



STANDARD NUMBER: MCP-5034-B

ORIGIN DATE: 07-APR-2021

REVISION DATE: 13-AUG-2024

Tool and Accessory Supplier 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 an **Altec Supply Tool and Accessory 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>
- ☐ Supplier Self Certification and Contact Form – MCP-5010
- ☐ Certificate of Insurance Requirements – MCP-5015
- ☐ Accounts Payable Supplier Information (payment terms) – MCP-5012
- ☐ Supplier Code of Conduct – MCP-5042



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Tool and Accessory Supplier Requirements

Revision History

REVISION LEVEL – B

REVISION AUTHOR – Jared McKay

AUTHORIZED BY – Lauren Matter

REVISION DATE – 13-AUG-2024

DESCRIPTION OF CHANGE –

- Added supplier code of conduct to document list. Updated format.
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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 <i>(as Defined by the SBA)</i> ☐ 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.

Altec, Inc. Sample COI



CERTIFICATE OF LIABILITY INSURANCE

Date Issued

DATE (MM/DD/YYYY)

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

INSURED

ABC Contractor Services
100 Where Street
Suite 11
Other City ST 54789

CONTACT NAME:

PHONE (A / C. NO EXT):

FAX (A / C. NO):

EMAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC

INSURER A: Company A

99999

INSURER A: Company B

INSURER A: Company C

INSURER A:

INSURER A:

INSURER A:

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	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
General Liability	A	GENERAL LIABILITY			XYZ2243433334	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 ☒ OCCUR						MED EXP (Any One Person) \$ 10,000
		GENERAL AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOCATION						PERSONAL & ADV INJURY \$ 1,000,000
Auto Liability	B	AUTOMOBILE LIABILITY			ABCE897658	MM/DD/YYYY	MM/DD/YYYY	COMBINED SINGLE LIMIT (Each Accident) \$ 1,000,000
		☒ ANY AUTO ☐ SCHEDULED AUTO	X	X				BODILY INJURY (Per Person) \$
		☒ HIRED AUTOS ☐ ALL OWNED AUTO						BODILY INJURY (Per Accident) \$
		☐ NON-OWNED AUTOS						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	8783009889	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE \$ 2,000,000
		☒ EXCESS LIABILITY						AGGREGATE \$ 2,000,000
		☐ DED ☐ RETENTION \$						
		☒ CLAIMS-MADE ☒ OCCUR						
Workers' Compensation	C	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY			8783008749	MM/DD/YYYY	MM/DD/YYYY	☒ W / C STATUTORY LIMITS
		ANY PROPRIETOR / PARTER / EXECUTIVE OFFICER / MEMBER EXCLUDED? (MANDATORY IN NH) If yes, describe under DESCRIPTION OF OPERATIONS below ☐ Y / N		X				E.L. Each Accident \$ 500,000
								E.L. Disease - Each Employee \$ 500,000
								E.L. Disease - Policy Limit \$ 500,000
General Liability should include ongoing and completed operations								

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

Altec, Inc. and its Affiliates and Subsidiaries are additional insured under general liability, automobile liability and umbrella liability on a primary and non-contributory basis as required by written contract. A Waiver of Subrogation applies in favor of Altec, Inc. and its Affiliates and Subsidiaries under general liability, automobile liability, umbrella liability and worker's compensation as required by written contract. In the event of cancellation by the insurance company(ies) the policy(ies) have been endorsed to provide 30 days notice of cancellation (except for non-payment) to the certificate holder shown below.

Cancellation Clause

CERTIFICATE HOLDER

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.

CANCELLATION

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-5015-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.



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

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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.
