



ALD Thermal Treatment Inc. Supplier Manual

Procedure Number: PH-SUPPLIER-MANUAL

Revision Level: 0007

Effective Date: 1/31/2019

Procedure Revision Record

Rev. Level	Effective Date	Description of Changes
1	11/8/2017	Creation of Supplier Manual
2	3/14/2018	Modification of Data Classification Section
3	6/22/2018	Modification of Confidential Data Handling
4	9/27/18	Added EHS, contractor letters and the Commbro
5	11/5/18	Updated the Commbro images, because the Commbro was updated
6	1/31/2019	Added to Rights of Access - at any level of supply chain
7	3/21/2019	Updated Information Handling Table to align with Data Classification Policy

Created by:	Reviewed by:	Approved by:	Approved by:
DATE: 3/21/2019	DATE: 3/21/2019	DATE: 3/21/2019	DATE: 3/21/2019

	<p style="text-align: center;">Procedure Title</p> <p style="text-align: center;">ALD Thermal Treatment Inc. Supplier Manual</p>	<p style="text-align: center;">Procedure Number</p> <p style="text-align: center;">PH-SUPPLIER- MANUAL</p>
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1.0 **SCOPE**

The supplier manual defines the quality management system requirements for all suppliers of ALD Thermal Treatment Inc., in addition to requirements defined in the purchase order, general agreement, terms and conditions, ISO 14001, OHSAS 18001, AS 9100, IATF 16949, & the ALD Thermal Treatment, Inc. Information Security Management System (ISMS). In the event of a conflict between the supplier manual and buyers terms of conditions of purchase, the buyer’s terms shall prevail.

2.0 **PURPOSE**

The Supplier Manual provides detailed information pertaining to the required safety, environmental, Information Security, and quality assurance activities in all processes of order, receiving, manufactures, shipment and delivery, including disposition of non-conforming product or processes.

ALD Thermal Treatment Inc. endorses good corporate governance. It is imperative that our suppliers operate with honesty, integrity, and accountability. Ethical behavior is expected of all suppliers (including tiered suppliers) and persons under the control of its operations.

Suppliers and tiered suppliers of ALD Thermal Treatment Inc. can have an impact on product and service conformity including product safety. Suppliers are required to ensure persons working under their control are aware of their contribution to product and service conformity including product safety.

ALD Thermal Treatment Inc. requires all automotive suppliers** with a direct impact to the quality of our product/services to maintain a Quality Management System at a minimum certified to IATF 16949. If the supplier is not currently registered to IATF 16949 a written plan must be submitted to ALD Thermal Treatment Inc. to provide a plan to become certified. ALD Thermal Treatment Inc. may approve a supplier without an IATF 16949 certification if internally justified with ALD Thermal Treatment Inc.’s customer approval.

ALD Thermal Treatment Inc. requires all suppliers with a direct impact to either the environmental or health and safety of our processes, products, or services (including contractor suppliers) review the Communication Brochure and Contractor EHS Compliance letter annually. Additionally, contractor suppliers may be required to fill out a Contract Compliance Questionnaire. In some circumstances ALD Thermal Treatment Inc. may require additional information such as insurance information. The EHS Manager or designated representative at ALD Thermal Treatment Inc. will specify in writing the needs for compliance which may not be listed in this supplier manual.

ALD Thermal Treatment Inc. strives to provide a high quality service to our Customers and requires the support of our suppliers to maintain high quality parts and on time delivery.

ALD Thermal Treatment Inc. does not have any raw goods suppliers thus suppliers to which this manual applies to are; media suppliers (such as gases, shot media and rust preventative), testing laboratories/NDT services, sort facilities, calibration/equipment maintenance services, contractors, shot peening services, and glass beading services. It is the responsibility of the supplier to clarify if not stated on the Purchase Order if the Supplier Manual applies.

3.0 TERMS AND CONDITIONS

ALD Thermal Treatment Inc. provides general terms and conditions with the purchase order. The supplier is to read, review and provide feedback if any clarification is needed, including in regards to this Supplier Manual. The supplier can find the terms and conditions online at <https://www.ald-vt.com/cms/en/vacuum-technology/own-operate/ald-thermal-treatment-inc/purchase-order-terms-conditions/>.

4.0 ENGINEERING DRAWINGS, SPECIFICATIONS AND STANDARDS (including special requirements, critical items, or key characteristics)

ALD Thermal Treatment Inc. may specify products, process or services requirements in regards to a specification, standard or drawing. The Supplier is responsible to review the specified engineering requirement including purchasing an international standard and maintaining the specifications, drawings and standards under a controlled environment ensuring the latest information is utilized by the Supplier. Examples of such specifications and standards are; ASTM, SAE, ISO, IATF, AIAG, and etc.

Specials requirements, critical items or key characteristics may be defined to the Supplier. This information will be found on the Purchase Order and/or the appropriate specification or engineering drawing. It is the suppliers responsibility to ensure all documents are thoroughly read and understood with its organization prior to commitment to provide products/processes or services.

5.0 APPROVAL

ALD Thermal Treatment Inc., when appropriate will flow down requirements for the approval of;

- Products and services;
- Methods, processes, and equipment;
- The release of products and services.

6.0 COMPETENCE

The supplier is responsible for ensuring appropriate competence, including any required qualifications of its persons under its control. ALD Thermal Treatment Inc. may establish additional criteria of competence required for the service/processes provided.

7.0 PERFORMANCE

At a minimum ALD Thermal Treatment Inc., will evaluate a supplier's performance annually. Criteria of evaluation are based on service, price, quality and delivery. A formal score card may be provided to the supplier as a form of communicating the status of services. ALD Thermal Treatment Inc. will notify a supplier of any issues which may arise requiring corrective action. The supplier must immediately begin a corrective action process including root cause analysis and long term corrective action to prevent reoccurrence.

8.0 IDENTIFICATION AND TRACEABILITY

The Supplier is responsible for maintaining lot traceability on product(s) provided. If in the event ALD Thermal Treatment Inc. is provided with product that is deemed suspect or non-conforming, ALD Thermal Treatment Inc. must be able to locate the material utilizing the appropriate identification and traceability provided by the Supplier. Each lot of product(s) must be identified with at a minimum the Supplier Name, Quantity, Type (Product Name or Part Number) and specific unique identifier for the lot.

9.0 VERIFICATION ACTIVITIES

ALD Thermal Treatment Inc. may require verification or validation activities to be conducted by ALD or its customer at the Suppliers premises. In such a case ALD Thermal Treatment Inc., will provide advanced notice where possible to the Supplier.

10.0 DESIGN AND DEVELOPMENT

The supplier is responsible to ensure design and development controls are maintained per IATF16949 and/or AS9100. Please refer to section 3.0 of this manual. The supplier must ensure it maintains design and development planning, inputs, controls, outputs and changes.

11.0 TEST, INSPECTION, AND VERIFICATION

The Supplier is to test, inspect and verify product prior to shipment. Verification activities can be based on a sampling plan which is based on statistical data/techniques for product acceptance. ALD Thermal Treatment Inc., may require specific testing or inspection and/or a Certificate of Analysis/Certificate of Conformance.

12.0 RECORDS

The supplier is responsible for maintaining records of all product(s), processes and services to which it provides ALD Thermal Treatment Inc. Records for products must be maintained for a minimum of 3 years. Records for processes and services (EHS and Quality) must be maintained for a minimum of 3 years.

NOTE: Record retention times may be specified different via Terms and Conditions or specified on the Purchase Order/Contract agreement.

Records of conformance to quality or EHS must be provided to ALD Thermal Treatment Inc., at time of delivery/service.

13.0 NONCONFORMING PRODUCT/PROCESSES/SERVICES

The supplier is responsible for ensuring any nonconforming product, processes or services are reported out to ALD Thermal Treatment Inc. without undue delay. The supplier must notify the Quality Manager immediately prior to conducting containment. The supplier must provide detailed identification and traceability on the nonconformance and/or suspect material ensuring to contain the nonconformance. The supplier will be required to provide a corrective action with a permanent solution to mitigate the nonconformance from reoccurring.

14.0 PREVENTION OF COUNTERFEIT PARTS

The supplier must plan, implement and control processes appropriate to the supplier and ALD Thermal Treatment Inc., for the prevention of counterfeit or suspect counterfeit part use and their inclusion in products delivered to ALD Thermal Treatment Inc.

15.0 CONTROL OF CHANGES

The supplier shall ensure change control is implemented within its organization ensuring that all changes are carried out under controlled conditions ensuring product, process or service conformity is not jeopardized. All changes which will have an impact to the product, process or service to which is provided to ALD Thermal Treatment shall have prior authorization by ALD Thermal Treatments Quality Manager prior to implementation. Traceability shall be maintained to allow recall if any adverse or undesired effects are found.

16.0 RIGHT OF ACCESS

Supplier must afford Right of Access to ALD Thermal Treatment Inc., their customers and regulatory authorities, at any level of the supply chain. Second party audits are included within the right of access afforded to ALD Thermal Treatment Inc. by the supplier. ALD Thermal Treatment Inc. will provide advanced notice when possible prior to review/audit.

17.0 INFORMATION SECURITY

ALD Thermal Treatment, Inc. has an active Information Security Management System (ISMS). It is therefore essential that all business information is secured according to best practices, all relevant statutory/ legal/ contractual requirements, and ISO 27001, in order to maintain the confidentiality, integrity, and availability of all information and

related systems owned by ALD Thermal Treatment, Inc., and as well that of our suppliers, customers, partners, and stakeholders.

17.1 Risk assessments

Internally ALD Thermal Treatment, Inc. performs risk assessments related to all customers, suppliers, and partners that are identified as having an impact on information/ systems confidentiality, integrity, and/ or availability. Special care is taken to identify risks related to information and communication technology, as well as risks related to product supply chain. Depending on the results of the risk assessment, information security obligations and controls may be required such as, but not limited to:

- Information security policies, procedures, standards and guidelines, normally within the context of an Information Security Management System (ISMS) such as that defined in ISO/IEC 27001.
- Background checks on employees or third parties working on the agreement or contract.
- Access controls to restrict unauthorized disclosure, modification or destruction of information, including physical and logical access controls, procedures for granting, reviewing, updating and revoking access to systems, data and facilities etc.
- Information security incident management procedures including mandatory incident reporting.
- Return or destruction of all information assets by the outsourced provider or the supplier after the completion of the outsourced activity or whenever the asset is no longer required to support the outsourced activity.
- Copyright, patents and similar protection for any intellectual property shared with the outsourced provider or the supplier, or those developed in the course of the contract.
- Specification, design, development, testing, implementation, configuration, management, maintenance, support and use of security controls within or associated with IT systems.
- Anti-virus, anti-malware, anti-spam and similar controls.
- IT change and configuration management, including vulnerability management, patching and verification of system security controls prior to their connection to production networks.
- The right of ALD Thermal Treatment, Inc. to monitor all access to and use of ALD Thermal Treatment, Inc. facilities, networks, systems etc., and to audit the outsourced provider's or the supplier's compliance with the contract, or to employ a mutually agreed independent third party auditor for this purpose.
- Business continuity arrangements including crisis and incident management, resilience, backups and IT Disaster Recovery.

Although outsourced providers and suppliers that are certified compliant with ISO/IEC 27001 can be presumed to have an effective ISMS in place, it may still be necessary for ALD Thermal Treatment, Inc. to verify security controls that are essential to address specific security requirements.

It is preferable that all suppliers adopt one of the leading Information Technology Industry Security Frameworks such as:

- International Organization for Standardization (ISO) 27001
- Information Security Forum (ISF)
- Standards of Good Practice (SoGP)
- National Institute of Standards and Technology (NIST)

17.2 General requirements

All suppliers, regardless of determined risk score are responsible for adhering to the following requirements:

17.2.1 Email

Emails received from ALD Thermal Treatment, Inc. without a valid email signature should not be trusted and thus discarded. All legitimate emails received from ALD Thermal Treatment, Inc. will arrive with one of these two signature templates:

HTML Signature Example:

Employee Name
Title

ALD Thermal Treatment Inc.

2656 24th Street
Port Huron, MI 48060 USA

Tel: (810) 357-0680 | Fax: (810) 357-0699 | Mobile: (810) xxx-xxxx | xxx@aldtt.net

Plain Text Signature Example:

Employee Name
Title

ALD Thermal Treatment Inc.
2656 24th Street
Port Huron, MI 48060 USA

Tel: (810) 357-0680 | Fax: (810) 357-0699 | Mobile: (810) xxx-xxxx | xxx@aldtt.net

Please also be aware of the following in regards to email:

- The maximum email size that can be sent to or from an ALD Thermal Treatment, Inc. employee is 50MB. Emails exceeding this size limit will be rejected.
- ALD Thermal Treatment, Inc. Employees will never accept emails from personal email accounts such as those created with Yahoo, Gmail, AOL, etc. Emails from these and other providers are only accepted when used as the official business email account.
- ALD Thermal Treatment, Inc. Employees will never send information from personal email accounts such as those created with Yahoo, Gmail, AOL, etc. Emails perceived to be from an ALD Thermal Treatment, Inc. Employee using a personal email account should not be trusted and therefore discarded.

17.2.2 Internet

Suppliers must never upload/ download ALD Thermal Treatment, Inc. information using a non-secure medium. E.g. SSL and/or SSH must be used. All FTP file transfers must utilize either FTPS or SFTP protocols. Additionally, personal file transfer Internet accounts such as DropBox and the like, are not authorized for use with ALD Thermal Treatment, Inc. information/ data.

17.2.3 Security breach reporting

Suppliers are expected to adhere to Michigan Legislature - Section 445.72

17.2.4 Physical security

Suppliers must reasonably secure all areas, devices, and facilities where ALD Thermal Treatment, Inc. information resides.

17.2.5 Information classification

Information classification is the process of assigning value to information in order to organize it according to its risk of loss or harm from disclosure. ALD Thermal Treatment, Inc. Employees will inform suppliers when information has been determined to be classified to a level above publicly available such as, internal use, sensitive and confidential.

Information is classified into one of these categories:

Classification level	Classification criteria	Access restriction
Public	Making the information public cannot harm the organization in any way	Information is available to the public
Internal use	Unauthorized access to information may cause minor damage and/or inconvenience to the organization	Information is available to all employees and selected third parties
Confidential	Unauthorized access to information may cause catastrophic (irreparable) damage to business and/or to the organization's reputation	Information is available only to ALD Management and administrative support personnel who need to know

Information labeling

Information labeling is not performed at ALD Thermal Treatment, Inc. Currently there is no contractual, lawful, corporate, or other requirement to which we are obligated.

Information Handling

Internal use and confidential handling instructions:

Media	Internal use	Confidential*
Paper documents	<ul style="list-style-type: none"> only authorized (according to AD ACL) persons may have access 	<ul style="list-style-type: none"> if sent outside the organization, the document must be mailed with a return receipt service the document must be stored in a locked cabinet, safe, office, etc. the document may be transferred within and outside the organization with permission from the information owner faxing the document is not allowed the document may be printed out only if the authorized person is able to immediately retrieve the document. Pass code protected printing is preferred Must be disposed of in accordance with Disposal and Destruction requirements from Acceptable Use Policy documents must be immediately removed from printers or fax machines (adhere to clear desk/ clear screen policy)
Electronic documents	<ul style="list-style-type: none"> only authorized (according to AD ACL) persons may have access Data backup must be performed on a regular basis 	<ul style="list-style-type: none"> FTP, fax, instant messenger, and other non-secure transmissions are not authorized. the information owner's consent is needed to delete the document access to the information system where the document is stored should be protected by a complex password the screen on which the document is displayed must be automatically locked after 10 minutes of inactivity and manually locked when user is not present the document may be stored only on servers which are controlled by the organization (unless Information owner give permission for alternatives. E.g. the need to transfer a large confidential file via secure Internet sharing platform)
Information systems	N/A	<ul style="list-style-type: none"> Must have Information owner permission for physical access (entrance should be marked with authorized personnel) access to the information system must be controlled through an authentication process. Video Surveillance should be present Alarm systems should be used Must be disposed of in accordance with Disposal and Destruction

		requirements from Acceptable Use Policy and Hard Disk Destruction Procedure
Electronic mail	<ul style="list-style-type: none"> only authorized persons may have access (through systems access form process) All policies relating to email must be followed 	<ul style="list-style-type: none"> when files are exchanged via services such as email, Internet upload, etc., they should be encrypted and/ or password protected (ALD Personnel interacting with customers, suppliers, etc. should inquire about the need to encrypt confidential documents for electronic exchange when the information is not ALD owned. ALD employees are required to encrypt/ password protect information that is legally protected. i.e. certain combinations of PII/ PHI, or DoD related information) mobile phones containing ALD email must be pass code protected. Other forms of locking protection are also acceptable such as biometrics and others.
Electronic storage media	<ul style="list-style-type: none"> only media issued and/ or approved from the ALD IT Dept. is authorized 	<ul style="list-style-type: none"> media must be approved and logged by the IT Department media and/ or files must be encrypted on portable storage media. i.e. Truecrypt whole disk or container encryption media must be stored in a locked cabinet, safe, office, etc. (if transported out of the company reasonable care should be taken to physically secure the media) if sent outside the organization, the media must be mailed with a return receipt service Must be disposed of in accordance with Disposal and Destruction requirements from Acceptable Use Policy
Information transmitted orally	<ul style="list-style-type: none"> should be safeguarded in public 	<ul style="list-style-type: none"> the room should be sound proof if possible the conversation must not be recorded without permission only authorized persons may have access to information unauthorized persons must not be present in the room when the information is communicated authorized recordings must be disposed of in accordance with Disposal and Destruction requirements from Acceptable Use Policy

*Controls are implemented cumulatively, meaning that controls for any confidentiality level imply the implementation of controls defined for lower confidentiality levels – if stricter controls are prescribed for a higher confidentiality level, then only such controls are implemented.

ALD Thermal Treatment, Inc. Employees will communicate the classification level of information to Suppliers when deemed necessary. Information received from suppliers will be treated in the same manner should a classification level be communicated.

17.2.6 Facility visits

Suppliers and as well all facility visitors are required to enter through the front lobby, sign the visitor’s log, watch the safety video/ brochure, and contact an ALD Thermal Treatment, Inc. Employee to announce their arrival. Visitors’ parking is located directly outside of the front lobby and must be utilized when space is available.

All visitors must adhere to the following:

- Be accompanied by an ALD Thermal Treatment, Inc. employee or assigned an ID badge for trusted access
- All issued badges must be checked in upon leaving the premises
- Wi-Fi may be available upon visiting. No unlawful activity is authorized

- Pictures, videos, and/ or recordings of any kind are prohibited inside and around the facility unless explicitly granted by ALD Thermal Treatment, Inc. Management
- Attempting to bypass locks, alarms, or any security control for any door, system, device, etc. is prohibited and is grounds for ejection from the property
- Agree to be video surveilled upon entering the property. ALD Thermal Treatment, Inc. reserves the right to use video surveillance in any way it sees fit in accordance with applicable laws

17.3 Access to internal resources

Should access to internal resources be granted, suppliers will be subject to ALD Thermal Treatment, Inc.’s Acceptable Use Policy and all other applicable internal policies. Suppliers must read and acknowledge these policies before internal access is granted to any system.

17.4 Confidentiality

Confidentiality Statement

Receipt of this Supplier Manual is acknowledgement of the confidentiality statement. ALD Thermal Treatment may require this statement to be signed and returned:

I hereby state that I will treat any information received during the execution of my Employment at ALD Thermal Treatment, Inc. or in such capacity as a supplier, customer, or partner, as confidential, and will not disclose such information to third persons, except in accordance with this Statement, documents of ALD Thermal Treatment, Inc., or in accordance with applicable laws.

I will use any information received during the execution of my employment only for the purpose specified in my job description.

I will treat as especially confidential any information received in writing or orally, whether technical, business, legal, organizational, personal or any other information that could result in damage to ALD Thermal Treatment, Inc. in case of disclosure to unauthorized persons, regardless of whether the information is classified as confidential or not.

I will handle the confidential information and share it only in accordance with the ALD Policy for Handling Classified Information.

Should I be compelled by a decision of any court in jurisdiction over the dispute, or by any other competent judicial, government or regulatory body, or if I should be legally obliged to disclose any confidential information, I will immediately notify ALD Thermal Treatment, Inc. in writing.

If any obligations under this Statement are violated, I will immediately upon learning of such violation notify ALD Thermal Treatment, Inc.

Obligations of confidentiality under this Confidentiality Statement remain in force even after termination of employment, contract, and agreements either orally or in writing.

I declare that I will indemnify ALD Thermal Treatment, Inc. for any damage caused by the disclosure of confidential information.

Job Title: _____

(Add company name if other than ALD)

Name: _____

Date: _____

Signature: _____

18.0 ENVIRONMENTAL, HEALTH, AND SAFETY POLICY COMPLIANCE

All ALD Thermal Treatment Visitors, Contractors, and Suppliers must accept and adhere to the following policies to protect the Environment, Health, and Safety, as well as Information Security while on site at any ALD facility. If you have any questions regarding these policies, please contact your ALD Representative or host. Receipt or download of this manual constitutes acknowledgement and acceptance of the following EH&S policies and their contained terms and conditions.

18.1 Contractor Compliance Letter

To: ALD Thermal Treatment Supplier and/or Contractor

From: ALD Thermal Treatment, Inc.

Subject: Safety, Environmental, & Information Security Policy and Compliance

Because ALD Thermal Treatment, Inc. is accountable to multiple globally recognized management system standards, ALD must be compliant with these standards regarding protection of the Environment, Safety, and other required areas. Consequently, all non-company employees being paid to perform a service in our facilities must agree to and adhere to the following policies upon arrival at our facilities, including:

- All Visitors, Contractors, and Suppliers must review and accept the ALD Environmental, Health, Safety, and Information Security Communication Brochure for Visitors, Contractors, and Suppliers by signing it. The brochure informs you of your responsibilities and provides other critical information of which you must be aware of while working or performing services in our facilities.
- All Visitors, Contractors, and Suppliers must sign in and sign out on the Visitor Logs located in each building every time they perform work in our facilities so that ALD knows who is on-site for head counts in the event of an emergency.
- All Visitors, Contractors, and Suppliers must view our Safety Video prior to performing work or entering production areas at ALD.
- Guidelines for Safety, Environmental, and Information Security that Visitors, Contractors, and Suppliers must follow while working on ALD premises.

While at our facility, the ALD Environmental, Health, Safety, and Information Security Communication Brochure for Visitors, Contractors, and Suppliers can be signed, stamped, and used by each visitor for up to 12 months of future visits to streamline the check-in process. Your signature on the brochure indicates that you and/or your employees understand and accept our policies and are aware of our requirements under ALD's Environmental, Health, Safety, and Information Security Management Systems.

In order to perform any service or other work on ALD premises, please promptly forward a copy of your current liability insurance certificate; it will be kept on file and is valid for the current year or through its expiration date (whichever is sooner). Your attention to and cooperation with our policies are greatly appreciated. Should you have any questions regarding these policies, please feel free to contact us.

Cordially,

Matthew Gilbert
Environmental, Health, and Safety Manager

ALD Thermal Treatment's EHS Policies

Environment:

ALD Thermal Treatment, Inc. (ALD) is committed to its contribution to a clean, healthy environment. We believe that sound environmental policy benefits our Customers, Shareholders, Employees, and Community by contributing to the overall well-being of our environment.

ALD will comply with all Federal, State, and Local environmental legislation and regulatory requirements, as well as the environmental requirements of our customers and others to which we subscribe.

Remember "COP"

- Continuous Improvement
- Obey the Law
- Prevent Pollution

Safety:

ALD Thermal Treatment, Inc. is committed to creating a workplace that is safe, healthy, and injury-free. Our employees are our most valuable assets, and their safety and health is our first priority. Safety is essential to all business functions and is never compromised under any circumstance.

Every employee that works for or on behalf of ALD Thermal Treatment, Inc. has a responsibility to maintain our work environment, including reporting hazards and working in accordance with safe standards and practices to prevent accidents.

Print Name (Visitor) _____ Company (Visitor) _____

Signature (Visitor) _____

ALD Representative _____ Date (././ or timestamp) _____
 *Valid for one year from date of issue. Provide signed, stamped brochure as proof of acceptance of policies on each visit to ALD.

Environmental, Health, Safety, and Information Security Communication

ALD Thermal Treatment, Inc. (ALD) is committed to serving our customers by using state of the art technologies and proactive Safety, Environmental, and Information Security Management Systems. To ensure ALD policies are understood and followed, these guidelines are being communicated to all visitors, contractors, and suppliers.

Safety Guidelines

General:

- Wear all Personal Protective Equipment (PPE) as required in designated areas and for the work being performed.
- Be alert to all moving equipment, workers and industrial vehicles. ALWAYS YIELD TO PLANT TRAFFIC!
- Do not walk and talk on cell phones in manufacturing plant working areas.

Emergency:

- Any phone within the building can get a direct line by dialing **9-911**
- **Medical:** In the event of a medical emergency, notify an ALD Representative immediately.
- **Fire:** In the event of a fire, please evacuate the building through any of the marked exit doors and gather in the West parking lot where marked.
- **Severe Weather:** In the event of an announcement of severe weather, please follow the directions of your ALD Representative.
- **Spill:** In the event of a spill, please alert an ALD employee immediately.

Thank You for visiting ALD!

We hope that you had an enjoyable visit here at ALD Thermal Treatment, Inc.

We take great pride in maintaining a world-class organization with our Safety, Health, Environmental, and Information Security Management programs.

We cannot be truly successful if we do not communicate our requirements to all of our visitors, contractors and suppliers. We appreciate everyone's help in supporting our high standards.

If you have any questions during your visit, please do not hesitate to ask an ALD Representative.



- ISO 14001:2015
- OHSAS 18001:2007
- IATF 16949:2016
- AS9100:Rev D
- ISO 9001:2015
- ISO 27001:2013

ALD Thermal Treatment, Inc.

2656 24th Street
 2626 24th Street
 Port Huron, MI 48060
 Phone: 810.357.0680
 Fax: 810.357.0699

PH-COMMBRO - REV: 0009 - DATE: 11/05/2018

Hazardous Materials:

- ALD requests that all Hazardous Materials brought into our facility are clearly identified and are handled in accordance with all regulations, safety standards, and practices.
- ALD requests that all Hazardous Materials brought into our facility are disposed of / removed by the persons bringing them into the facility in accordance with all local, state, and federal regulations.

MSDS / SDS:

- ALD requires that all materials within our facilities have a current MSDS / SDS on file. If you are bringing in a material that requires a MSDS / SDS, please provide a copy of the MSDS / SDS to a member of the management team.
- MSDS / SDS binders are located at ALD facilities and are available 24 hours a day under the Michigan Right to Know Law.

Environmental Guidelines

General:

- Please follow ALD's policy for waste disposal and Recycling.
- Dumping of any chemicals into drains or the environment is prohibited.
- Tobacco product use and/or Smoking are permitted in designated areas only. Please consult with an ALD Representative.

Recycling:

- ALD practices recycling of paper, plastics, glass, metal and cardboard. Containers for these are located throughout the facility.

PH-COMMBRO - REV: 0009 - DATE: 11/05/2018



ALD Thermal Treatment, Inc.

Environmental, Health, Safety, and Information Security Communication Brochure for Visitors, Contractors, and Suppliers

BROCHURE CONTENTS

Safety Guidelines

- General
- Emergency
- Hazardous Materials
- MSDS/SDS

Environmental Guidelines

- General
- Recycling
- Energy Usage

Information Security Guidelines

- General

VISITOR RESPONSIBILITIES

- Sign In/Out of "Visitor Sign In" Log
- Review & Sign this Communication Brochure
- View the Safety Video
- Respect the Tobacco product use policy
- Adhere to Information Security Guidelines

*To streamline your future check-in process, show this brochure upon arrival as proof of acceptance of our Policies & Responsibilities, valid 12 months from timestamped issue date.**

- If you need to recycle batteries, electronics or light bulbs, please contact an ALD representative.

Energy Usage:

- ALD strives to minimize our use of electricity.
- We request that visitors, contractors, and suppliers help reduce usage where practical.

Information Security Guidelines

General:

All visitors must adhere to the following:

- All activities and information encountered while visiting ALD are required to be kept confidential. An ALD Representative may require a confidentiality statement to be signed.
- Be accompanied by an ALD Thermal Treatment, Inc. employee or assigned an ID badge for trusted access.
- All issued badges must be checked in upon leaving the premises.
- Wi-Fi may be available upon visiting. No unlawful activity is authorized.
- Pictures, videos, and/ or recordings of any kind are prohibited inside and around the facility unless explicitly granted by ALD Thermal Treatment, Inc. Management.
- Attempting to bypass locks, alarms, or any security control for any door, system, device, etc. is prohibited and is grounds for ejection from the property.
- Agree to be video surveilled upon entering the property. ALD Thermal Treatment, Inc. reserves the right to use video surveillance in any way it sees fit in accordance with applicable laws.

19.0 MISCELLANEOUS

When applicable ALD Thermal Treatment Inc., may require;

- The supplier to use customer-designated or approved external providers, including process sources;
- Customer specific supplier flow down of requirements;
- Provide test specimens for design approval, inspection/verification, investigation, or auditing.

For further information please contact;

Quality - quality@aldtt.net

Purchasing - purchasing@aldtt.net

Information Technologies/Information Security Officer - itsupport@aldtt.net

Environmental Health and Safety/AMG Compliance Officer - ehs@aldtt.net