

CONFLICT MINERALS PROCEDURE

1.0 SCOPE

1.1 Supplier monitoring via IMDS (International Material Data System) and Material Data Sheets provided for Conflict Minerals within the products provided.

2.0 PURPOSE

2.1 To identify where there might be Conflict Minerals and investigate with Suppliers along their supply chain for due diligence on their CFSI (Conflict Free Smelter Initiative) or EICC/GeSI forms.

3.0 PROCEDURE

3.1 Existing platforms and jobs are to be reviewed via the IMDS system as well as Material Data Sheets provided. Suppliers are flagged in regards to the declaration of any of the 3TG (Tin, Tungsten, Tantalum, and Gold), minerals within their products to us.

3.2 New platforms and jobs will be reviewed beyond the initial phase process. Suppliers will be flagged in regards to the declaration of any of the 3TG minerals within their product to us.

3.3 Suppliers flagged are requested yearly to fill out the CFSI template.

3.4 Existing suppliers not flagged will be monitored for any changes in their process or development of products via the IMDS system.

3.5 Corporate Purchasing is responsible for keeping a tracking sheet of which suppliers are compliant and have answered our requests and which suppliers require further investigating.

3.6 Corporate Purchasing is responsible for sending out the CFSI template, collating the data and responding to Customer demands on a yearly basis.

3.7 Responses will be kept in a binder for a year for tracking and may be used as a metric in the Supplier Ratings.

3.8 After two years responses will be archived and later processed for destruction. Records should be kept for seven years.

Revision History

E-Revision #	Date	Revision Description
00	05/16	Initial Release