

Introduction:

Wiegel Tool Works, Inc. (WTW) is a manufacturer of progressive dies that are primarily used in our stamping division. Our products support a global market in the automotive and telecommunications fields. The high quality and delivery standards that Wiegel Tool Works is held to cannot be obtained without a partnering with our suppliers. For this reason, WTW has created this standard to help communicate our requirements and expectations to enable WTW and its' suppliers to work together in meeting this Environmental / Quality policy:

“We will achieve customer satisfaction and demonstrate a commitment to protection of the environment including prevention of pollution and fulfil our compliance obligations by continually improving processes, products, and services and comply with legal requirements to ensure they consistently meet or exceed quality and/or environmental requirements.”

Our Goals: 100% Quality (0 PPM) and 100% On-time (0 Late)

Global Working Conditions

Wiegel Tool Works is committed to maintaining global working conditions and standards that result in dignified and respectful treatment of all employees within all operating locations, as well as those of our supply chain. It is therefore Wiegel Tool Works, Inc. expectation that our suppliers will have appropriate policies, procedures and systems in place, to support the following standards:

- A) Child labor shall not be utilized. Underage labor, as defined by local labor law, will not be utilized unless it is part of a government approved training or apprenticeship program that clearly benefits the participants.
- B) Any form of forced or compulsory labor is prohibited.
- C) Workers, without fear of reprisal, intimidation or harassment should be able to communicate openly with management regarding working conditions. They shall also have the right to associate freely and join labor unions and workers' councils in accordance with local laws.
- D) Workers shall be protected against any form of harassment and discrimination in any form, including but not limited to gender, sex, age, religion, disability and political beliefs.
- E) Workers shall have a safe and healthy workplace that meets or exceeds all applicable standards for occupational health and safety.
- F) Workers shall be compensated with wages and benefits that are competitive and comply with local law, including minimum wages, overtime hours and legally mandated benefits.
- G) Working hours shall comply with all applicable local laws regulating hours of work.

It is our expectation that all our suppliers will maintain these global working conditions in all their operations, while also promoting adoption of these principles with their own suppliers. Failure to comply with any of these working conditions may prevent the award of future business and could lead to loss of existing business.

Statutory and regulatory Compliance

By signing this agreement, you are ensuring purchased products, processes and services conform to current applicable statutory requirements in the country of receipt, the country of shipment, and customer-identified country of destination, if provided.

Conflict Minerals Overview

A law, referred to as the “Dodd-Frank Act”, passed by the United States Congress requires US and certain foreign SEC (Securities and Exchange Commission) issuers to investigate and report on the sources of four minerals – Tin, Tantalum, Tungsten and Gold (referred to as Conflict Minerals) in their products and production processes.

These minerals are known to be mined in the Democratic Republic of the Congo (“DRC”) in Africa or the adjoining countries (“Covered Countries”). Armed militias control much of the mining in this area and use the proceeds from mining to fund their operations. These militias have been known to commit atrocities against the local population.

As a part of this Law Wiegel is required to submit the EICC Conflict Minerals reporting template. **New suppliers that uses these 4 minerals will be required to complete this template before they can become an approved supplier. Existing suppliers will be notified when updated templates will need to be submitted.**

Quality System Min Requirements and target Levels

- 1.0 #1 ISO 9001 2nd party audit compliant (Requires Customer Approval)
- #2 ISO 9001 3rd party Registered
- #3 #2 plus 2nd party audit compliance to customer specific requirements
- #4 #2 plus 2nd party audit compliance to IATF 16949
- #5 IATF 16949 3rd party registered

All suppliers below #5 will be evaluated. Risk assessment will be used to put a plan in place to develop certain suppliers. The end goal is to have all WTW suppliers reach level 5.

PPAP Requirements

- 1.1 All new programs, unless communicated otherwise, require a minimum level 4 PPAP. This shall include a Warrant, Flow diagram, FMEA, and a control plan. Suppliers shall make reference to the latest AIAG manuals as needed. **For plating companies**, a copy of the CQI-11 Special Process Plating System Assessment form must also be submitted along with the PPAP. And **for Heat treating processes** the CQI-9 Special Process: Heat treat assessment form must also be submitted with the PPAP. **For E-Coat, Powder coat and other painting** the CQI-12 Special Process: Coatings System Assessment form must be submitted with PPAP.

Delivery Requirements

- 2.0 Wiegel Tool Works considers any item 5 day after the promise date or 5 days before promise date as being late.
- 3.0 Wiegel Tool Works may not accept material that arrives more than 5 working days prior to promise/due date.
- 3.1 Wiegel Tool Works must be informed in writing (e-mail is acceptable) as soon as possible of any items anticipated to be one days late. Advanced notification may alter a “late delivery” against the supplier if the delayed date can be accepted without affecting WTW production.
- 3.2 Any items received by Wiegel Tool Works 5 days after original promise may have excess freight charged back to the vendor.
- 3.3 All orders are to be shipped complete in one shipment. Any partial shipments received without prior written consent shall be sent with freight charges paid by the vendor. WTW will charge/debit excess freight back to the vendor. Prior communication regarding partial shipments to WTW may eliminate reduction in supplier’s scorecard when partial shipments can be accepted by WTW.
- 3.4 Supplier must notify Wiegel Tool Works if there was any excessive freight charges the supplier incurred to meet our shipping requirements.

Material Certifications

- 4.0** Raw material and Plating suppliers shall provide material certifications (including data) with each shipment. Certificate of compliance is not acceptable unless agreed upon. WTW verifies information on the material certificates against the submitted purchase order. Any items that are called out on the purchase order shall have the measured results on the material certification. If the findings do not match the purchase order the shipment will be held for investigation.
- 4.1** Suppliers shall conform to the requirements of the International Material Data System (IMDS) and submit information about their raw material usage. Suppliers must monitor and control their processes to assure that there are no sources of contamination that would cause the product sold to WTW to exceed Substance of Concern (SoC)/ELV elements or Substances of Very High Concern (SVHC) as indicated in the GADSL regulations or future regulations, Reach and RoHs complaint includes all sub materials that pertain to the product
- 4.2** E-coat and Powder coat suppliers must provide certificate of conformance with each shipment unless agreed upon.
- 4.3** Errors identified on submitted material certifications may result in “Level 2 Containment”. The supplier will need to have an accredited third-party lab certify all information on certifications for all products supplied to Wiegel Tool Works for the following 30 days after corrective action has been implemented. If after 30 days, no discrepancies were found the supplier can be removed from “Level 2 Containment”.
- 4.4** In the event product does not meet WTW requirements including material specification for example ASTM, DIM or Supplier Product call out, a formal Deviation is required. All Deviation request must be submitted on Form #51709 And submitted to our Quality Manager stated on the form. A Wiegel team will Review and decide if the deviation will be accepted or declined.

Non-Conformance

- 5.0** In the event of a non-conformance, Wiegel Tool Works requires a formal corrective action. Initial response is required within 24 hours of notification. The final report shall be submitted within 14 days. Extensions may be available. Please submit extension requests in writing prior to expiration of the 14-day time frame. The request must include how much additional time is required to complete the corrective action.
- 5.1** The supplier is responsible for any additional costs in relation to the non-conformance. Additional costs may include, but are not limited to; line shut down, excessive or expedited freight, scrapped or sorted material and parts.

Sorting Fees

- 6.0** Suppliers are allowed 24 hours from complaint submittal to instill sorting activities at WTW and its customer if such action is required. If the supplier has failed to activate a sorting solution within the 24-hour window Wiegel Tool Works in-house sorting rate of \$30.00 per hour will automatically begin. In the event the complaint has reached our customer, sorting fees will be based upon the quoted rate provided to WTW by our customer or a third-party sorting company. These charges will be debited on the next supplier invoice. ***Please use the 24-hour initial response time to minimize costs by addressing quarantine, sorting, and providing certified material at Wiegel and our customer.***

Disposition of Non-Conforming product / Material

- 7.0** Wiegel Tool Works requires the supplier to Issue an RMA numbers within 5 business days of notification. Failure to do so will result in material being returned to the supplier at their expense on the 6th business day.

Supplier Evaluations

- 8.0** Suppliers are evaluated on delivery and Quality performance. A "Report Card" will be submitted to the supplier on a Semi-annual basis.
- 8.1** A Preferred Supplier has a 100% on-time delivery & 100% Quality performance score during the semi-annual review. Wiegel's criteria is anything more than 5 days earlier or 5 days late will be marked against the supplier. Any quality issues with the shipment will be marked against the supplier's scorecard.

If a supplier falls below 80% in either Delivery or Quality a Supplier visit may be set-up at Wiegel to discuss the issues. Corrective action will be used to document this meeting. It will then be the supplier's responsibility to complete actions items to correct the situation.

Supplier Status Delivery Rating

Supplier Status	On-Time Delivery & Quality Rating
Preferred	100% required
Approved	80% required
Probation	<80%

- 8.2** For new suppliers in order to quote Wiegel Tool Works will conduct a Risk assessment using CQI-19 Appendix D (Unipoint Audit template #483). Information to complete this may be requested from the supplier.

If this is approved Wiegel will schedule an on-site audit using CQI-19 appendix E (Unipoint Audit Template #477). Copy of the template will be provided before the audit. Supplier will be approved upon review of the onsite audit report, Vendor and signed WTW Supplier Manual.

- 8.3** Current suppliers may be audited based on performance or set intervals using Unipoint Audit Template #477. Copy of the template will be provided before the audit. Audit questions were taken from AIAG CQI-19 Sub-Tier Supplier Management Process. Suppliers will be notified when an audit is necessary. Audit will note be scheduled until supplier approved audit date.

SUPPLIER ACKNOWLEDGEMENT

I acknowledge receipt of the Wiegel Tool Works, Inc. Subcontractor Quality Standard on behalf of

_____ (company name).

I will ensure that the appropriate personnel within my organization have also read this manual.

Printed Name

Signature

Printed Title

Date

Phone Number

Return a copy of this signed page to Randy Hughes
Email: rhughes@wiegeltoolworks.com
Fax: (630) 595-6373 Ext. 108

Change Log

4/11/18 Updated Quality Policy to our new Environmental / Quality Policy
2/10/18 Updated to add section 4.4
11/15/17 Changed Supplier Evaluation Section, QMS minimum requirements and targets
7/21/17 Added Statutory and regulatory Compliance
7/13/17 Added section 8.2 & 8.3
8/9/16 Added section 4.1 and renumber the rest of section 4. Added a supplier acknowledgement section.
5/8/14 Added Conflict Minerals section
3/19/14 Added Global Working Conditions.
10/9/12 Added the Quality performance as something Wiegel is now tracking.
5/11/12 Removed Administration fee, change scorecard frequency to semi-annual and Change Quality policy
1/14/2010 Updated suppliers to be ISO 9001 2008
7/1/09 Added CQI-11 and CQI-9 to section 1.2 PPPAP requirements.
5/28/09 Added section 4.2 and deleted Section 9.0
4/19/10 Updated 8.1 to change requirements from monthly to quarterly to match the timing on when scorecards are sent out.