



Driveaway and Freight Provider Requirements

Welcome to Altec!

We have a suite of online tools as well as this package of information to set you up for success. To compliment the documents in this packet, you may access additional information at <http://suppliers.altec.com>. Should you have any questions, please direct them to your Altec contact. We look forward to a long and successful relationship.

FORMS TO BE COMPLETED AND RETURNED

In order to be set up as a **Driveaway** or **Freight Supplier** with Altec, the following documents are required before any purchase orders will be submitted.

- ☐ W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ☐ Confidentiality and Nondisclosure Agreement – MCP-5013
- ☐ Driveaway Contract – MCP-5026
- ☐ Certificate of Insurance Requirements – MCP-5016
- ☐ Supplier Self Certification and Contact Form – MCP-5010
- ☐ Accounts Payable Supplier Information (payment terms) – MCP-5012
- ☐ Supplier Code of Conduct – MCP-5042

Documents Specific to Canada

- ☐ Confidentiality and Nondisclosure Agreement – MCP-5013
- ☐ Driveaway Terms and Conditions – MCP-5026
- ☐ Certificate of Insurance Requirements – MCP-5016 – include Workers Compensation
- ☐ Supplier Set up Information – Canada – MCP-5036
- ☐ Supplier Code of Conduct – MCP-5042



STANDARD NUMBER: MCP-5029-C

ORIGIN DATE: 30-MAR-2021

REVISION DATE: 09-OCT-2024

Driveaway and Freight Provider Requirements

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STANDARD NUMBER: MCP-5029-C

ORIGIN DATE: 30-MAR-2021

REVISION DATE: 09-OCT-2024

Driveaway and Freight Provider Requirements

Revision History

REVISION LEVEL – C

REVISION AUTHOR – Jared McKay

AUTHORIZED BY – Keith Morgan

REVISION DATE – 09-OCT-2024

DESCRIPTION OF CHANGE –

- Changed “Driveaway Terms and Conditions” to “Driveaway Contract” for accuracy.
-



CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

In consideration of Altec, Inc., its subsidiaries and affiliated companies (hereinafter "Altec") allowing the undersigned (hereinafter "Recipient") to receive confidential information from Altec and/or to visit Altec's facility or facilities, wherever located, Recipient agrees to the following:

Section 1. Confidentiality and Nondisclosure Agreement. Recipient covenants and agrees that Recipient will not use for the benefit of Recipient or anyone else, or disclose to anyone other than Altec, any information observed by or communicated to the Recipient from any source, relating to inventions, processes, formulas, systems, plans, drawings, programs, studies, techniques, "know-how", trade secrets, ideas, concepts, methods, techniques, or other information regarding the business, products or affairs of Altec, its subsidiaries, affiliates, customers, contractors, or others, not generally available to the public, including, but not limited to, information relating to the actual and potential customers of Altec and their needs and requirements for products manufactured or supplied by Altec, and Altec's designs, specifications, inventions, processes, engineering data, methods, manuals and price lists, whether in written oral or other form and whether or not that information was directly or intentionally communicated to Recipient (the "Altec Confidential Information"). Recipient also agrees to diligently protect the Altec Confidential Information against loss by inadvertent or unauthorized disclosure and will comply with security regulations established by the United States Government and by Altec, its subsidiaries, affiliates, customers, contractors or others for the purpose of protecting such information or similar information in Altec's possession or under its control belonging to any third party. Recipient further agrees to comply with United States Government laws and regulations which control the export of articles, materials and technical data.

Section 2. Ownership of Confidential Information. Recipient agrees that Recipient will claim no ownership or other right in Altec Confidential Information whether patented or not, all of which shall belong to and be the sole property of Altec.

Section 3. Remedies. Recipient understands that monetary damages will not be sufficient to avoid or compensate for the unauthorized use or disclosure of any Altec Confidential Information and that injunctive relief would be appropriate to prevent any actual or threatened use or disclosure of Altec Confidential Information. Recipient understands that Altec may waive some of the requirements expressed in this Agreement, but to make such a waiver effective it must be made in writing by Altec and such a waiver should not in any way be deemed a waiver of Altec's right to enforce any other requirements of this Agreement. Recipient agrees that each of its obligations specified in this Agreement is a separate and independent covenant and that the unenforceability of any of them shall not preclude the enforcement of the rest of them or of any other covenants in this Agreement. No remedy conferred on Altec by any of the specific provisions of this Agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in additions to every other remedy given or now or later existing at law or in equity or by statute or otherwise. The election of one or more remedies by Altec or Recipient shall not constitute a waiver of the right to pursue other available remedies.

Section 4. General Provisions. The parties hereto acknowledge that this Agreement sets forth the entire agreement and understanding of the parties and supersedes all prior written or oral agreements of understandings with respect to the subject matter hereof. No modification of any of the terms of this Agreement, or any amendments thereto, shall be deemed to be valid unless in writing and signed by the president or a vice president of Altec if enforcement of the modification against Altec is sought, or a duly authorized officer of Recipient if enforcement of the modification against Recipient is sought. No course of dealing or usage of trade shall be used to modify the terms and conditions herein. No waiver by either party of any default shall be effective unless in writing, nor shall any such waiver operate as a waiver of any other default or of the same default on a future occasion. The validity, interpretation and effect of this Agreement shall be governed by and construed under the laws of the State of Alabama. In the event that any provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction in which it is used, or is otherwise unenforceable, that provision shall be ineffective to the extent of the violation without invalidating any other provision hereof.

Section 5. Unapproved Chemicals and Products. Recipient will not bring onto the premise of Altec any product or chemical that has not been approved for use by Altec's Corporate Environmental Manager. Recipient will indemnify and hold Altec harmless from any costs, claims, fines, or penalties resulting from Recipient's violation of this provision, including, but not limited to, all costs necessary to remediate any contamination to the environment resulting from the presence of such unapproved products or chemicals and all costs and damages resulting from human, botanical, or animal exposure to such unapproved products or chemicals..

Section 6. Release. Recipient releases Altec and its agents from any and all claims or liabilities arising from Recipient's presence on the property of Altec and shall indemnify and hold Altec harmless from any such claims.

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed as of _____.

ACKNOWLEDGED AND ACCEPTED BY SUPPLIER:

Supplier: _____

Signature: _____

Title: _____

Date: _____

ACKNOWLEDGED AND ACCEPTED BY ALTEC:

Altec: _____
[Altec Industries, Inc./Other Entity]

Signature: _____

Title: _____

Date: _____

Revisions

Revision Date: (31-JAN-2018) -- Revision Level: **A**

Authorized By: Loni Wood

Revision Date: (17-APR-2018) – Revision Level: **B**

Authorized by: Loni Wood

Change Summary: Updated signature line. Removed Ownership, Owner, and Approval Authority

Revision Date: (18-SEP-2018) – Revision Level: **C**

Authorized by: Loni Wood

Change Summary: Format changes to section 2.

Revision Date: (20-NOV-2023) – Revision Level: **D**

Authorized by: Jake Hedding

Change Summary: Document reaffirmed without changes.

Drive-Away Contract

The undersigned _____ (“Contractor”), a/an [State of Formation] [Entity Type], agrees to operate vehicles and equipment (“Vehicles”) for and on behalf of Altec Industries, Inc., and all of its subsidiaries and affiliates (“Altec”) according to the terms of this Drive-Away Contract (this “Agreement”).

1. Altec shall authorize the delivery of Vehicles by Contractor by issuing a written bill of lading identifying each Vehicle to be delivered and the times and places of pick-up and delivery (each a “BOL”).
2. Following delivery, Contractor shall submit a summary invoice along with supporting individual invoices in the exact format of Appendix A.
 - a. Altec may reject any invoice that does not include all the information required in Appendix A.
 - b. Altec will not pay any expenses related to transportation of Contractor’s driver to the pick-up location or from the delivery location. Under no circumstances may a driver ask the customer to whom the Vehicle was delivered to provide transportation for the driver. If a driver **does** ask a customer to provide transportation, Altec will not pay the invoice for that delivery.
 - c. Unless otherwise provided by written agreement signed by Altec, the rate at which Contractor shall be reimbursed for each delivery shall be the rate presented in the enclosed quote.
 - d. Altec shall not be responsible to reimburse Contractor for any additional expenses incurred by Contractor, unless Altec preapproves such expenses in writing.
3. Vehicles must be delivered with the same level of fuel as they had at the time of pick-up. However, all delivered Vehicles must have at least on-quarter (1/4) of a tank of fuel, even if they had a lower fuel level at the time of pick-up. If the fuel level was less than one-fourth (1/4) at pick-up, Contractor may bill back Altec for the out-of-pocket cost of the delta in fuel level at pick-up and one-fourth (1/4) of a tank provided Contractor provides a receipt to Altec.
4. When Vehicles are picked up and when Vehicles are delivered, Altec requires electronic communication of the following from Contractor to Altec:
 - a. Time and Date of Pick up
 - b. Estimated Time and Date of Delivery
 - c. Pictures of:
 - i. VIN and BOL
 - ii. Any physical flaws/imperfections in the Equipment that are perceived by Contractor
 - iii. Exterior
 1. Front
 2. Hood
 3. Street side full length
 4. Passenger side full length
 5. Rear
 6. Unit from driver and passenger side

7. All wheels and tires
- iv. Interior:
 1. from Driver side to Passenger side
 2. from Passenger side to Drivers side
 3. If four door truck, same views from rear doors
 4. Dashboard gauges with truck running, showing a) fuel level and b) current odometer reading
 5. The Operator's Manual in the Vehicle
 6. Behind the seat, with both seats leaned forward, if a 2-door truck
5. Following delivery, the Contractor shall reimburse Altec for any damage, missing parts, or other discrepancies between the status of the Vehicle when it was picked up and when it was delivered.
6. The Contractor shall provide *electronic* daily updates on all open orders and in process deliveries. These updates will include, at the minimum, expected pick-up time, date and delivery time and date.
7. No smoking or pets are allowed within the Vehicles during transit. Vehicles must be delivered with clean interiors; i.e., no spills, trash, mud, etc., and Contractor shall reimburse Altec and/or Altec customers for any cleaning expenses resulting from Contractor's or its driver's use of the Vehicle.
8. Contractor shall call the Altec customer 24 hours in advance of the estimated time of delivery to schedule delivery of the Vehicle(s). All deliveries shall occur during the Altec customer's normal business hours.
9. If Altec tags are removed by Contractor, they must be replaced upon delivery. Contractor will be responsible for all costs incident to its failure to replace the tags.
10. No modifications are to be made to Vehicles without Altec's prior written approval, including, but not limited to, trailer plug installation/removal.
11. If Contractor, its agents, or its employees store photos of Altec trucks on their external servers, Altec reserves the right to have access to those photos for 12 months from the delivery date. Contractor understands that Vehicles may be equipped with inward-facing and outward-facing dash cameras and/or telematics devices that record information such as speed, location, cornering, and braking, and that Altec is not responsible for the privacy and security practices of its customers or any other third parties who may have access to such data. For more information, see <https://www.altec.com/product-data-privacy-policy/>, which is incorporated here by reference.
12. If a Vehicle is wrecked, damaged, or lost after pick-up by Contractor and before delivery is accepted by the Altec customer, Contractor will be responsible for:

- a. If the Vehicle is not declared by Altec to be a total loss: all costs of repair to bring the Vehicle back to factory new condition using OEM certified parts by a factory approved collision center or service center performing the work.
 - i. All repairs are to be coordinated and approved by Altec.
 - ii. Contractor shall not modify the estimate of work to return the Vehicle back to factory new condition after approval by Altec unless Altec approves such modification in writing.
 - b. If the Vehicle is declared by Altec to be a total loss: the full value of the Vehicle, as evidenced by the invoice price to the Altec customer for whom the Vehicle was being delivered, and,
 - c. Regardless of whether the Vehicle is declared by Altec to be a total loss: any incidental expenses incurred by Altec or by Altec's customer, including rental fees, for loss of use of the Vehicle due to any resulting delay in delivery.
13. Altec is entitled to set off against any amounts owed Contractor, under any BOL issued, any costs it incurs due to Contractor's failure to comply with any terms of this Agreement.
14. Contractor is an independent contractor and is not an employee of Altec. Nothing in this Agreement shall be construed or implied to make Contractor a partner, agent, joint venturer, or employee of Altec. Because Contractor is an independent contractor and not an employee, it is understood that Altec has no obligation under State or Federal laws regarding employee liability. Altec's total commitment and liability with respect to this arrangement are set forth in the applicable BOLs issued as set forth in Paragraph 1. Without limiting the foregoing, Contractor, including its employees, drivers and agents, will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits, or any other fringe benefits or benefit plans offered by Altec to its employees, and Altec will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining workers' compensation insurance on Contractor's behalf. Contractor shall be responsible for, and shall indemnify Altec against, all such taxes or contributions, including penalties and interest. Any persons employed or engaged by Contractor in connection with the performance of the obligations under this Agreement shall be Contractor's employees or contractors and Contractor shall be fully responsible for them and indemnify Altec against any claims made by or on behalf of any such employee or contractor.
15. Contractor will indemnify and hold Altec, including its subsidiaries and affiliates and their respective shareholders, members, managers, directors, officers, employees, agents and representatives, harmless from any and all claims, losses, fines, penalties, costs (including reasonable attorneys' fees), expenses and judgments, of any nature whatsoever: (a) arising from any act or omission of Contractor, its agents, or its employees or (b) arising from anything that occurs after Contractor picks up a Vehicle and before Altec's customer accepts delivery of such Vehicle.
16. Contractor represents, warrants and covenants to Altec that: (a) the services contemplated by this Agreement will be performed in a professional and workmanlike manner and in accordance with all applicable laws, rules or regulations; (b) each driver will have a valid driver's license and any additional license or permit required by applicable laws, rules or regulations and, while operating the

Vehicles, will not be under the influence of any alcohol or illegal drug, or any intoxicant, narcotic, prescription medicine or other drug which would impair their ability to operate or drive such Vehicle.

17. Contractor shall carry General Liability (including Contractual Liability), Auto Liability, Workers' Compensation, and Umbrella insurance, with limits and coverage as outlined on the Sample Certificate of Insurance in Appendix B. Contractor shall cause Altec to be listed by policy endorsement as an additional insured on a primary/non-contributory basis on its Commercial General Liability, Automobile Liability, and Umbrella Liability insurance policies. The limits of required insurance may be provided with a combination of primary and umbrella policies. Waiver of subrogation in favor of Altec shall be provided under Workers' Compensation, Commercial General Liability, Automobile Liability, and Umbrella Liability policies. Any subcontractor approved by Altec shall be required to carry the same insurance requirements as those required of Contractor.

Additionally, Contractor shall carry Auto Physical Damage and/or Cargo Coverage to cover the physical damage of the Vehicle being delivered. Altec shall be named as Loss Payee. Delivery of Vehicles under their own power shall be covered under Auto Physical Damage and shall include Symbol 10 - "All motor vehicles driven for Altec, Inc. and all subsidiaries from the point of pick up to the point of delivery as required by contract." Delivery of Vehicles transported on a trailer shall be covered under Motor Truck Cargo and shall not be limited to a legal liability form. Values to be covered shall meet the value of the item transported as shown in the contract.

Certificates from insurance carriers acceptable to Altec evidencing the required insurance coverages shall be provided by Contractor. Such certificates shall require written notice to Altec at least thirty (30) days prior to policy termination. Contractor shall not begin any services hereunder until such certificates have been furnished to Altec. Altec shall not be liable for delays occasioned on account of or in connection with the furnishing of such certificates. Failure of Altec to demand such certificates of insurance or other evidence of full compliance with the insurance requirements of this Agreement or failure of Altec to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

18. Altec may terminate this Agreement upon written notice to Contractor. Contractor may terminate this Agreement upon 30 days' prior written notice to Altec.
19. Contractor shall not assign any rights, or delegate or subcontract any obligations, under this Agreement without Altec's prior written consent. Any assignment in violation of the foregoing shall be deemed null and void. Notwithstanding the foregoing, in no case shall assignment or subcontracting relieve Contractor from liability to Altec under this Agreement, and Contractor shall remain primarily liable to Altec for the acts and omissions of its permitted assigns and subcontractors.
20. This Agreement is governed by, and construed in accordance with, the laws of the State of Alabama, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State

of Alabama. Any action or proceeding by either of the parties to enforce this Agreement shall be brought only in any state or federal court located in the State of Alabama, County of Jefferson. The Parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

21. This Agreement, together with any other documents incorporated herein by reference, including the BOL and related appendices and attachments, constitutes the sole and entire agreement of the parties to this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
22. This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each party hereto, and any of the terms thereof may be waived, only by a written document signed by each party to this Agreement or, in the case of waiver, by the party or parties waiving compliance.
23. If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
24. Sections 14, 15, 16, 20, 21, 22, and 23, as well any other provision that, in order to give proper effect to its intent, should survive the expiration or earlier termination of this Agreement, shall survive the expiration or earlier termination of this Agreement.
25. This Agreement may be executed in multiple counterparts and by email or electronic signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

This ____ day of _____, _____.

Company: _____

Name: _____

Position: _____

Signature: _____



PROCEDURE NUMBER: MCP-5026-D

ORIGIN DATE: 10-JAN-2019

REVISION DATE: 21-AUG-2025

APPENDIX A**INVOICE REQUIREMENTS**

Altec Industries Consolidated Invoice																	
Invoice Date	PO #	Altec Job#	Invoice #	BOL Date	Delivery Date	Pickup Location	Delivery Location	VIN	Miles	Base Rate	Base Rate Extended	Fuel Surcharge Rate	Fuel Surchare Rate Extended	Minimum Move charge if applicable	Additional Expenses	Total Invoice	Explanation of Additional Expenses
7/24/2015	027-12345	027-12345678	PB123456	7/24/2015	7/24/2015	Creemoor	NC Tampa	FL AA123456	675	\$ 0.93	\$ 627.75	\$ 0.23	\$ 155.25	\$ -	\$ -	\$ 783.23	
7/24/2015	027-12345	027-12345678	PB123456	7/24/2015	7/24/2015	Saint Joseph	MO Kansas City	MO BB123456	56	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	
7/24/2015	047-12345	047-12345678	PB123456	7/24/2015	7/24/2015	Indianapolis	IN Houston	TX CC123456	1012	\$ 0.93	\$ 941.16	\$ 0.23	\$ 232.76	\$ -	\$ -	\$ 1,174.15	
7/24/2015	057-12345	057-12345678	PB123456	7/24/2015	7/24/2015	Elizabethtown	KY Springfield	MO DD123457	472	\$ 0.93	\$ 438.96	\$ 0.23	\$ 108.56	\$ -	\$ -	\$ 547.75	
7/24/2015	077-12345	077-12345678	PB123456	7/24/2015	7/24/2015	Dixon	CA Bakersfield	CA EE123457	297	\$ 0.93	\$ 276.21	\$ 0.23	\$ 68.31	\$ -	\$ -	\$ 344.75	
7/24/2015	094-12345	094-12345678	PB123456	7/24/2015	7/24/2015	Daleville	VA Lynchburg	VA FF123457	57	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 8.00	\$ 108.00	Car Wash
7/24/2015	097-12345	097-12345678	PB123456	7/24/2015	7/24/2015	Daleville	VA Chicago	IL GG123458	674	\$ 0.93	\$ 626.82	\$ 0.23	\$ 155.02	\$ -	\$ -	\$ 782.07	
7/24/2015	160-12345	160-12345678	PB123456	7/24/2015	7/24/2015	Duluth	MN Des Moines	IA HH123458	408	\$ 0.93	\$ 379.44	\$ 0.23	\$ 93.84	\$ -	\$ 10.00	\$ 483.51	Tolls
7/24/2015	250-12345	250-12345678	PB123456	7/24/2015	7/24/2015	Sterling	MA Columbus	OH II123458	752	\$ 0.93	\$ 699.36	\$ 0.23	\$ 172.96	\$ -	\$ -	\$ 872.55	

Total Invoice Amount: \$ 5,196.01



PROCEDURE NUMBER: MCP-5026-D

ORIGIN DATE: 10-JAN-2019

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APPENDIX B

INSURANCE REQUIREMENTS

(See MCP-5016 – Altec, Inc. Driveaway Sample COI)



PROCEDURE NUMBER: MCP-5026-D

ORIGIN DATE: 10-JAN-2019

REVISION DATE: 21-AUG-2025

Revision History

Revision A

Revision Date: 10-JAN-2019

Authorized By: Loni Wood

Revision Description: Initial Release in Teamcenter

Revision B

Revision Date: 30-MAR-2021

Authorized By: Lauren Matter

Revision Description: Updated Appendix B to reference document number of Driveway Sample COI, MCP-5016.

Revision C

Revision Date: 09-OCT-2024

Authorized By: Keith Morgan

Revision Description: Significantly revised and added content throughout. Updated some formatting.

Revision D

Revision Date: 21-AUG-2025

Authorized By: Keith Morgan

Revision Description: Revised section 11.

Altec, Inc. Driveaway
Sample COI



Insurance Company
Writing Policy

Contractor / Vendor Name
Needs to Agree with Contract

Date Issued



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL** Insured, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER Your Insurance Agent 123 Main Street Any Town, ST 12345	Insurance Agent / Broker Providing Certificate	CONTACT NAME: PHONE (A / C. NO EXT): FAX (A / C. NO): EMAIL ADDRESS:
INSURED ABC Contractor Services 100 Where Street Suite 11 Other City ST 54789		INSURER(S) AFFORDING COVERAGE INSURER A: AmBest Rating A-8 or Better INSURER B: AmBest Rating A-8 or Better INSURER C: AmBest Rating A-8 or Better INSURER D: AmBest Rating A-8 or Better INSURER E: AmBest Rating A-8 or Better INSURER F: AmBest Rating A-8 or Better
		NAIC # 99999

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

	INSR LTR	TYPE OF INSURANCE	ADDL INS	SUBR WVD	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	LIMITS
General Liability	A	GENERAL LIABILITY				MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE \$ 1,000,000
		☒ COMMERCIAL GENERAL LIABILITY	X	X				DAMAGES TO RENTED PREMISES (Ea Occ) \$ 100,000
		☒ CLAIMS-MADE						MED EXP (Any One Person) \$ 10,000
		☒ CONTRACTUAL LIABILITY						PERSONAL & ADV INJURY \$ 1,000,000
Auto Liability	B	AUTOMOBILE LIABILITY				MM/DD/YYYY	MM/DD/YYYY	COMBINED SINGLE LIMIT (Each Accident) \$ 1,000,000
		☒ ANY AUTO	X	X				BODILY INJURY (Per Person) \$
		☒ SCHEDULED AUTO						BODILY INJURY (Per Accident) \$
		☒ OWNED AUTO						PROPERTY DAMAGE (Per Accident) \$
Umbrella / Excess Liability (Limits can be combined with AL GL and/or EL to meet requirement)	D	UMBRELLA LIABILITY	X	X		MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE \$ 2,000,000
		☒ CLAIMS-MADE						AGGREGATE \$ 2,000,000
Workers' Compensation	C	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? (MANDATORY IN NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X		MM/DD/YYYY	MM/DD/YYYY	☒ W/C STATUTORY LIMITS E.L. Each Accident \$ 500,000 E.L. Disease - Each Employee \$ 500,000 E.L. Disease - Policy Limit \$ 500,000
Automobile Physical Damage	E	Sym 10 "All Motor Vehicles"				MM/DD/YYYY	MM/DD/YYYY	Full Value per Contract \$
Motor Truck Cargo	F	If Transported				MM/DD/YYYY	MM/DD/YYYY	Full Value per Contract \$

DESCRIPTION OF OPERATIONS / LOCATIONS/ VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Altec, Inc. and its affiliates and subsidiaries is Additional Insured under the General Liability, Automobile Liability and Umbrella Liability on a primary and non contributory basis as required by contract with respect to all driveaway and corresponding business between (DRIVEAWAY SERVICE PROVIDER) and Altec, Inc. and its affiliates and subsidiaries. A Waiver of Subrogation applies in favor of Altec, Inc. and its affiliates and subsidiaries under General Liability, Automobile Liability, Workers Compensation and Umbrella liability as required by contract with respect to all drive-away and corresponding business between (DRIVEAWAY SERVICE PROVIDER) and Altec, Inc. and its affiliates and subsidiaries. Altec, Inc. and its affiliates and subsidiaries is added as Loss Payee as required by contract. In the event of cancellation by the insurance company (ies) the policies (ies) have been endorsed to provide 30 days Notice of Cancellation (except for non-payment) to the certificate holder shown below.

CERTIFICATE HOLDER

CANCELLATION

Altec, Inc. and its Affiliates and Subsidiaries
210 Inverness Center Drive,
Birmingham, AL 35242

Location Name & Mailing
Address: This Is Where Notice
of Cancellation Will be Mailed.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent / Broker Signature Required



PROCEDURE NUMBER: MCP-5016-B

ORIGIN DATE: 16-APR-2023

REVISION DATE: 07-AUG-2023

Revision History

REVISION LEVEL – A

REVISION AUTHOR –

AUTHORIZED BY – JOHN FEHR

REVISION DATE – 16-APR-2018

DESCRIPTION OF CHANGE – Initial release.

REVISION LEVEL – B

REVISION AUTHOR – JAKE HEDDINGER

AUTHORIZED BY – KINSEY HAENNI

REVISION DATE – 07-AUG-2023

DESCRIPTION OF CHANGE – Document re-affirmed.



Supplier Self Certification and Contact Form

Company Name:			
d/b/a:			
Company Physical Location Address(street):		Company Mailing Address (street):	
City:		City:	
County:		County:	
State:	Zip Code:	State:	Zip Code:
D-U-N-S Number:		NAICS Number(s):	
Federal Employer Identification Number (FEIN):			
Company Contact:		Phone Number:	
Company Contact Email:			
Please check one: ☐ Small Business (as Defined by the SBA) ☐ Other than Small Business - This would include non-profit organization, governments, individual reimbursements, and for profit organizations which do not meet the definitions of a small business establish by the SBA.		For additional information, please go to the website below: https://www.sba.gov/	
☐ Large Business – Per FAR 19.704...that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$550,000 (\$1,000,000 for construction) to adopt a plan that complies with the requirements of the clause at 52.219-9, Small Business Subcontracting Plan ...)			
Are you a new supplier? ☐ Yes ☐ No		If yes, please provide Altec contact name:	
1. Minority-Owned (If you answer "yes," please attach verification) ☐ African American ☐ Alaskan-Native American ☐ Asian Pacific American ☐ European American ☐ Hispanic ☐ Other _____		☐ Yes ☐ No	Certification Expiration Date:
2. Women-Owned (As Defined by the SBA)		☐ Yes ☐ No	Certification Expiration Date:
3. Veteran-Owned Small Business (As Defined by the SBA)		☐ Yes ☐ No	Certification Expiration Date:
4. Service-Disabled Veteran-Owned Small Business (If you answer "yes," please attach verification)		☐ Yes ☐ No	Certification Expiration Date:
5. Small Disadvantaged Business (If you answer "yes," please attach verification)		☐ Yes ☐ No	Certification Expiration Date:
6. Is your Business Located in a HubZone (If you answer "yes," please attach verification)		☐ Yes ☐ No	Certification Expiration Date:
7. Is your Company currently listed in the CCR database? (For additional information, please go to the website below) https://uscontractorregistration.com/		☐ Yes ☐ No	Certification Expiration Date:
<i>Under 15 U.S.C. 645(D), Any Person Who Misrepresents Its Size Status Shall (1) Be Punished By A Fine, Imprisonment, Or Both; (2) Be Subject To Administrative Remedies; And (3) Be Ineligible For Participation In Programs Conducted Under The Authority Of The Small Business Act.</i>			
Signature		Title	
Date of Completion			

Ownership

If changes are required, work with the groups listed below to update.

Owner

Corporate Procurement

Approval Authority

Corporate Procurement

Revisions

Revision Date: (11-DEC-2017) -- Revision Level: **B**

Authorized By: Loni Wood

Change Summary: Fixed typo.

Revision Date: (28-MAR-2018) -- Revision Level: **C**

Authorized By: Loni Wood

Change Summary: changed Taxpayer Identification Number (TIN) to Federal Employer Identification Number (FEIN)

Revision Date: (18-JUL-2023) -- Revision Level: **D**

Authorized By: Jake Hedding

Change Summary: Reaffirmed.



Accounts Payable Supplier Information

Please attach a copy of your company's signed W-9 for Taxpayer Identification Number Certification, Pursuant to IRS Code IRD 6041. Altec is required to have this form on file prior to issuing any checks for payment of services/goods rendered. In addition to completing this, please complete our ACH Enrollment form if you are interested in receiving payment electronically.

Payment Information

Company Name (as shown on your invoice):		
Mailing Address:		
City:	State:	Zip:
Remittance Address:		
City:	State:	Zip:
Remittance Email Address:		
Telephone Number:	Fax Number:	
DUNS#		
Payment Terms:		
Payment Terms Authorized By:		
Printed Name	Signature	

Contact Information

Contact Name:
Title:
Email Address:
Telephone Number:

Please email completed form to: APSupplierCommunications@altec.com

S CORP 2012 IRS REQUIRES THAT TAX EXEMPTION DOCUMENTATION BE PROVIDED IF APPLICABLE. ATTACH FOR OUR FILES.



PROCEDURE NUMBER: MCP-5012-E

ORIGIN DATE: 31-JAN-2018

REVISION DATE: 16-OCT-2024

Revisions

Revision Date: (31-JAN-2018) -- Revision Level: **A**

Authorized By: Loni Wood

Revision Date: (07-MAY-2018) – Revision Level: **B**

Authorized By: Loni Wood

Change Summary: Added signature line. Removed Ownership, Owner, and Approval Authority

Revision Date: (10-MAY-2018) – Revision Level: **C**

Authorized by: Loni Wood

Change Summary: formatting change

Revision Date: (26-SEP-2019) – Revision Level: **D**

Authorized by: Nicole Glidewell

Change Summary: corrected email address

Revision Date: (16-OCT-2024) – Revision Level: **E**

Authorized by: Aretha Sapp

Change Summary: Reaffirmed content.



The Altec, Inc. Supplier Code of Conduct

1. SCOPE

1.1. The Altec, Inc. Supplier Code of Conduct (the “Code”) contains principles to promote ethical conduct in the workplace, safe working conditions, protection of confidential and proprietary information, treatment of workers with respect and dignity and responsible business practices. As used in this Code, “Supplier” refers to any entity providing products, people, or services to Altec, including its subcontractors.

1.2. Altec expects Suppliers to fully comply with all applicable laws and regulations. Where this Code sets higher standards than what the law provides, Altec expects its Suppliers to adhere to the higher standards. This Code supplements, but does not supersede, the contracts between Altec and the Supplier.

2. CONTENT

2.1. Anti-Bribery/Anti-Corruption: Suppliers will not engage in corruption or commercial bribery, extortion, embezzlement, fraud, deception, collusion, cartels, abuse of power, money laundering, or similar misconduct in any form. Suppliers shall not offer, authorize or receive bribes, kickbacks or any other improper payment (e.g. facilitation payment) for the purposes of obtaining or retaining business with Altec or for any other reason relating to Altec business.

2.2. Fair Business Practices: Suppliers must operate with integrity in the marketplace and compete based on the merits of the products or services they provide. Suppliers will be committed to competing with honesty, fairness and in compliance with all antitrust and fair competition laws in all countries where they conduct business.

2.3. Advertising, Sales, and Marketing: Altec expects Suppliers to uphold fair business standards in advertising, sales and marketing. A Supplier may reference Altec, its name, logo, or services in advertising, marketing, or promotional activities only with prior written approval from the General Counsel, Altec, Inc.

2.4. Gifts and Entertainment: Suppliers are expected to compete based on the merit of their products and services, not through gifts, entertainment, or other business courtesies. Suppliers must never place themselves or Altec under obligation at any time by accepting or offering gifts and gratuities of value. Before giving a gift to any Altec team member, please check with the team member to confirm that the Altec rules permit accepting the gift offered.

2.5. Conflicts of Interest: Altec team members may not have a direct or indirect personal or financial interest in a Supplier. Actual or potential conflicts of interest must be disclosed by the Supplier and the Altec team member to the Altec Chief Ethics & Compliance Officer.

2.6. Fraud: Suppliers must never knowingly seek to gain any advantage of any kind by acting fraudulently, deceiving people or making false claims, or allowing anyone else



The Altec, Inc. Supplier Code of Conduct

to do so. This includes defrauding or stealing from Altec, a customer or any third party, and any other form of misappropriation of property.

2.7. Sub-Contractors: Supplier must maintain adequate controls over their subcontractors to ensure the integrity of the overall product or service supplied. It is expected that Suppliers will deploy expectations and controls to their supply chain that is similar in rigor to this Code.

2.8. Trade Compliance: Supplier will comply with all applicable import, export and other trade laws and restrictions.

2.9. Information Disclosure: Suppliers must accurately record and disclose information regarding their business activities, financial situation, and performance in accordance with applicable laws and regulations.

2.10. Confidentiality: Suppliers must respect intellectual property rights and safeguard all confidential and proprietary information belonging to Altec.

2.11. Data Protection: Suppliers must comply with all applicable data protection laws, regulations, and directives.

2.12. Environmental Permits and Reporting: Altec expects Suppliers to demonstrate a commitment to responsible environmental stewardship. Suppliers must obtain, maintain, and keep current all required environmental permits, licenses, and registrations and follow all required reporting and operational requirements of such permits.

2.13. Product Quality and Safety: Supplier will deliver all products and services meeting the safety and quality standards required by Altec and applicable law.

2.14. Labor Standards: Supplier will ensure that its employees work in compliance with all applicable wage and hour laws and industry standards. Supplier must not use or in any other way benefit from forced labor. Supplier will not use child labor, any form of slave, forced or compulsory labor, including involuntary prison labor. Supplier will comply with all applicable anti-discrimination, anti-harassment and all other employment laws.

2.15. Health and Safety: Suppliers must be committed to the safety and health of their employees and conform to all applicable health and safety laws and regulations, as well as applicable industry codes. Suppliers should have a program or mechanism(s) to enforce and monitor compliance with health and safety requirements.

2.16. Alcohol and Drugs: Suppliers must not engage in any work for or on behalf of Altec, while under the influence of alcohol or other substances that may impair the ability to work safely. In addition, suppliers may not possess illegal drugs or controlled substances while on Altec premises or while conducting business with or for Altec.

2.17. Gambling: Gambling, including games of chance, is not allowed on Altec premises.



The Altec, Inc. Supplier Code of Conduct

2.18. Raising Concerns: Altec firmly believes that its Suppliers operate with the same high ethical standards as we do. There may be isolated situations where this is not the case. Since Altec is not always in a position to know when this is or has occurred, Suppliers should report any suspected unethical behavior to the Altec General Counsel at the email address noted below.

2.19. Audits, Assessments and Corrective Action: Altec reserves the right to verify through an audit or otherwise, the Supplier's compliance with this Code. Suppliers shall conduct periodic self-evaluations to verify Supplier's compliance with applicable laws and regulations and the principles set forth in this Code. Suppliers shall have a process for timely correction of any deficiencies identified by an internal or external audits, assessments, or inspections. Altec reserves the right to terminate an agreement with any Supplier who does not comply with this Code.

3. Ownership:

3.1. Commodities

3.2. Chris Harmon, Senior Vice President and General Counsel

E-mail: Chris.Harmon@altec.com

(Signature page on following page)



DOCUMENT NUMBER: MCP-5042-A

ORIGIN DATE: 17-JUL-2024

REVISION DATE: 17-JUL-2024

The Altec, Inc. Supplier Code of Conduct

ACKNOWLEDGED AND ACCEPTED BY SUPPLIER:

ACKNOWLEDGED AND ACCEPTED BY ALTEC:

Supplier: _____

Altec Industries, Inc.

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



DOCUMENT NUMBER: MCP-5042-A

ORIGIN DATE: 17-JUL-2024

REVISION DATE: 17-JUL-2024

The Altec, Inc. Supplier Code of Conduct

Revision History

REVISION LEVEL – A

REVISION AUTHOR –Chris Harmon

AUTHORIZED BY –Jake Hedding

REVISION DATE – 17-JUL-2024

DESCRIPTION OF CHANGE – RELEASE.



DOCUMENT NUMBER: MCP-5036-A

ORIGIN DATE: 15-MAR-2021

REVISION DATE: 15-MAR-2021

SUPPLIER SET UP INFORMATION – CANADA

COMPANY NAME: _____

REMIT TO ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____ GST #: _____

CONTACT NAME (ACCOUNTING): _____

PHONE: _____ EMAIL: _____

Request Type: (MUST check one)

Chassis Dealer _____ Non-Profit _____

Government Entity _____ Unit Parts Supplier _____

Freight Company _____ Utility _____

Tax Authority _____ Warranty _____

Non-Unit Service Provider _____ Unit Service Provider _____

Organization Type: (MUST check one)

Corporation _____ Individual _____

Foreign Corporation _____ Partnership _____

Foreign Government _____ Foreign Individual _____

Foreign Partnership _____ Government Agency _____

Payment Terms: _____

Comments: (reason needed, what we purchase/reason we pay)

Please complete ALL areas and return to your Altec Representative