

This manual applies to Astar S.A and all the production and services suppliers. It sets the minimum requirements for the implementation of the targets in the companies.

### **1. Quality management system.**

The company´s quality management must be certified with ISO9001 standard. The supplier should submit the certificate to Astar.

IATF 16949 is highly recommended for suppliers as Astar is included in Tier 3 scope in the automotive industry.

If the supplier has purchasing conditions signed with Astar, they should be strictly followed.

Astar will conduct a supplier evaluation annually. If the supplier does not satisfy the minimum score, an action plan will be requested within 30 days.

### **2. Change management control**

Any changes in the product or packaging should be notified and agreed by Astar before the manufacturing and/or delivery.

### **3. Social responsibility**

Corporate social responsibility is one the core values for Astar. It is expected that our suppliers integrate and promote these values in their supply chain as well.

- Health and safety

The company will follow all the safety recommendations provided in the safety data sheets of the raw materials. Occupational health and safety at work are provided to the employees according to national legislation. The supplier promotes constant further development to improve the working environment.

- Anti-slavery

The company should ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. The company should have a zero-tolerance approach to any form of modern slavery. To be

committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or the supply chain.

- Child labour

The company should not employ any person below the age of eighteen years at the workplace. Astar prohibits the use of child labour and forced or compulsory labour at all its units. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.

- Discrimination

Discrimination for any reason, whether for reasons of sex, race, religion, ideology, or of any other nature, will not be tolerated. The commitment to labor relations based on equal treatment and opportunities between women and men, respect for diversity and non-discrimination of any kind, should be basic principles of the organization. The company should have an available procedure to follow in case of discrimination.

- Anti-corruption

Corruption is the abuse of entrusted power or position for private gain.

The company should take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery and corruption.

- Whistleblowing policy

The company should have a written policy that sets out the procedures for dealing with a protected disclosure of suspected misconduct, illegal acts or failure.

- Environment protection

The company should have a written sustainability plan for the next years to set a roadmap with short, mid and long term objectives.

CO2 footprint should be calculated.