Senior Flexonics GA Precision

5215 West Airways Avenue

Franklin, Wisconsin 53132

Dear Valued Supplier,

Senior is writing to you to inform you about our Responsible Sourcing Principles for Suppliers and the actions that we require you to take.

We firmly believe that long-term growth is linked directly to our wider commitment to our stakeholders: namely our communities; our employees; our customers; our suppliers; and the environment. Being ethically and socially responsible in our sourcing and respecting human rights across our global supply chain is a core element of this commitment.

Senior expects its business dealings with suppliers to be based on fairness, honesty, lawfulness, safety, environmental stewardship, social consciousness and respect for human rights. To ensure this, Senior has formalized its ethical, social and environmental requirements of suppliers within a set of Responsible Sourcing Principles, which are attached. These principles articulate our expectations of those businesses with which we have continuing supply relationships.

Please take the following actions:

1. **Confirm that you have received this letter** **within a week of receipt.**  If you are not responsible for ethical, social and environmental requirements within your business, please forward it to the responsible individual / manager within the organisation.
2. **Review Senior’s Responsible Sourcing Principles** within your management team, considering each of the ten principles.
3. **Audit your current business policies and practices** to ensure you verify compliance against the ten principles.
4. **Confirm your business complies** with the requirements of the principles by completing the attached Supplier Declaration form. This must be returned to your Senior contact listed below by xxxxxx.

As a supplier to Senior, we expect and trust that you will honour the ethical, social and environmental principles and practices contained within our Responsible Sourcing Principles, in both fact and spirit. If however, you foresee difficulties with our Responsible Sourcing Principles, please contact your local Procurement representative at Senior.

It is crucial that together, we maintain the highest ethical standards and are mutually committed to global, social and environmental responsibility standards, regulations and laws. We thank you for your cooperation and commitment to these values, and as always, your partnership with Senior.

Yours sincerely,

**Supplier Declaration:**

As a supplier to Senior, we accept the terms of the principles and undertake to fulfil and comply with the requirements and expectations that are described.

We confirm that:

1. We have received and read Senior’s Responsible Sourcing Principles.
2. We commit to comply with the Senior Responsible Sourcing Principles.
3. Conformity with the Responsible Sourcing Principles may be reviewed as part of Senior’s supplier auditing programmes.

|  |  |
| --- | --- |
| Supplier name: |  |
|  |
| Address: |  |
| Signature: |  |
|  |
| Signed by (in capitals): |  | Position: |  |
|  |
| Date: |  | Email: |  |

**Responsible Sourcing Principles**

Senior plc is committed to the highest possible standards of environmental, ethical and social responsibility performance in respect of all its products and services. Senior strives to be the best for its customers and its people, and looks to make a positive contribution to society wherever it operates.

To define the environmental, ethical and social responsibility principles that its suppliers adhere to, Senior has developed ten principles. The Principles are anchored in internationally recognised standards, including the UN Guiding Principles on Business and Human Rights and the Universal Declaration of Human Rights. Suppliers are expected to adhere to these principles at all times. Senior aims to be a good partner in return, and will work with suppliers to support any necessary improvements and encourage continual improvement.

## Business Ethics

* Integrity and Improper advantage: suppliers are required to exercise zero tolerance and prohibit all forms of bribery, corruption, extortion or embezzlement and have robust procedures in place to prevent bribery and corruption.
* Any conflict of interest in a supplier’s business dealings with Senior must be declared. Any ownership or beneficial interest in a supplier’s business by a government official, representative of a political party or a Senior employee is declared to Senior prior to any business relationship with Senior being entered into.
* Any business entertaining or hospitality with Senior is reasonable, entirely for the purpose of maintaining good business relations and not intended to influence in any way Senior’s decisions about how Senior awards future business. Gift giving between supplier’s employees and Senior’s employees is avoided.
* All business and commercial dealings must be transparent and accurately recorded in the supplier’s books and records. The supplier should be committed to the avoidance of money laundering and tax evasion.
* Responsible Sourcing of Metals; Suppliers are required to have policy and procedures to ensure that the tantalum, tin, tungsten and gold in any products supplied to a Senior Group Company do not directly or indirectly finance or benefit armed groups in the Democratic Republic of Congo or an adjoining country.
* Senior understands that there is a worldwide problem concerning counterfeit components entering the supply chain.  Senior is committed to sourcing materials from companies that share our values. Suppliers must ensure that components are procured directly from the OEM, OEM authorised distributor or OEM authorised agent/representative.
* The supplier should have appropriate data protection policies in place.

## Wages and Benefits

* Workers must be provided with a total compensation package that includes wages, benefits and paid leave which meets or exceeds the local legal minimum standards. Wages must not be paid in kind.
* Written and understandable information must be provided to workers outlining the terms, conditions and wages of their employment before they enter employment and thereafter.
* All use of temporary, dispatch and outsourced labour must comply with the local law.

## Working Hours

* The weekly working hours of all workers must comply with local laws and be reasonable.
* All overtime requested by the employer is compensated fairly and appropriately monitored.
* Workers must be allowed at least one day off in every week.

## Non Discrimination

* Suppliers must have employment policies and practices that embrace equality for all.
* There should be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

## Child labour

* Under no circumstances will workers be used who are under the age of 16 or are under the minimum age for work (whichever is the higher).

## Freedom of Association

* Suppliers must conform to local law in respecting the right of all employees to form and join a trade union, to bargain collectively and to engage in peaceful assembly. Suppliers must also respect the right of employees to refrain from such activities.
* Workers shall not be intimidated or harassed in exercising their right to join or refrain from joining a union.

## Health and Safety

* A safe, healthy and hygienic workplace must be provided and necessary steps taken to prevent injuries and ill health arising from the course of the work.
* Clean sanitation facilities and potable water must be provided.
* Suppliers must identify potential emergency situations and events and have plans in place to prevent injury to staff should they occur.
* Worker exposure to physically demanding tasks must be evaluated and controlled.
* Suppliers must ensure that staff are provided with appropriate workplace training in their primary language. Health and Safety information must be clearly posted in the facility.

## Fair procedures and remedies

* Workers must be provided with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship.
1. **Harsh and inhumane management practices**
* Employees must be treated fairly and in accordance with local legal norms. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse of other forms of intimidation shall be prohibited.
* Suppliers to Senior must not use forced, bonded (including debt bondage) or indentured labour, involuntary prison labour, slavery or trafficking of persons shall not be used.
* Supplier must ensure that there are no unreasonable restrictions on workers’ freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities.
* All work must be voluntary and workers shall be free to leave work at any time or terminate their employment.
* Suppliers to Senior must ensure that employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to employees’ identity or immigration documents, such as government-issued identification, passports or work permits, unless the holding of work permits is required by law.
1. **Environmental Management**
* Suppliers shall operate an environmental management system (preferably accredited to ISO 14001) which ensures that the business operates in an environmentally responsible and efficient manner and minimises any adverse impacts on the environment. This must include the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions and wastewater discharges and take all reasonable measures to prevent any spills/releases.
* Suppliers must have all required environmental permits in place.
* The suppliers must have management systems in place to prevent and monitor pollution and waste generated at its facility
* Hazardous substances must be controlled and managed to prevent environmental harm.
* Suppliers must monitor waste water in conformance with local laws.
* Suppliers must identify and adhere to all applicable laws regarding the registration, use and restriction of the chemicals in use at the business.
* Suppliers must have a program to monitor greenhouse gas emissions and to find cost effective ways to reduce these emissions.