

**SUPPLIER CODE OF CONDUCT**

This agreement outlines our requirements in relation to the purchasing of materials and services in accordance with AS 9100/ ISO 9001 Quality Management System requirements.

The relevant requirements must be adhered by the Supplier and Donite Plastics. Agreement is denoted by acceptance of Donite Plastics order. We expect all our supply chain to adhere to this agreement before supply of materials, products and services can commence.

Requirement	Requirements.	Additional Note/s
Name or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions and other relevant data.	Donite Plastics will supply copies of all applicable documentation and specifications applicable to the product or service requested.	Supplier to control all documentation and ensure confidentiality as notified. Supplier to ensure they are holding the correct issue and dispose of all OBSOLETE documentation in a secure manner.
Approval of Product	All products produced on behalf of Donite Plastics must be inspected and tested against our specified performance criteria.	Evidence of inspection and testing and final approval must be forwarded with each batch, as requested in Purchase Orders. Supplier will be notified of any statistical techniques (e.g. sampling plans) to be used in conjunction with product inspection and test.
Non-Conforming product.	Supplier must notify Donite Plastics of any significant non-conformance which affects the product. Supplier must notify Donite Plastics of any significant non-conformance which affects products already delivered.	Concessions can only be granted with main customer approval (where applicable) and must be signed by Donite Plastics and the Supplier. Copy of concession to be held Donite Plastics and Supplier.

Corrective Action	Supplier must issue Donite Plastics with details of corrective action taken on problems notified to the supplier.	Donite Plastics will issue supplier with details of non conformances using a Supplier Corrective Action Report (SCAR Form)
Approval of processes	Any processes requiring approval will be notified to Supplier in our PO. Arrangements for approval will be detailed. NOTE: Supplier must use customer-approved special process sources when notified by Donite Plastics Details of source/s will be forwarded to Supplier as part of our purchasing process.	NOTE: It is a requirement that the Supplier notifies Donite Plastics of any process changes which may affect the product/service ordered by Donite Plastics
Risks	Donite Plastics expects its suppliers to identify risks to supply and put in place measures to eliminate or minimise risk.	Donite Plastics will inform supplier of any specific risk assessments required in relation to product or service being supplied in our Purchase Order.
Approval of equipment	Any equipment requiring approval will be notified to Supplier in PO. Arrangements for approval will be detailed.	Donite Plastics will notify Supplier of approval.
Calibration	All measuring and test equipment used must be in a current state of calibration	If Donite Plastics supplies any measuring or test equipment its calibration will be controlled by Donite Plastics
Certificate of Conformance (C of C), Material/ Certificates	Requirement for C of C and relevant material certificate will be relevant to all purchased items.	C of C must be authorised by Supplier and state that products/materials have been inspected and or tested and meet Donite Plastics and/or customer specification.
Qualifications of personnel	Any specific Qualification relating to personnel will be stated in PO.	Qualification of personnel will only apply when specified by Donite Plastics
Record Control	All records created by and /or retained by Suppliers in relation to our product must be controlled.	All records created by Suppliers must be controlled and held for at least 11 years. Records must be available to our customers and Regulatory Authorities on request.

Quality Management System requirements	Any specific requirements relating to Quality Management System (QMS) will be stated in PO.	It is preferred for the Supplier to hold EN 9100/ISO 9001 or equivalent certification for its QMS.
Performance Monitoring and measuring	Donite Plastics measures supplier performance in relation to Quality/Delivery/Cost and Dealing with problems.	The supplier will be notified when their performance falls below expected performance and will be required to issue Donite Plastics with an improvement plan on actions taken to improve performance to an acceptable level.
Counterfeit Parts/Materials	Donite Plastics requires its suppliers to have a process in place to prevent the use of counterfeit parts or materials or supply of same to Donite Plastics	A copy of Counterfeit Policy must be supplied to Donite Plastics
Ethical Behaviour	Donite Plastics expects its suppliers to have in place ethical policies and practice these in their company operations. It is also expected that these policies are flowed down to their suppliers/sub-contractors.	Copies of policies should be forwarded to when requested in a Purchase Order or Supplier Questionnaire.
Contribution to product safety	It is expected that all relevant employees are made aware of their contribution to product safety and have been provided with Foreign Object Debris (FOD) training.	Supplier will be made aware of any safety critical items on the Purchase Order or on drawing or specification supplied.
Right of access	Donite Plastics its customer or Regulatory Authority reserves the right to visit their Suppliers and 2 <sup>nd</sup> tier Suppliers involved in the order to carry out an audit or investigate a complaint.	Arrangements for visit will be agreed with Supplier by Donite Plastics

Anti-slavery & Human trafficking	It is expected that all suppliers of Donite Plastics ensure that they act with due diligence regarding anti-slavery and human trafficking within their own organisation and their supply chain	Copies of policies should be forwarded to when requested in a Purchase Order or Supplier Questionnaire.
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