

SUPPLIER DIVERSITY POLICY STATEMENT

1.0 SUBJECT

1.1 It is the The Narmco Group of Companies policy to encourage the use of Minority and Women owned business enterprises through our company-wide Supplier Diversity Program.

2.0 SCOPE

2.1 The Narmco Group of Companies is committed to the development and support of a diverse supplier base. We focus on the development and inclusion of all capable material and service suppliers. Our primary objective is to identify the most qualified suppliers capable of meeting our price, quality and delivery requirements.

2.2 Through the Supplier Diversity Program at The Narmco Group, we enlarge our pool for innovative ideas and high quality goods and services, while providing economic development opportunities for diverse business enterprises, which include, but are not limited to, minority and women owned suppliers. It is the objective of The Narmco Group to encourage the development of mutually beneficial relationships with qualified Diversity suppliers.

2.3 The Narmco Group is committed to increasing procurement opportunities with Minority and Women owned businesses. Employees involved in the selection, evaluation or approval of vendors and contractors share the responsibility for the practices stated in this policy.

2.4 The Narmco Group endeavors to increase its business with certified minority and women owned enterprises (herein after referred to as certified suppliers) as an integral part of the procurement policy.

2.5 The Narmco Group will seek membership to the Minority and Women Owned Business Development councils in Canada and the United States as well as provincial and state councils where deemed necessary and beneficial.

3.0 PROCEDURE

The Narmco Group will:

- 3.1 Establish the yearly goal for minority and women owned business spend.
- 3.2 Send a request for quote to certified minority and women owned suppliers, when available.
- 3.3 Maintain a database of active certified suppliers and monitor and report amounts spent with each certified supplier.
- 3.4 Where applicable, certified supplier quote evaluation will be part of each sourcing decision matrix.
- 3.5 Achieving corporate certified supplier spend goals will be part of departmental performance appraisal.
- 3.6 Minority spend performance to goal will be reported on a monthly basis.

Revision History

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