplier change request)

If the supplier makes changes that can affect the part (change of material, production process or other changes) request (SCR) must be submitted to, and approved by Kinnex prior to implementation of the change. Otherwise all the consequences shall be borne by the supplier, Kinnex may require suppliers to provide raw materials certificates, measurement protocol and/or Certificate of Conformity.

Delivery

Kinnex must be informed, as early as possible, if any delays of agreed deliveries.

The supplier shall, at his own expense, take all necessary actions to reduce a caused delay, examples are: providing express shipment, do extra work outside normal working hours, use of subcontractors, etc.

Packaging & Logistics Requirements

Supplier must comply with Packaging & Logistics requirement as referred to in product specifications, drawings, PO's and/or supply agreements.

Quality Assurance

Management Systems ISO 9000 and ISO 14000 or other

Suppliers with certification according to ISO 9000 and ISO 14000 by an accredited third-party registrar are preferred.

If the supplier is not certified we expect the supplier to have processes in place to assure a quality assurance level equivalent to ISO 9000 and full compliance to applicable law and legislations.

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First Article Inspection (FAI)

FAI is typically required on new parts, and/or drawing issue changes.

Claims Handling

All non-conformities will be claimed to the supplier with a claim report. Within 48 hours, the supplier must report in writing what measures will be taken. Kinnex expects a full corrective action report within 10 working days, containing root cause analysis and corrective and preventive actions. Evidence of implemented actions may be requested. In the event the non-conforming part or material results in cost to Kinnex, see NL 09

Continuous Improvement

Kinnex expects the supplier to create and maintain continuous improvement plans focused on improving quality, delivery, cost and service performance for Kinnex.

Sustainability

Social Accountability and Code of conduct

The supplier shall have and follow principles, values, standards, or rules of behaviour that guide the decisions, procedures and systems of an organization in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all people affected by its operations.

All suppliers are expected to respect the 10 principles of the UN Global Compact:

Human Rights

- 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- 2: make sure that they are not complicit in human rights abuses.

Labour

- 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- 4: the elimination of all forms of forced and compulsory labour;
- 5: the effective abolition of child labour; and
- 6: the elimination of discrimination in respect of employment and occupation.

Environment

- 7: Businesses should support a precautionary approach to environmental challenges;
- 8: undertake initiatives to promote greater environmental responsibility; and
- 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- 10: Businesses should work against corruption in all its forms, including extortion and bribery.

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Hazardous Substances Requirements

The supplier must comply with regulations such as, but not limited to:

- RoHS (EC Regulation 2015/863/EU) for more information please visit www.ec.europa.eu
- REACH (Regulation (EC)No. 1907/2006) for more information please visit ECHA on www.echa.europa.eu
- Biocidal products regulation (BPR, regulation (EU) 528/2012) for more information please visit ECHA on www.echa.europa.eu

Upon request the supplier shall be able to provide material declaration regarding additional hazardous substances according to customer specific requirements.

Conflict minerals

The supplier shall make commercially reasonable efforts to eliminate Conflict Minerals from each Product and any products currently proposed to be manufactured by the supplier or on its behalf in the future. "Conflict Minerals" means columbitetantalite (coltan), cassiterite, gold, wolframite, or their derivatives, which originate in the Democratic Republic of the Congo or other country the exploitation and trade of which is determined by the United States to be financing conflict in the Democratic Republic of the Congo or other country.

For more information please visit www.responsiblemineralsinitiative.org