

Addit Sp. z o.o is the international contract manufacturer and key supplier of sheet metal parts, systems, modules, devices and complete machines. In carrying out our business activities, our priority is to build and maintain strong, long-term and partnership business relationships based on respect and mutual values.

Our principles of cooperation and important values, both business and environmental, as well as respect for labor law and human rights, are contained in the Addit Sp. z o.o Code of Conduct and the Business Partner Code. Acting in accordance with the provisions of the Business Partner Code is key to selecting and implementing the right formula for working with our suppliers.

We have identified strategic areas in our business that require constant observation and action:

- Compliance with legal regulations and customer requirements,
- Optimization of logistics processes,
- Supply chain risk management.

Our key long-term strategic objectives in procurement are:

- To carry out the classification of all suppliers into categories A, B, C, based on risk in the supply chain,
- Ensure that 100% of Category A suppliers and 80% of Category B suppliers accept and implement the Business Partner Code,
- Develop and maintain sustainable relationships with key suppliers,
- Achieve 100% annual assessment of A,B suppliers against established criteria,
- Train 100% of purchasing staff in anti-corruption measures.

In order to meet the objectives we have set ourselves, we carry out the following activities:

- We have developed and apply the principles of the General Conditions of Purchase and Supply (this document is annexed to the policy),
- We are in dialogue with our suppliers in the context of developing joint actions towards sustainability goals,
- We provide training to all purchasing staff on anti-corruption measures,
- We take environmental and social topics into account when selecting suppliers,
- We periodically monitor the completeness, timeliness and quality of suppliers at Power BI,
- All those with business relationships with suppliers and service contractors are required to implement the Purchasing Policy.

The review of the policy, verification against legal requirements, industry standards, implementation and the continuous improvement process is the responsibility of the Manager P&L, who reports on an annual basis to the Board overseeing the implementation of this Policy.

The Board shall ensure that adequate resources and means are available to implement and maintain the Purchasing Policy, and shall take an active part in the achievement of the objectives set.

The Policy shall be reviewed at least every 5 years or more frequently in the event of a change in the organizational structure of the company, a change in the business environment in the supply chain, in particular the emergence of new areas of risk in the supply chain.

<b>AD_0000054</b>	Addit Sp. z o.o	Sporządzony przez / dnia:	Zmieniony przez / dnia	Wersja / Data	Zatwierdzony przez / dnia:	Strony:
	Polityka zakupowa	ASZ / 28.06.2024	MDI / 28.06.2024	01 / 28.06.2024	MDO / 28.06.2024	1 z 2

This policy is publicly available to all stakeholders inside as well as outside the company through the website [www.addit.pl](http://www.addit.pl).

Annexes: Annex 1 General terms and conditions of purchase and delivery

  
-----  
Manager Purchasing & Logistics

  
-----  
Managing Director Addit Sp. z o.o  
Marcin Dominik

AD_000054	Addit Sp. z o.o	Sporządzony przez / dnia:	Zmieniony przez / dnia	Wersja / Data	Zatwierdzony przez / dnia:	Strony:
	Polityka zakupowa	ASZ / 28.06.2024	MDI / 28.06.2024	01 / 28.06.2024	MDO / 28.06.2024	2 z 2