Valued supplier:

The terms and conditions listed below may not be specified on the purchase order and are to be considered a supplement of the purchase order requirements. You must ensure that the product or service you provide Pentagon EMS complies with these conditions.

Thank you

**Purchase Order Terms and Conditions:**

Pentagon EMS requires that suppliers ensure they are providing the product in the purchase order and/or contract to the correct drawing or specification revision where applicable and that the product meets all drawing and workmanship requirements. A current list of specification revisions are available by request. Each article under this purchase order must be identified with a part number or other identification if prior arrangements were made.

The supplier is responsible to ensure the items provided under this purchase order/contract are packaged in such a manner that the product integrity is preserved, contamination and corrosion are prevented and otherwise no physical damage or loss can occur during transit.

All purchased materials; product and services are subject to inspection for compliance to requirements. When required, a first article inspection may be requested if it is the initial production run of that product or if requested by an interested party.

Where customer specified processes, suppliers, or product are required, the supplier shall notify Pentagon EMS if any deviation is made to the product or process and obtain Pentagon EMS approval prior to shipment.

In the event the supplier produces any product that is nonconforming, Pentagon EMS shall be notified of the discrepant product prior to delivery. If discrepant product is delivered without prior notification, the supplier is subject to the receipt of a Supplier Corrective Action Request and may be asked to provide a containment plan within three working days, and a root cause corrective action summary/response within fifteen business days.

The supplier shall retain all purchasing, production control, quality, manufacturing and manufacturing methods, test, and other related documents associated with the item purchased, for a minimum of 10 years after order completion. These records shall provide evidence of conformity to requirements and to the effective operation of the supplier’s Quality Management System (QMS). Methods and records shall be available for review by buyer’s representatives, customers, and regulatory authorities.

First Article Inspection Reports and related records shall be retained by the supplier for 10 years plus the current year and are required to be kept in the format in which they originated.

Upon request, a representative of Pentagon EMS, Pentagon EMS’s customer, and/or any government agency shall have the right to visit the supplier’s property to inspect products, witness inspections and tests, review Pentagon EMS documents, and to evaluate the quality system.

The supplier must flow down to their suppliers all the above requirements if subcontracting any portion of the product on this purchase order/contract.

Although the supplier may not be or need to be certified by a 3rd party body (i.e., NADCAP, AS9100, ISO9000) it is expected that the supplier’s quality management system conforms in principle to these requirements, including any required qualification of persons. In addition, the supplier should continually strive to improve their quality management system.

**Counterfeit Materials Policy:**

Pentagon EMS recognizes counterfeiting of components is a serious problem worldwide. We feel it is our duty to ensure we have stringent policies in place to protect both our valuable reputation and that of our customers.

To continue to provide quality products and prevent the purchase of counterfeit, suspect or unapproved products, we purchase components directly from;

• Manufacturer Direct (OCM)

• Manufacturers Approved Franchise Distributor

• Manufactures Approved Agent / Rep

• OEM / CEM Bonded Inventories

Certain hard to find or obsolete products cannot always be obtained from these primary sources. In these instances, Pentagon EMS will procure from sources that provide the least risk. It may be necessary to source components through brokers or independent distributors, in these cases only Approved vendors will be used.

Pentagon EMS will continue to educate ourselves on the most current industry information to maintain our in house screening program for all products acquired from non‐traceable sources.

**Contribution to Product Conformity and Product Safety:**

The supplier shall ensure their organization is aware of their contribution to product conformity and contribution to product safety. The supplier shall plan, implement, and control the processes needed to assure product safety during the entire product life cycle.

**Supplier Code of Ethics:**

The Supplier Code of Ethical Conduct serves to emphasize Pentagon EMS’s commitment to ethical conduct and compliance with the law and to set forth basic standards of ethical and legal behavior. Given the variety and complexity of ethical questions that may arise in the course of carrying out business, this Code can serve only as a general guide.

1. Fair Dealing

Suppliers are required to act honestly, in good faith, and with professionalism. No Supplier may take unfair advantage of another person through harassment, manipulation, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

1. Employment Standards

Suppliers will maintain fair and non-discriminatory work environments where all employees are treated with respect and dignity and in a manner that comports not only with workplace practices mandated by state and federal laws.

1. Confidentiality

Suppliers must maintain the confidentiality of confidential information entrusted to them, except when disclosure is authorized by Top Management or designee of Pentagon EMS or required by law.

1. Protection and Proper Use of Pentagon EMS Assets

Suppliers should protect the Pentagon EMS assets, including intellectual property, and ensure their proper and efficient use. Theft, carelessness, and waste have a direct impact on the operations. Any suspected incident of fraud or theft should be immediately reported for investigation. The obligation of Suppliers to protect assets includes, but is not limited to, its proprietary information.

1. Compliance with Laws, Rules, and Regulations

Suppliers must comply with applicable laws, rules, and regulations at all levels of government in the United States and in any other jurisdiction in which Supplier does business.

1. Timely and Truthful Reporting

The supplier may not knowingly conceal or falsify information, misrepresent material facts, or omit material facts necessary to avoid misleading the authorities or Pentagon EMS.

Pentagon EMS continuously monitors the performance our Approved Vendors utilizing a variety of criteria.

**Social and Environmental Policy:**

Pentagon EMS believes that social responsibility, environmental preservation, and safety of our employees are core values of management.

The company is committed to providing a safe and healthy work environment for the employees and is actively establishing a culture determined to continually improve, minimize its environmental impacts and reduce the depletion of natural resources.

Company compliance with applicable regulations environmental health and safety laws is of paramount importance and a central business criterion. Pentagon EMS believes sustainability compliance is owned by management and employees and should be systemic in the manner we conduct our business. The Company will monitor and drive compliance efforts through awareness, self-assessments, audits and taking corrective actions as needed.

Social and environmental goals will be communicated to employees, revised as needed, and progress will be measured and reported on regular intervals. The Company will provide appropriate training and resources for employees to maintain responsible social and environmental practices.

Management will provide leadership and maintain a work environment that values and ensures these practices and principles are seen as a responsibility of all employees.

**Copy Exact:**

Copy Exact (CE!) duplicates the exact manufacturing process at all levels in order to yield statistically similar outputs at all production lines. Copy Exact is designed to minimize discrepancies, improve transfer time, and reduce risk when ramping up a new process technology.

When Pentagon EMS requires CE! as stated in contract, no changes are to be made to the established process or subcontract services without notification to Pentagon EMS when the process has been accepted through First Article Approval or delivery and acceptance of the first shipment.

Copy Exact expectation and responsibility training material can be provided to suppliers upon request.

**Form Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Revision** | **Change** | **Reason** | **Changed By** | **Date** | **Approval** |
| - | Draft Version |  | Lori Robertson | 2/4/2022 | 2/15/22 |
| A | Social/Environmental/Copy Exact | Comply with SPACA requirements. | Erick Ledford | 7/13/2022 | 7/22/2022 |
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