



INTEGRATED TECHNOLOGIES

Supplier Standards Manual

Edition: September 2025

Table of Contents

Introduction	
Management Standards -	3
Information and Audit Rights -	4
Violation Reporting -	4
Whistleblower Retaliation Protection -	4
Training -	4
Global Terms and Conditions -	5
Procurement/Commercial Requirements	5
Law Compliance -	5
Human and Labor Right Protection -	5
Child Labor Prohibition -	5
Forced Labor and Modern Slavery -	6
Equal Opportunity, Harassment, and Non-Discrimination -	6
Ethical Recruiting -	7
Freedom of Association and Collective Bargaining -	7
Vulnerable Groups -	7
Women's Rights -	7
Local Communities and Indigenous Peoples -	7
Minority Groups -	7
Fair Working Conditions (Working Hours and Remuneration) -	8
Ethics and Business Conduct -	8
Bribery, Money Laundering, and Corruption -	8
Control of Records -	8
Fair Competition -	9
Data and Intellectual Property -	9
Conflicts of Interest -	9
Trade Regulations, Sanctions, and Export Control -	9
Counterfeit Parts, including Components -	9
Health and Safety -	10
Environmental Protection -	11
Sustainability -	11
Environmental Risk Management -	11
Decarbonization, Air and Noise Emissions -	11
Resource Use -	11
Soil Protection, Deforestation, and Biodiversity -	12
Animal Welfare -	12
Hazardous Material Handling -	12
Supply Chain Responsibilities -	12
Supplier Selection Criteria -	12
Validation of Supplier Performance -	13
Supplier Scorecards -	13
Engineering Requirements -	13
Program Support -	13
Material Compliance -	13
Program Management -	14
Indirect Services (Calibration Supplier -	14

Introduction

The highest standards of ethics, sustainability, and integrity are important to Motus Integrated Technologies (Motus). When it comes to unethical business practices like bribery, corruption, breaking the law on competition, or any other illegal activity, Motus has zero tolerance.

Therefore, whenever it provides goods or services to Motus, all of its direct material suppliers must act equally, fairly, and ethically, comply with all applicable laws and regulations; provide safe working conditions; respect human rights in accordance with internationally recognized principles and conventions; and use environmentally responsible practices. Temporary employees of suppliers shall be included in the term "suppliers' employees" as used in this standard.

We will strive for excellence through continuous improvement in the products and services we receive through close working relationships with our suppliers.

Under the terms of this code, the partner must inform its employees of these minimum standards and provide them with comparable expectations throughout the organization and its entire supply chain, including any group companies.

In the event that a supplier violates this standard, it may jeopardize the supplier's business relationship with MOTUS and permit MOTUS to take all necessary precautions, at the supplier's expense, to prevent or mitigate such a violation. In the event of a violation, MOTUS retains the right, at its discretion, to suspend and/or terminate the contractual relationship without the partner's right to compensation or damages.

Any Motus site that purchases goods and services for internal use or sales is subject to this policy worldwide.

- USA-based Motus Integrated Technologies
- Mexico's Motus Leon Interiors S de RL de CV
- Janesville, LL

Management Standards

Motus Integrated Technologies expects our suppliers to demonstrate their commitment to quality and the environment. Key to this commitment is the implementation of appropriate quality and environmental management standards.

Our suppliers must show that they are dedicated to both the environment and quality, according to Motus Integrated Technologies. The application of suitable quality and environmental management standards is essential to this commitment.

Motus Integrated Technologies requires all suppliers to be certified to the current version of ISO/IATF16949. Suppliers that have not achieved certification to IATF16949 must have at a minimum achieved certification to ISO9001 and be able to demonstrate compliance to IATF16949. Suppliers are required to submit updated copies of all certifications (ISO9001, IATF16949, and ISO14001) on an annual basis through the PLEX Supplier Portal.

All vendors must obtain certification in accordance with the most recent version of ISO/IATF16949, per Motus Integrated Technologies. If a supplier has not obtained IATF16949 certification, they must at least have ISO9001 certification and be able to prove that they are in conformity with IATF16949. Every year, suppliers must use the PLEX Supplier Portal to submit updated copies of their ISO9001 or IATF16949.

All suppliers are encouraged by Motus Integrated Technologies to obtain the most recent ISO14001 environmental certification (or its equivalent). Every year, the ISO14001 certificate must use the PLEX Supplier Portal to upload copies of the certificate.

Together with our suppliers, Motus Integrated Technologies will create development plans to guarantee adherence to and ongoing enhancement of the specifications outlined in this handbook. As appropriate, each business and region chooses how to carry out the supplier development operations.

Information and Audit Rights

The Supplier must keep track of all pertinent documents and furnish Motus with supporting documentation upon request in order to guarantee and prove adherence to this standard. Additionally, at Motus's request, the Supplier agrees to honestly and completely fill out questionnaires on pertinent subjects.

Upon reasonable notice, Motus retains the right to audit and inspect the Supplier's operations and facilities; however, each Party will be responsible for covering its own expenses. The Supplier shall promptly implement the required remedial actions as instructed by Motus if the findings of such an audit or inspection indicate that the Supplier does not comply with the standard. Motus may help suppliers enhance their performance and expand their capabilities. Motus's contractual relationship with the Supplier may be suspended or terminated, or damage claims may result from noncompliance with the standard.

Violation Reporting

Unless prohibited by law, the Supplier must notify Motus of any (possible) violations of this standard right away. The Supplier must also cooperate with Motus in any further investigations and the prompt application of any necessary remedies.

Employees of the supplier and other interested parties are urged to voice their concerns. They can also report, even anonymously, any issues they may have about this standard and/or any violations they may have seen or suspected by calling Motus's Ethics Hotline, which is accessible at www.lighthouse-services.com/motusintegrated. All information sent through the Ethics Hotline will be kept private. The Supplier must notify its employees and other interested parties about the opportunity to report infractions in line with the aforementioned or offer comparable reporting channels.

Whistleblower Retaliation Protection

For Motus to maintain its standing, prosperity, and operational capacity—both now and in the future—speaking up is crucial. It is crucial that anyone who reports the standard infractions be shielded from reprisals. Therefore, the supplier cannot tolerate any kind of reprisal for speaking up, including threats, disciplinary proceedings, discrimination, harassment, penalties, or other forms of retaliation.

Training

The Supplier must ensure that all relevant employees receive regular and appropriate training regarding the subject matters dealt with in this standard. The extent and nature of such training will mainly depend on the risks employees are facing in their respective roles. The training participation must be recorded.

Regular and adequate training on the topics included in this standard must be provided to all relevant personnel by the supplier. Employee hazards in their respective roles will largely determine the scope and type of such training. A record of the training participation is required.

Global Terms and Conditions

Suppliers can examine the terms and conditions by visiting the Motus website or the Plex Supplier Portal. Please get in touch with your Motus Integrated Technologies Purchasing Contact if a supplier is having trouble finding these documents.

Procurement/Commercial Requirements

The following outlines the expectations and process compliance with reference to the Motus Integrated Technologies Purchasing Expectations.

- The cost breakdown information (Motus Integrated Technologies Supplier cost breakdown sheet—SCBS or an authorized alternative) must be provided by suppliers.
- Suppliers will be asked to assist and take part in business reviews on a regular basis.
- Buyer clearance is required before suppliers may make any changes to their products or processes. This covers modifications to the manufacturing location.

Law Compliance

The Supplier will always respect and abide by the laws and rules that are applicable and in effect in all of the countries where it conducts business or in the markets where it sells goods or services. These laws and regulations include those pertaining to antitrust and competition law, export control, money laundering prevention, corruption prevention, and data protection. In the event that a country's laws establish lower standards than those specified in this standard, the Supplier undertakes to adhere to the higher standards.

Human and Labor Rights Protection

All people, regardless of their gender, race, nationality, ethnicity, language, religion, or any other status, are entitled to human and labor rights. Freedom of opinion and expression, freedom from slavery and torture, the right to labor and education, and the right to life and liberty are all examples of human rights. The right to good and productive work under freedom, equity, safety, and dignity is one of the labor rights. The Supplier is required to maintain the highest standards for labor and human rights and to monitor the state of human rights across the supply chain, particularly in high-risk areas.

Child Labor Prohibition

Children must not be endangered, denied an education, or denied their childhood. Forcing them to labor must not in any way affect their mental, physical, social, or moral well-being. According to the ILO Conventions on Minimum Age and on the Worst Forms of Child Labor, a supplier must, at the very least, not permit any kind of child labor in its operations or supply chain, regardless of national laws.

Suppliers shall:

- Ensure that the minimum age of an employee is not less than the age of completion of compulsory schooling and, in any case, shall not be less than 18 years or the minimum age foreseen by local law, whichever is higher;
- Ensure that the minimum age for admission to any type of employment or work involving the operation of heavy machinery or any work that would endanger safety, health, or morals shall not be less than 18 years;
- Check the age of employees and applicants accordingly to ensure compliance;
- Terminate the employment relationship immediately, should the Supplier discover child labor in its workforce, and aim at supporting the child by implementing adequate remedies, e.g., reintegration into schooling program.
- Make sure all of the supplier's suppliers, agents, contractors and temporary labor agencies supplying goods or services to it are adhering to the same principles as stated here above; and
- Issue, upon request by Motus, a corresponding self-declaration.

Forced Labor and Modern Slavery

Any task or service that is demanded of someone under threat of punishment or retaliation and for which they have not willingly volunteered themselves is considered forced or obligatory labor. Motus does not permit forced or coercive labor in its operations or supply chain because it is not only a grave violation of a fundamental human right but also a major contributor to poverty and a barrier to both economic and human growth.

Suppliers shall:

- Employer policies should be implemented in accordance with the ILO Conventions on Forced Labor and the Abolition of Forced Labor, namely ensuring that all workers perform their jobs willingly and have the freedom to leave their jobs at any time with sufficient notice;
- Prohibit modern slavery or forced labor in any form, including but not limited to debt bondage, servitude, human trafficking, and other kinds of oppression or dominance in the workplace, such as the use of force or humiliation;
- Never demand that workers give up their passports, other forms of identification, work permits, or the like as a requirement for employment or with the goal of limiting their freedom of movement;
- Do not demand that employees pay hiring fees or other costs that are excessive for the circumstances. Consideration international norms and practices; and
- Ensure that private or public security forces are not used if this could lead to human rights violations (e.g., through torture, use of force, or injury of life or limb).

Equal Opportunity, Harassment, and Non-Discrimination

Gender, ethnicity, membership in a particular population group, skin color, disability, union membership, political affiliation, origin, religion, age, pregnancy, marital status, sexual orientation, whether or not they have children, or, to the extent permitted by law, immigration status are all grounds for discrimination and harassment that Motus does not tolerate and also requires its suppliers to uphold this stance.

Suppliers shall:

- Verify adherence to the ILO Conventions on Discrimination in Employment and Occupation and Equal Remuneration;
- Make sure that non-discriminatory principles are applied in all situations and processes, such as hiring, compensation, training, promotion, job assignment, wages, benefits, discipline, termination, and/or retirement, and that the organization is aware of the relevant regulations
- Provide each employee with the same compensation for work of similar worth
- Make sure that any discriminatory practices that are found are promptly addressed while taking the interests of the impacted parties into account
- Encourage workplace diversity and inclusion and cultivate an atmosphere where workers feel comfortable, appreciated, engaged, and free to fully express their abilities without facing any form of harassment
- Do not tolerate improper conduct like gestures or sexually suggestive, coercive, threatening, abusive, or exploitative words and physical contact, including but not limited to bullying, public humiliation, or any threat of such inappropriate behavior.

Ethical Recruiting

Several key elements are required for good ethical recruiting.

Suppliers shall:

- Clearly communicate job requirements, responsibilities, and the recruitment process to candidates
- Ensure that recruitment practices are fair and inclusive and promote diversity by nondiscrimination.
- Protect the privacy of candidates by keeping their information confidential and only sharing with relevant stakeholders
- Treat all candidates with respect and professionalism, regardless of whether they are selected for the position
- Adhere to all applicable labor laws and regulations regarding hiring practices
- Provide a positive candidate experience, including timely communication and constructive feedback
- Establish mechanisms for accountability in the recruitment process
- Provide training for recruiters and hiring managers on ethical recruiting practices

Freedom of Association and Collective Bargaining

Suppliers should respect voluntary freedom of association, including the right to organize and bargain collectively in a manner that is legally compliant. Workers' representatives are not subject to discrimination and have access to workplaces necessary to carry out their respective functions. Where worker representation and collective bargaining are restricted by law, efforts should be made to facilitate open communication and direct engagement between workers and management as alternative ways of ensuring that workers' rights, needs, and views are considered and acted upon appropriately and in good faith.

Vulnerable Groups

Suppliers must pledge to identify and safeguard the rights of vulnerable groups among workers or stakeholders of all kinds in their business and supply chains. This includes, but is not limited to, the rights of women, children, indigenous peoples, migratory workers, and minorities in general.

Women's Rights

The supplier must address health and safety issues that are common among female employees, such as preventing sexual harassment and making the necessary accommodations for expectant or nursing mothers.

Local Communities and Indigenous Peoples

In order to prevent any (potential) harm to their health, safety, and living conditions, as well as to protect land, forests, and/or waters that are essential to their livelihood, suppliers must respect the rights of local communities and indigenous peoples who may be impacted by Supplier's business operations. Additionally, suppliers must refrain from engaging in or aiding in any illegal forced eviction of these local communities or indigenous peoples. In actuality, the supplier must make sure that current users give their free, prior, and informed consent for the use in question, which must always be fairly rewarded.

Minority Groups

Motus is dedicated to bolstering the minority business community's economy since it helps us grow our company and fortifies our supplier chain. We therefore invite you, as a key supplier, to expand your purchases from minority suppliers as part of our Minority Business Development Program (North American effort only).

Fair Working Conditions (Working Hours and Remuneration)

Motus is dedicated to providing its employees with fair working conditions, meeting at least the national legal requirements in the country where they are employed, and it expects all of its suppliers to do the same. For this reason, but without limitation, the Supplier shall:

- Adequately compensate all workers while considering collective bargaining agreements and/or local wage laws, particularly those pertaining to legally required social benefits and minimum wages. When they are not present, the salary should always be sufficient to cover the necessities and give discretionary income
- Review wages and social benefits on a regular basis to ensure compliance
- Make no wage deductions as a form of discipline unless specifically authorized by national law.
- Ensure the number of working hours, including overtime and rest days, does not surpass the legal limitations. When they are not present, the weekly working hours, including overtime, must not surpass sixty hours.
- Ensure workers are given at least one day off without interruption each week and that any absences, such as maternity or medical leave, are authorized in accordance with the relevant laws.
- Provide workers a formal wage statement with enough details to ensure they are being fairly compensated for the labor they have done.
- Allow workers to leave employment upon reasonable notice and not require workers to hand over government-issued identification, passports, or work permits as a condition of employment.

Ethics and Business Conduct

Motus demands the utmost moral behavior in all of its undertakings. The supplier must always conduct itself ethically in all facets of its business, including sourcing, operations, relationships, and practices.

Bribery, Money Laundering, and Corruption

Motus has a zero-tolerance policy for extortion, money laundering, bribery, and corruption.

Suppliers shall:

- Refuse to provide or accept anything of value with the goal of unlawfully influencing discussions, choices, or other interactions with any business partner, whether they are in the public or private sector.
- Avoid bribery, kickbacks, fraud, embezzlement, money laundering, facilitation payments, and other corrupt crimes. In particular, make sure that gifts or payments to clients, public servants, and other parties are made in accordance with the law and, if relevant, internal policies of a business partner.
- Respect all relevant anti-corruption and anti-money laundering laws and rules of the nations where the Partner conducts business, including but not limited to the UK Bribery Act, the US Foreign Corrupt Practices Act (FCPA), and any relevant international anti-corruption treaties.

Control of Records

According to Motus, having correct records is crucial to preserving an ethical and transparent supply chain. Suppliers are required to keep thorough and accurate records of every transaction pertaining to their company. Financial transactions, timekeeping, inventory control, shipping and delivery, and any other paperwork necessary for commercial operations are all included in this, although they are not the only ones. Records must never be falsified by suppliers. Falsified documents pertaining to the transaction with Motus must be disclosed immediately when they are found.

Fair Competition

A key component of Motus's business and supply chain operations is fair competition, and suppliers must conduct themselves ethically and fairly when doing business with us and other market participants.

Suppliers shall:

- Avoid participating in any anti-competitive activities, such as market allocation, bid-rigging, price-fixing cartels, sharing competitively sensitive information with rivals, or other types of unfair trade practices or collusion.
- Comply with all relevant antitrust laws as well as those that safeguard and encourage fair competition.

Data and Intellectual Property

Ensuring the long-term success of Motus's business endeavors and preserving the trust of business partners depend heavily on data security and intellectual property protection.

Supplier shall:

- Adhere to all relevant data protection and security laws and regulations and safeguard the availability, confidentiality, and integrity of all data and information, including sensitive or personal data.
- Implement and maintain the necessary cutting-edge data security measures, such as organizational, technical, and physical controls, to stop illegal access, disclosure, alteration, or destruction of data.
- Use the supplied information strictly for the intended purpose
- Respect intellectual property rights, handle expertise in a way that preserves intellectual property rights, and adhere to relevant national or international intellectual property protection regulations
- Ensure that third-party intellectual property rights are only utilized when and to the extent permitted.

Conflicts of Interest

Suppliers must avoid any influence from personal interests and make judgments only based on objective criteria. A supplier's employee holding a significant amount of equity, debt, or other financial interest in Motus, or vice versa, or the existence of a unique or intimate (such as family) relationship between an employee of the supplier and an employee of Motus involved in a business transaction, are examples of "personal interest" for the purposes of this standard.

Any conflicts of interest, whether real or imagined, pertaining to transactions with Motus or Motus's other business partners must be notified right away and handled properly after consulting Motus.

Trade Regulations, Sanctions, and Export Control

Suppliers are required to abide by all relevant export control laws and rules, including those pertaining to the export of technology, software, products, and services. Additionally, suppliers must abide by all relevant trade compliance laws and rules, such as those pertaining to economic sanctions, import and export restrictions, and anti-boycott legislation. Adequate due diligence on third parties must be carried out to guarantee compliance.

Counterfeit Parts, including Components

Suppliers are prohibited from using counterfeit parts or components in any product provided to Motus.

Health and Safety

Motus places a high premium on the health, safety, and well-being of its employees. Motus has instituted a zero-accident culture, which it demands its suppliers adhere to. As a result, the Supplier guarantees that, in accordance with the relevant laws, all of the Supplier's employees will work in a safe and healthy environment.

If the Supplier's risk assessment finds that its employees are exposed to serious health and safety hazards when manufacturing or providing services, the Supplier must put in place and run an approved occupational health and safety management system (such as that required by ISO 45001). On request, Motus must receive the partner's risk assessment paperwork and the corresponding certificate.

Suppliers shall:

- Create and uphold a cutting-edge health and safety policy in accordance with the relevant legislation and furnish Motus with proof of such upon request
- Manage, track and report occupational injuries and illnesses, including provisions to a) encourage worker reporting; b) classify and record injury and illness cases; c) provide necessary medical treatment; d) investigate and implement corrective actions to eliminate their causes; and e) facilitate return of workers to work
- Prior to personal protective equipment becoming a required measure, identify, assess, and manage occupational health and safety hazards through a prioritized process of hazard replacement, hazard elimination, engineering controls, and/or administrative controls
- Limit employee exposure to potential safety risks (such as heat, fire, electrical and other energy sources, vehicles, and fall hazards) by using engineering and administrative controls, safe work practices (such as lockout/tag-out), preventative maintenance, and appropriate design.
- Provide all workers with job-related, well-maintained personal protective equipment and training on how to utilize it, if required and at no cost
- When chemicals are used in the Partner's business, examine and assess the risks to the health and safety of the Partner's employees during handling, transportation, or use. If feasible, replace the chemicals with safer alternatives to prevent hazards. 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 be otherwise controlled
- Make certain that every employee receives regular health and safety training in the local language, or in English or another appropriate language if certain employees do not speak the language.
- Maintain appropriate emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans
- Determine possible disaster scenarios and put emergency plans and response protocols into action to reduce damage to people, property, and the environment
- Give workers access to clean, adequately accessible facilities, such as restrooms and dorms, as well as drinkable water and sanitary food preparation and storage facilities. Worker dormitories provided by the vendor or a labor agent are to be clean and safe and provide emergency egress, adequate ventilation and reasonable personal space
- 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 be otherwise controlled
- Strive for zero accidents and occupational disorders by continuously developing and improving working conditions.

Environmental Protection

Motus wishes to contribute to reducing the consequences of climate change and protecting natural resources since it acknowledges the significant environmental issues the world is currently facing. Motus sets high goals to increase the sustainability of its manufacturing procedures, which will boost operational excellence and steadily lessen our environmental footprint. We require our suppliers to support environmental conservation in order to meet our objectives.

Sustainability

Suppliers should recognize, believe in, and practice the principles of a sustainable business woven into the fabric of how they will conduct themselves. Elements that suppliers will consider include:

- Suppliers will be evaluated for the supplier completing the Supplier Sustainability Rating, which is located on the Motus Integrated Technologies Supplier Portal.
- Supporting the Global Reporting Initiative (GRI – <http://www.globalreporting.org/>), including the development of a Sustainability Report in alignment with GRI reporting guidelines.
- Being a pioneer in encouraging supplier diversity is part of our dedication to sustainability. The advantages of acquiring goods and services from minority- and women-owned businesses certified as MBEs by the WBENC Women Business Enterprise Council or the National Minority Supplier Development Council (NMSDC—<http://www.nmsdc.org>) are acknowledged by Motus Integrated Technologies. In addition to being smart business, collaborating with groups like NMSDC, our clients, and creative, diversified suppliers is a clever way to boost our worldwide competitiveness in a market full of fresh concepts.
- Fulfilling Motus Integrated Technologies' request to participate in the Carbon Disclosure Project's (cdproject.net) reporting requirements.

Environmental Risk Management

For both its own manufacturing and its upstream supply chain, the supplier must thoroughly identify and evaluate environmental risks. Suppliers must put in place appropriate safeguards to stop or, if this is not feasible, to reduce any environmental dangers.

Additionally, suppliers must acquire, maintain, and abide by all necessary environmental permits as well as all relevant environmental laws and regulations.

Decarbonization, Air and Noise Emissions

In order to support the achievement of the Paris Agreement goals, the Supplier must create appropriate corporate greenhouse gas (GHG) reduction targets for its scope 1, 2, and 3 emissions. This includes monitoring and reporting relevant emission data to Motus on a product-by-product basis throughout the entire product life cycle and within its upstream supply chain (for example, through life cycle assessments, or LCAs). In this respect, the Supplier will work to set authorized, science-based goals.

The Supplier shall additionally set non-renewable energy reduction targets as well as carbon footprint criteria within the supplier's own supply chain. Data on energy efficiency and renewable energy use must be sent to Motus upon request.

In order to ensure compliance with relevant local laws and regulations, the Supplier must also detect, manage, decrease, and properly regulate any air and noise emissions.

Resource Use

The supplier must put in place a methodical approach to identify, control, reduce, and responsibly dispose of or recycle non-hazardous waste; make sure that no waste is disposed of illegally; responsibly handle resources by lowering the overall consumption of energy, water, natural resources, and raw materials; and concentrate on boosting innovation and efficiency for continual improvement in this area.

The Supplier must, whenever feasible, put policies in place that encourage the responsible use of resources, including but not limited to the use of recycled materials or renewable energy, biomaterials derived from renewable sources, encouraging the reuse or recycling of water, using rainwater, etc., and designing its goods and services with a life cycle thinking approach in mind. Regular assessments and any required improvements will be made to the supplier's resource management system.

Soil Protection, Deforestation, and Biodiversity

The supplier must make sure it does not support or profit from unlawful deforestation, which is the turning of forests into useable land, or other forms of natural ecosystem degradation. Its supply chain must be properly investigated, and if hazards are found, suitable steps must be taken to ensure these ecosystems are protected for the long term. Additionally, the supplier must not use deep-sea raw materials in its manufacturing process.

In order to prevent soil erosion, nutrient deterioration, subsidence, and pollution, suppliers must also regularly evaluate their effects on soil quality.

Animal Welfare

No parts, components, or raw materials that require animal testing for research or development may be supplied by the supplier to Motus. Suppliers who utilize animal products in their supply chain should try to use substitutes whenever feasible, but if this is not feasible, make sure that at least the following rules are followed:

- The five freedoms of the Animal Welfare Committee (AWC) to assess animal welfare
- The standards of the World Organization for Animal Health (OIE) (Terrestrial Animal Health Code and Aquatic Animal Health Code); and
- The 3R principles for animal testing (Reduction, Refinement, Replacement).

Hazardous Material Handling

Suppliers shall:

- Recognize, label, control, minimize, reuse, recycle, and/or properly dispose of all materials, chemicals, and other substances in compliance with the rules that apply
- To guarantee safe handling, transportation, storage, recycling, and disposal of potentially hazardous materials, chemicals, and other substances, identify and manage them.
- Respect all relevant laws, rules, and guidelines (such as REACH (EC 1907/2006), GADSL, IMDS, environmental legislation on critical, forbidden, or dangerous materials and substances, etc.).

Supply Chain Responsibilities

In order to ensure compliance with this standard, the supplier must set up a process for communicating the requirements outlined in this code to all parties involved in its supply chain, including its suppliers, sub-suppliers, service providers, and any other stakeholders, such as the owners, board, or other management members of those businesses. Adherence will be suitably observed, and Motus must be given the relevant evidence upon request.

Supplier Selection Criteria

Suppliers will be chosen and retained based on their social and environmental performance in addition to price and quality. When a purchase order is accepted, the supplier certifies that they will follow the Ethics Policy or something similar. Purchase orders will not be given to suppliers that have serious environmental or social performance problems that cannot be promptly corrected or who refuse to follow the Ethics Policy or anything similar within a reasonable time frame.

Validation of Supplier Performance

The performance of the supplier may need to be validated by Motus staff. This could involve background checks, site visits, third-party audits and data, and internal conversations with staff members from external (such as industry peers, regulatory bodies, investment analysts, and non-governmental organizations) and internal (such as environmental, safety, human resources, and quality) organizations.

Each business division will set up standards for inspecting important suppliers, particularly those that provide the most risks to Motus and its customers (such as those involved in the extraction of raw materials, chemical processing, labor-intensive manufacturing, etc.). To make sure that corrective measures are carried out and disseminated throughout the company, audit results should be monitored.

Supplier Scorecards

Every fiscal year, Motus takes pride in recognizing and honoring exceptional and high-performing suppliers. Several performance criteria are used to evaluate suppliers all year round. These indicators, in addition to the suppliers' general involvement and support of our vision, values, and desire to surpass our clients' expectations, will increase the likelihood of winning a supplier award and possibly winning new business awards.

Supplier Scorecard Point System

Scorecard Ratings

A Rated	Composite score ≥ 93
B Rated	Composite score 87-92
C Rated	Composite score 80-86
D Rated	Composite score 75-79
E Rated	Composite score ≤ 74

<i>Metric</i>	<i>Points</i>	<i>Description</i>
Materials Score	33	Measures on-time delivery, label and data accuracy, EDI/Portal connection and production impacts.
Quality Score	33	Measures quantity of issued DMR's, quantity of late responses (4D, 8D, Containment), overall PPM performance and number of warranty claims associated with product supplied.
Commercial Score	33	Measures payment terms, supplier-initiated VAVE/cost saving proposals and negative Price Impact outside Contract.

Engineering Requirements

Program Support

For a given program, engineering support may be needed for tooling design and approval, product design, and product feasibility. In order to enable low-cost tool and product solutions, suppliers will be asked to assist with design reviews and other cooperative activities.

Motus exchanges information using WeTransfer and Syncplicity. After setting up an account, our providers can use this for free. You will receive an email with a link to download.

<https://my.syncplicity.com> –

<https://Auth.wetransfer.com/signup>

Material Compliance

Globally, industry and governmental rules pertaining to corporate governance, safety, the environment, and product performance are enforced. The original equipment manufacturers (OEMs) created the internet-based database known as the IMDS (International Material Data System) so that all suppliers to the automobile sector may use it for free. Throughout the whole automotive OEM supply chain, IMDS keeps track of the chemical components of parts and assemblies. The solution assists OEMs in adhering to the growing number of material handling and disposal-related national and EU requirements.

All materials used in the final work must be included in IMDS submissions. Reports of all fundamental chemicals are required. As soon as the concentration in the final product surpasses the specified level, process chemicals, reaction byproducts, and pollutants identified in the GADSL as D or D/P must be reported.

Motus is committed to fulfilling customer and regulatory requirements with regard to the limitation and prohibition of substances, such as trash, conflict materials, and hazardous compounds. Suppliers are in charge of ensuring that the products they provide to Motus adhere to the requirements set forth in all relevant legal frameworks.

Suppliers shall:

- Ensure all of the materials, chemicals, and other compounds used follow Motus's IMDS system and are reported correctly.
- Purchase necessary raw materials only from audited sources, preferably confirmed by the certification of an independent third party; these should include conflict minerals (3TG), aluminum, chromium, cobalt, copper, leather, lithium, manganese, mica, natural rubber, natural graphite, nickel, platinum group metals, rare earth, steel/iron, and zinc;
- Comply with Motus's reporting requirements regarding "Conflict Minerals and Cobalt."
- Fully comply with the Dodd-Frank Wall Street Reform and Consumer Protection Act regarding "Conflict Minerals" as defined in Section 1502 as well as with the EU Conflict Minerals Regulations or other applicable local laws, regulations and directives on conflict minerals;
- Fully comply with the conventions of Minamata (mercury), Stockholm (persistent organic pollutants) and Basel (hazardous waste)
- Establish a policy for handling conflicting materials and environmental concerns, and promptly reply to Motus's request for proof of compliance.

Program Management

The following provides an overview of the Motus Program Management Expectations and process compliance

- As specified in the particular program's Supplier Statement of Work (SSOW), suppliers are required to adhere to all program-specific requirements.
- Supplier must provide launch support in order to participate in Motus Simultaneous Development Teams (SDT) activities, which include:
 - Supplier Kick-off Meetings
 - Design Reviews
 - SDT Meetings
 - Advance Quality Planning (AQP) activity
 - Build Events (technical centers and production plants)
 - Supplier Build Events
 - Supplier Readiness Reviews
 - Supplier Process Sign-Off Reviews

Indirect Services (Calibration Supplier)

The expectations and process compliance for Motus Indirect Suppliers that offer calibration services and/or equipment are summed up as follows. The following guidelines must be followed when calibrating Motus Inspection, Measuring, and Test Equipment (IMTE)

Suppliers shall:

- For the calibration services rendered, a facility must be accredited in accordance with ISO 17025 criteria. Manufacturers of equipment are required to adhere to ISO/IATF16949 16949 section 7.1.5.3.2. A mutually recognized accrediting authority (such as A2LA, NVLAP, IAS, or ACLASS) must accredit the calibration facility before IMTE can be used in A2LA-approved facilities.
- Unless the purchase order specifies otherwise, calibration must be carried out in accordance with the full manufacturer's methods and tolerances.
- In the event that the facility is asked to calibrate an IMTE for which they lack accreditation, they must inform Motus
- Without authorization from Motus, a facility is not permitted to subcontract or broker calibration.
- TURs (tolerance uncertainty ratios) must be at least 4:1 or higher; otherwise, they must be recorded on the report.

All CMM reports or calibration certificates must include the following details:

- Service Provider's Information—Name, Address, Phone Number.
- The logo of the accrediting body with the certificate number.
- Motus Integrated Technologies IMTE ID number.
- IMTE Manufacturer.
- IMTE model number
- Serial number or Motus Integrated Technologies tool number.
- IMTE accuracy.
- Date of calibration.
- Calibration procedures and standards used.
- Environmental conditions (if applicable to the results).
- Traceability to national standards. Where no national standards exist, the basis for the calibration shall be stated.
- Statement of compliance to specified tolerances of the IMTE when received and returned
- Calibration results before and after any adjustment or repair.

Unless instructed otherwise by the Motus facility, the calibration source must apply a calibration label to the IMTE being calibrated and contain the following:

- Due Date: Month, Day, and Year of calibration due
- ID#: IMTE ID # for Motus
- IMTE ID # (not the tool number)
- Date: Month, Day, and Year IMTE received certification.
- By: Source of Calibration
- Calibration company

Date	Changes
9/1/25	New Release