

Purchasing guidelines for suppliers

1 Objective

These purchasing guidelines set out the principles and requirements that suppliers to **SATA GmbH & Co. KG + SATA Management GmbH** (both hereinafter referred to as “**SATA**”) must comply with. The aim is to promote long-term, cooperative, and sustainable collaboration that meets the highest quality, safety, and environmental standards.

2 Scope

These guidelines apply to all suppliers who supply raw materials, goods, components, equipment and services to SATA (particularly in the areas of metal, electrical and plastics technology), with a focus on environmentally friendly options.

3 General requirements

3.1 Quality

Suppliers must ensure that all products and services supplied comply with the specified specifications and quality and environmental standards of SATA. Quality assurance measures must be documented and, if necessary, verified. If necessary, a product- or process-specific quality assurance agreement (QSV) will be concluded.

3.2 Reliability

Deliveries must be made on time, in the agreed quantity and in accordance with the defined delivery conditions. Suppliers undertake to inform SATA immediately of any delivery problems and supply bottlenecks.

3.3 Sustainability and environmental protection

The company is committed to responsible and sustainable procurement. In addition to economic and quality criteria, ecological and social aspects are also taken into account in all purchasing decisions.

Our suppliers are obliged to

- comply with applicable environmental laws, regulations and standards,
- operate an effective environmental management system (e.g. in accordance with ISO 14001 or EMAS) or provide evidence of comparable measures,
- use energy-efficient, resource-saving and low-emission production and logistics processes,
- use materials, products and packaging that are as environmentally friendly as possible, with a high recycled content or made from renewable raw materials,

- avoid the use of hazardous substances and disposable materials,
- choose transport routes and means of transport that reduce CO₂ emissions, and
- ensure that their own subcontractors also comply with these principles.

The company reserves the right to regularly check compliance with these requirements and to take appropriate measures in the event of violations, up to and including termination of the business relationship.

3.4 Compliance

Suppliers and their products sold to SATA must comply with all applicable regulatory requirements (regulations, directives, laws, rules, industry standards, etc.) to which the supplier and SATA are subject in the course of their business activities, including regulations on occupational safety, environmental protection and ethical business conduct. The above regulation applies in particular – but not exclusively – to the European Economic Area. The measures and processes taken in connection with this paragraph shall be documented by the supplier and handed over to SATA immediately, if requested by the latter.

4 Supplier selection

New suppliers are selected on the basis of the following criteria:

- Technical competence and experience
- Quality and reliability of products/services
- Economic stability and price-performance ratio
- Sustainability, environmental protection and ethical responsibility
- References and previous cooperation

5 Cooperation

5.1 Communication

Open and transparent communication is crucial for successful cooperation. Suppliers are obliged to regularly provide information about changes in their processes, products or legal framework conditions. In particular, if legal regulations require proactive information from the supplier, the supplier shall provide this information.

5.2 Audit

The buyer is entitled, after giving reasonable prior notice, to carry out audits at the supplier's company or to have them carried out by third parties in order to verify compliance with quality-related, legal, and other contractually agreed requirements. This also applies to relevant processes at subcontractors. The supplier undertakes to grant the buyer access to all documents, documentation, and production areas required for the audit during business hours and to provide reasonable support. Unless otherwise agreed, the parties shall bear the costs of the audit themselves.

Essential components:

- a) Duty to give notice: As a rule, the audit must be announced with reasonable notice.
- b) Subject of the audit: Verification of compliance with contractual or legal requirements, quality assurance measures, or certificates.
- c) Access and cooperation: Obligation to cooperate and provide all relevant documents and production facilities
- d) Subcontractors: Possibility of auditing relevant subcontractors of the contractual partner
- e) Cost regulation: Each party shall bear its own costs of the audit

6 Change management

All changes to products, processes or materials that could affect deliveries must be agreed in advance with SATA and approved by them.

7 Supplier evaluation

SATA conducts regular evaluations of supplier performance based on the criteria of quality, adherence to delivery dates, price and service. The results of these evaluations are discussed with suppliers as necessary or upon request in order to promote continuous improvement.

8 Sanctions for violations

In the event of violations of these purchasing guidelines, SATA reserves the right to take measures ranging from a formal warning to termination of the business relationship.

9 Severability clause

Should any provision of this policy be or become invalid or unenforceable in whole or in part, the validity of the remaining provisions of this policy shall remain unaffected. In place of the invalid or unenforceable provision, a valid and enforceable provision shall be deemed to have been agreed which comes closest to the meaning and purpose of the invalid or unenforceable provision. The same shall apply to any gaps in the agreement.

10 Final provisions

These purchasing guidelines are an integral part of the contractual relationship between SATA and its suppliers. Amendments or additions to these guidelines must be made in writing and must be approved by both parties.

Company:

Date:

First and last name:

Signature: