



**CADILLAC PRODUCTS
AUTOMOTIVE COMPANY**

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Supplier Manual

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Development and Qualification

Purpose

The purpose of the Cadillac Products Automotive Company (CPAC) supplier manual is to communicate our company’s requirements and expectations to our suppliers. The intent is for suppliers to use the processes outlined which define requirements for doing business with CPAC. Doing this will ensure that our supply base is continually improving to prevent quality and delivery disruptions.

Supplier Development and Qualification

Cadillac Products Automotive Company will collaborate with our suppliers to establish and develop plans to ensure compliance and continuous improvement with respect to the requirements documented in this manual.

New Supplier Survey Form: New suppliers are required to complete our Sourcing Survey form and submit it to purchasing for review. The survey form is required to be updated every two years. A blank form is attached at the end of this document.

Certifications: Quality, diversity, environmental, certificate of liability insurance and other required certifications such as the current versions of ISO 9001 or IATF are to be submitted by the supplier to Purchasing as requested.

Other Potential Requests:

- A Dunn and Bradstreet report may be generated and a request for financial risk assessment may be made.
- On-site Process Audits and Production Demonstration Runs may be scheduled as required or determined to be necessary.

Management Systems: Suppliers are required to adopt a management system compliant with and registered to the current version of ISO 9001, IATF 16949, and ISO 14001 or equivalent as approved by Procurement and Quality jointly. These systems are to promote continuous improvement and compliance with applicable laws, regulations, and contract requirements.

Suppliers may be audited, and all suppliers are expected to have Key Process Indicators (KPI) available upon request.

Supplier Evaluation: The Quality Manager, Project Manager, and Purchasing Manager jointly make the supplier qualification decision. Periodic performance reviews are done as needed.

Production Part Approval Process: CPAC uses the production part approval process (PPAP) to qualify both new parts and changes to existing parts. No changes to materials or processes are to be made prior to notifying CPAC and following strict adherence to established automotive PPAP practices.

Supplier Code of Conduct

Corporate Social Responsibility (CSR) is the ongoing commitment by a business to act ethically and contribute to economic development while improving the quality of life of the workforce and their families as well as of the local community and society at large. Cadillac Products Automotive Company supports our suppliers to follow the AIAG Corporate Responsibility Guidance Statement that can be found at www.aiag.org under Corporate Responsibility.

- All suppliers are encouraged to complete the AIAG- Supply Chain Corporate Responsibility Training that can be found at www.aiag.org as well. This is a no cost eLearning session.

Cadillac Products Automotive Company expects its suppliers to conduct their operations in a socially and environmentally responsible manner.

Labor Requirements: All suppliers owned and operating in the U.S. are to follow applicable laws and regulations. These include all the Laws and Regulations enforced by the U.S. EEOC. Please refer to their website:

<https://www.eeoc.gov/eeoc/>.

Health and Safety- Suppliers shall practice the following:

- Control worker exposure to potential safety hazards (electrical and other energy sources, fire, heat, vehicles, and fall hazards.) through proper design, engineering and administrative controls, preventative maintenance, and safe work procedures. Personal protective equipment is to be supplied where necessary.
- Maintain appropriate emergency plans and response procedures. Manage, track, and report occupational injuries and illnesses and include provisions to encourage worker reporting, classify and record injury and illness cases, provide necessary medical treatment, investigate, and implement corrective actions to eliminate their causes, and to facilitate return of workers to work.
- Identify, evaluate, and control worker exposure to chemical, biological, radiological, and physical agents as well as physically demanding tasks. Provide appropriate personal protective equipment when hazards cannot otherwise be controlled.
- Provide and maintain machine safeguards, interlocks, and barriers.
- Keep current and follow required environmental permits, monitoring, and discharge registrations.
- Adhere to applicable laws and contract requirements regarding prohibition or restriction of specific substances, materials, and waste.

Sustainability: Suppliers shall practice the principles of sustainable business including becoming familiar with and participation in sustainability practices

A useful resource is Supporting the Global Reporting Initiative found at <http://www.globalreporting.org/>,

Suppliers are encouraged to support and promote diversity in the supplier base. Take voluntary initiatives to reduce environmental impacts. Including efforts to improve energy efficiency, control greenhouse gas (GHG) emissions, recycle materials, curtail, or phase out use of toxic substances, minimize waste, conduct life-cycle assessment of products, and promote greening of the supply chain.

Suppliers are expected to support a safe and healthful workplace, hiring, and promoting without discrimination, paying competitive wages and benefits, and being responsible citizens in communities where they operate.

Environmental Policy

Cadillac Products Automotive Company expects its suppliers to be committed to understanding and reducing their impact on the environment. Suppliers are expected to:

- Increase Energy Efficiency and use of carbon free electricity from renewable sources.
- Reduce freshwater usage in operations and support access to clean and safe drinking water in local communities.
- Reduce emissions and impact on air quality.
- Eliminate or reduce substances of concern (including hazardous waste) with responsible chemical management.
- Utilize materials with reduced toxicity in our manufacturing processes.
- Develop strategic suppliers with sustainable resource management approach.
- Sustainable Resource Management = developing and implementing methods and solutions for using and protecting resources like water, energy, and raw materials, as well as treating waste.
- Reduce waste, Reuse, and Recycle.
- Protect ecosystems and avoid illegal deforestation.
- Refrain from causing any harmful soil change.
- Refrain from excessive noise emissions.
- Protect Animal welfare.

Reducing Waste and Promoting Circular Economy

We expect our suppliers to preserve natural resources by reducing waste generation and by actively participating in the circular economy through recycling initiatives. The goal is to retain the functional value of materials, which will contribute to resource conservation and reduced environmental pressures.

Managing Climate Change & GHG Emissions Policy

To combat climate change, preserve ecosystems and protect human health, Suppliers are expected to aim toward tracking, reporting and working to reduce greenhouse gas emissions.

Anti-Human Trafficking

Cadillac Products Automotive Company and the United States Government prohibit trafficking in persons. The U.S. Government's policy prohibiting trafficking in persons is available at 48 CFR § 52.222-50.

Cadillac Products Automotive Company expects its suppliers to be committed to a work environment that is free from human trafficking and slavery, which for purposes of this policy includes forced labor and unlawful child labor. The Company will not tolerate or condone human trafficking or slavery in any part of our organization including our supply chain.

Anti-Money Laundering

CPAC expects suppliers to be committed to the highest standard of money laundering and terrorist financing prevention. This includes anti-fraud, anti-corruption and anti-bribery.

Suppliers are expected to have measures and controls in place to ensure compliance with the current regulations, laws and standards.

Suppliers understand that they have a responsibility to identify and combat money laundering across a broad spectrum. This includes financial transactions, including possessing, or in any way dealing with, or concealing, the proceeds of any crime. Suppliers shall operate in a transparent environment with assessment, monitoring and reporting at the core of all business functions while being dedicated to the prevention of financial crime and continuing to improve upon existing measures.

Counterfeit Parts

CPAC provides automotive components that our customers depend on, and the safety of our products is the cornerstone of all we do. With an increasingly complex global supply chain, we must be diligent in tracking, inspecting and managing parts, material and equipment throughout the supply chain to ensure their authenticity is not compromised.

CPAC understands the growing impact that counterfeit, fraudulent and suspect items may pose on safety, performance and reliability. As such, we are committed to establishing relationships, processes and procedures to reduce the risk of using counterfeit parts in our products. To this end, our objectives are to:

- Govern the detection, prevention, removal or mitigation of counterfeit, fraudulent or suspect parts from the supply chain.
- Ensure counterfeit material is appropriately reported to governments and other stakeholders, as required or prudent.
- Monitor and, where appropriate, act related to industry alerts, government rulemaking efforts or other guidance on suspect parts, as well as participate in industry committees striving to reduce the use of counterfeit parts throughout our industry.
- Develop a strategic plan to manage long-term availability of authentic parts and part sources.
- Continually improve purchasing processes aimed at reducing the risk of procuring counterfeit parts.
- Constantly challenge our external supply chain to meet the same standard as our internal supply chain.

We believe that by actively managing the risk of counterfeit parts from entering our products, we will live up to our brand promise of being 'trusted to deliver excellence'.

Freedom of Association

Suppliers shall comply with and respect all applicable laws and the rights of workers to form and join trade unions of their own choosing, to bargain collectively, to engage in peaceful assembly, as well as respect the right of workers to refrain from such activities.

Disclosure of Information

Suppliers shall disclose information regarding labor, health and safety, environmental practices, business activities, structure, financial situation, and performance in accordance with applicable regulations.

Financial Responsibility

Suppliers shall maintain a system of accounting and reporting which provides for the necessary internal controls to ensure that transactions are properly authorized and recorded, assets are safeguarded against unauthorized use or disposition and liabilities are recognized.

Intellectual Property

Suppliers shall respect intellectual property rights. Transfer of technology and know-how must be done in a manner that protects intellectual property rights, and customer and supplier information must be safeguarded.

Fair Competition/Antitrust

Suppliers shall respect and comply with all applicable fair trade, competition and antitrust laws and regulations, and shall not have any anti-competitive discussions or enter into any anti-competitive agreements, including illegal price-fixing, market sharing, customer allocation or other illegal restrictive practices, at any level of the production or distribution chain. Suppliers shall avoid any sort of insider trading when in possession of information about Rivian and its partners that could influence an investor's decision.

Conflict of Interest

Suppliers will avoid the appearance of conflicts of interests while working with CPAC and will immediately disclose any information of relationship with our employees who have an influence over their business dealings with us.

Whistleblowing

Suppliers shall adopt confidential "whistleblowing" channels through which workers can anonymously raise any concerns of misconduct. Whistleblowing processes should ensure there is zero retribution to persons who raise concerns in good faith.

Export Controls and Economic Sanctions

Suppliers are expected to comply with all applicable restrictions on the export, re-export, release or other transfer of goods, software, services, and technology; all applicable economic sanctions restrictions involving certain territories, entities and individuals (to include conducting appropriate due diligence on third parties); and all other similar trade-related laws and regulations.

Land Rights

Suppliers are expected to respect the communities in which they are based and serve. Respect the land rights of individuals, indigenous people, and local communities in accordance with local laws, the ILO Indigenous and Tribal Peoples Convention (No. 169), and the United Nations Declaration on the Rights of Indigenous People. Respect the rights of local communities to decent living conditions, education, employment, social activities, and the right to Free, Prior, and Informed Consent (FPIC) to developments that affect them and the lands on which they live, with consideration for the presence of vulnerable groups. Suppliers are also expected to protect ecosystems, especially key biodiversity areas, impacted by their operations, and avoid illegal deforestation in accordance with international biodiversity regulations. Suppliers will not engage in any acts constituting or aiding forced eviction or unlawful taking of land, forests or waters securing the livelihood of human beings.

Animal Welfare

Suppliers are expected to respect the welfare of animals and provide humane treatment in line with the five animal freedoms formalized by the World Organization for Animal Health (OIE) concerning animal welfare which include: freedom from hunger, thirst and malnutrition; freedom from fear and distress; freedom from physical and thermal discomfort; freedom from pain, injury and disease; and freedom to express normal patterns of behavior. No animal should be raised and killed for the single purpose of being used in produced products.

Inclusion

Suppliers shall promote diversity and women's rights, and base employment relationships on the principles of equal opportunity. Suppliers shall not hire or use private or public security forces for the protection of the company's projects without proper supervision and due diligence.

Conflict Minerals: In August 2012, the U.S. Securities and Exchange Commission adopted final rules to implement reporting and disclosure requirements related to "Conflict Minerals" as directed by the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. Publicly traded U.S. companies that make products in which 3TG metals (tantalum, tin, tungsten, and gold) or Cobalt are necessary to product functionality or production are sourced from countries in and around the Democratic Republic of Congo.

Cadillac Products Automotive Company's position and policy is that we support efforts to end human rights abuses wherever they may occur. We conduct business in a manner intended to avoid intentionally or knowingly contributing to such abuses. Consistent with this commitment our objective is to use only "conflict free" materials and components in manufacturing our products and we require all our suppliers to do the same. Our suppliers must comply to all the requirements of the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010, whether they are directly subject to the legal regulations of this law.

The reporting of Conflict Minerals is on-going, and our company surveys our supply base annually and submits our findings to all SEC reporting companies. Our suppliers are required to complete the Conflict Minerals Surveys when requested as a term of doing business.

In addition to cost and quality, supplier corporate responsibility in terms of environmental and social obligations is taken into consideration when reviewing suppliers for approval to award business.

Supplier Schedules

Supplier requirements will be communicated through Purchase Orders and/or schedule/material releases.

Orders/Releases will contain the following information:

- Purchase Order Number: the purchase order number must be included on all shipping and invoicing documents.
- CPAC in-house delivery due dates and quantity information.
- Part Number and Part Description: must be on all boxes and documents.
- CPAC ship-to and bill-to address.

Cadillac Products Automotive Company expects suppliers to deliver all scheduled shipments on the due date. Cadillac Products expects suppliers to notify CPAC contacts immediately if the supplier determines they are unable to meet delivery due dates according to releases.

If you do not contact us before your shipping date and you do not ship the correct parts in the correct quantity with the correct paperwork, we reserve the right to immediately issue a non-conformance or Purchasing Concern Report (PCR) corrective action. As a result of non-conformance, we may immediately engage in cost recovery efforts.

Cadillac Products Automotive Company is to be notified immediately if the supplier's capacity utilization is approaching or expected to exceed 100%. Once realized, we expect a precise evaluation of the risk that deliveries may not be met or may become at risk in the future.

Receiving Requirements

CPAC requires suppliers to present the following documentation to ensure on-time and accurate receiving:

1. Complete Bill of Lading to include:
 - a.) Destination Address
 - b.) Supplier name
 - c.) Delivery Date
 - d.) Bill of Lading Number
 - e.) CPAC Part Number
 - f.) CPAC Purchase Order Number
 - g.) Correct Ship Quantity
 - h.) Lot Numbers – if applicable (for tolling traceable to CPAC serial numbers)
2. Bar Code Labels are required on all boxes and shipping containers.
3. ASN (Advanced Shipping Notification) as available

Lack of proper paperwork and labeling may affect the following:

1. Products may be refused.
2. Payments can be delayed.
3. Production can be jeopardized.
4. Receiving is difficult and can be delayed. Purchasing Concern Reports may be issued for corrective action. As a result, your performance score may be affected.

Labeling and Bar Code Requirements

All incoming products shall have bar code labels that are readable by Cadillac Products scanning equipment.

- 1.) One Product Label per carton.
- 2.) One Master Label per SKU on skid

Product Label to Include

CPAC Part Number	Bar Code
Part Description	No Bar Code
Quantity	Bar Code
Lot number or serial number	Bar Code
Tare weight	No Bar Code
CPAC P.O. Number	Bar Code
Labels to be on two (2) adjacent corners of the box if 24" or less	
Labels on two (2) corners for boxes larger than 24" as well	
Boxes on a skid must have labels facing out on all sides	

Invoicing Requirements

All invoices must include the following:

- 1.) CPAC part number.
- 2.) CPAC purchase order number.
- 3.) Quantity shipped.
- 4.) Price.
- 5.) Bill of lading number.

Non-confirming invoices may be returned unprocessed.

All mailed invoices are to be sent to:

Cadillac Products Automotive Company (CPAC)

Attn: Accounts Payable

5800 Crooks Road, Suite 100

Troy, MI 48098

Or

Email (preferred method): **AP@cadprodauto.com**

Supplier Performance

Excellence in Supplier Quality and Delivery Performance is an established expectation in the automotive industry worldwide. Cadillac Products Automotive Company strives to meet this expectation with all our customers through continuous improvement and sustained performance. We include and value our suppliers as partners and a critical link toward achieving these goals.

Cadillac Products Automotive Company monitors quality and delivery records and documents as key performance indicators.

- 1.) Delivery performance is measured as a percentage of on-time deliveries to schedule for a given period.

2.) Quality performance is rated as the percentage of shipments in which there are no Purchasing Concern Reports (PCR) issued.

- a. **Purchasing Concern Report (PCR)** - a PCR is a corrective action notification that is issued if inadequate quality occurs or if delivery dates are missed requiring immediate supplier response.

Suppliers are assigned the following categories:

	On-time Delivery	Quality
Approved - Preferred	100%	95-100%
Approved	90-99%	85-94%
Needs Development	< 90%	< 85%

If a supplier's delivery or quality percentage rating is less than the category minimum the supplier will be rated at the lower category. If poor supplier performance becomes systemic, Cadillac Products Automotive Company will notify the organization if the organization is placed in the Special Status of New Business Hold. Cadillac Products Automotive Company can submit an IATF Performance Complaint against the organization based on the issues leading to the Special Status of New Business Hold. The Performance Complaint process follows the IATF Certificate Decertification Process.

Commercial performance, risk management, compliance and responsiveness and problem-solving skills are all taken into consideration when deciding whether to continue or award business.

Purchasing Concern and Supplier Corrective Action

A Purchasing Concern Report (PCR) is initiated for supplier response when it is determined that it is necessary to formally address a quality or delivery concern. Not all problems require corrective action or PCR.

PCRs are initiated by the plant quality manager or plant quality coordinator and presented to Corporate Buyer for corrective action resolution with the supplier. The buyer will present the PCR to supplier immediately upon receipt from plant quality.

Supplier must submit an initial response within 24 hours acknowledging receipt of the PCR and acknowledging investigation into containment and corrective action.

Root-cause identification and corrective action response must be resolved immediately if it is determined that production is at risk. Typical cause and corrective action are to be completed within 15 days or less.

Cost Recovery: If defects are found and time allows you will be given the option to inspect and confirm the quality defect or to have products returned and replaced at your expense.

CPAC reserves the right to back charge suppliers for costs associated with defective materials that may include shut down costs, premium freight expenses, customer rejects, excessive problem solving, travel, equipment downtime, material handling, scrap parts, sorting, administrative fees, and other remedies.





Mickey Drozdowicz

Corporate Buyer

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Supplier Manual and T&C's are found on our website under "Contact Us"



Revision Date:	Revised by:	Revision:
06May2024	M.Drozdowicz (MD)	<ul style="list-style-type: none"> - Added table of contents - Revised wording in the cost recovery section to include more detail on potential charge back categories.
01July2024	Andrew Stone (AJSt)	<ul style="list-style-type: none"> - Add a <u>Supplier Code of Conduct</u> section to include applicable supplier policies. - Added several policies to the <u>Supplier Code of Conduct</u> section to align with Cadillac Products Automotive Company's sustainability initiative. - Added "New Business Hold" status to the Supplier Performance section
24July2024	Andrew Stone (AJSt)	Added: <ul style="list-style-type: none"> - Fair competition and anti-trust policy - Conflicts of interest policy - Whistleblowing and protection against retaliation policy