

HYTECH				Supplier Code of Conduct		
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1. PURPOSE

The purpose of this document is to define the requirements for suppliers doing business with HyTech. Additional requirements may be imposed under the specific contractual agreements.

2. SCOPE

This document applies to all suppliers that provide materials, products or services under contractual agreements to HyTech.

3. REFERENCES

AS-12.002 – Purchasing Requirements
 F-05.016 – Supplier Self-Assessment
 F-12.001 – Purchasing Acknowledgement

4. DEFINITIONS

Supplier – The party furnishing goods or services in a business transaction in return for the agreed upon compensation.

Contractual Agreement - a legally enforceable agreement between two or more parties generally relating to a transaction for the purchase or sale of inputs, goods and/or services. A **contract** involves obligations on the part of the contracting parties, which may be expressed verbally, or in writing.

5. REQUIREMENTS

HyTech Spring and Machine Corp strives to conduct all aspects of our business in a legal and ethical manner in all countries where we manufacture, buy, or sell our products. We expect the same commitment from our suppliers.

We require our suppliers to act fairly, responsibly, and in accordance with the laws of the countries in which they operate. The basic principles of the code of conduct are:

- **Forced and/or child labor is forbidden** - Child labor is not tolerated and employment age should be in compliance with local labor laws.
- **Fairness in wages and benefits** – Compensation and benefits should be competitive, non-discriminatory, and in compliance with local labor laws. In particular, minimum wage, overtime compensation, and mandated benefits should meet local requirements.
- **Health and Safety** – Employees should have a safe and healthy environment that meets safety and occupational standards.
- **Harassment and Discrimination** – Harassment or discrimination of any type or for any reason is unacceptable in the workplace.
- **Freedom of Association** – Employees rights to freely associate in accordance with local laws should be respected. Suppliers shall maintain an environment whereby employees are free to communicate with management without fear of reprisal, intimidation, or harassment.
- **Conflict Minerals** – Suppliers shall comply with all United States and other local laws with regard to the use of conflict minerals and make reasonable efforts in their supply chains to ensure conflict minerals are not used in products supplied to HyTech Spring and Machine Corp.

- **Ethics** – All forms of corruption including bribery, embezzlement, extortion, or excessive gift giving for the purpose of gaining undue advantage is prohibited.
- **Confidentiality** - Suppliers shall protect confidential information and intellectual property in accordance with legal and contractual obligations.
- **Environment** – Suppliers shall manage their processes and businesses in a sustainable manner that minimizes environmental impact and protects employees and the general public. Suppliers are expected to conform to all local environmental laws and regulations. We encourage our suppliers to provide adequate environmental training for their workforce.

END OF DOCUMENT

Change History

Rev.	Description	Approved By:	Date:
0	Original Release	L Brown	7/8/2016
1	Revision to document control and AS9100D requirements	J Seegert	5/20/2018
2	Corrected document ID from AD to AS	A. Clark	4/18/2019
3	Corrected referenced documents	E. Stroud	4/7/2021