

Dear supplier:

PROMINDSA works with a Management System based on the requirements of ISO 9001: 2015 and ISO 14001: 2015 standards, so we must communicate to you our methods of selection, evaluation and monitoring of suppliers, as well as checking and verification processes of the services that your company provides us.

### **Process of selection, evaluation and monitoring of suppliers and subcontractors.**

The CEO, as well as the heads of the departments involved, are responsible for selecting new suppliers. These are the criteria for the pre selection:

- ▶ You must show that your company have the capacity and resources to supply the volume of products required.
- ▶ If the product / service to be provided meets the requirements of PROMINDSA and, if so, the applicable regulations.
- ▶ Your company's compliance with delivery deadlines.
- ▶ Your company's economic terms (prices, discounts, form of payment, ...)
- ▶ Your company's administrative management (certificates, invoices, delivery notes, ...).
- ▶ References and other matters to be considered, such as compliance with the Subcontracting Requirements.

Each of these points is evaluated as good, regular and bad.

Once a supplier has been pre-selected, if necessary, a contract will be signed. In case of the supplier issues an offer for the services to be provided, the acceptance of it will be enough for providing those services.

In the case of companies providing maintenance services, the final approval will be achieved by the full compliance with the agreed service conditions in terms of deadlines and compliance of good environmental practices that are attached as an Annex.

In case of suppliers of equipment, components or raw materials, the necessary documentation will be required: catalogs, homologation reports or tests, technical specifications, etc.. These documents will have to be delivered with the products.

If approved, it would become part of the SUPPLIERS LIST.

### **Monitoring and reevaluation of suppliers**

All APPROVED suppliers are regularly evaluated according to the results of inspections of each supplied product or service.

In case of detecting deviations or incidents in the service provided, the non-conformity will be registered in the PROMINDSA system and will be communicated to the supplier.

The following will be considered as incidents to be considered in the monitoring proceeding:

- Delay in the requested delivery time.
- Incorrect shipments.
- Damage during the supplying or packaging process.
- Error in agreed prices.
- Evidence of non-compliance with the attached good environmental practices.

Annually, and previously to the Management Review, PROMINDSA reevaluate every supplier, considering the possible modifications of the original requirements and the results of the reception controls of their supplies. To do this, it will collect as much information as is required from those responsible for the section affecting the supply, as well as all non-conformities open to the supplier.

All those suppliers which have non-conformities during the year will be examined (together with each supplier) to analyze the origin of those, so the corresponding corrective actions can be adopted. The Manager of the affected area will monitor the success of these corrective actions and register them in the system.

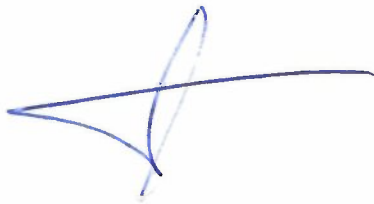
As a result of this re-evaluation, one of the following decisions will be taken:

- ▶ Maintenance as an accepted supplier.
- ▶ Exclusion as an accepted supplier.
- ▶ Require the supplier to adopt the corrective (or preventive) actions that have been agreed.

The re-evaluation of existing suppliers is carried out by the Management, at least annually, to verify that these suppliers are still suitable to the needs of our Management System.

However, throughout our business relationship, your capacity and competence, has been amply proved.

Finally, we send you kind regards and attach a copy of our Quality and Environment Policy, as well as some GOOD ENVIRONMENTAL PRACTICES to be considered in our business relationship and even in your daily life, to reduce the negative impacts on the Environment.



Ms. Dune Prat

Quality Management System Coordinator

## **ANNEX 1. GOOD ENVIRONMENTAL PRACTICES FOR PROMINDSA SUPPLIERS**

With the implementation of our Integrated Management System, PROMINDSA, aims to achieve, among others, the following objectives:

- Working in an environmentally friendly way, always meeting the environmental legal requirements applying to us and those ones voluntarily assumed.
- Customers and collaborators satisfaction.
- Continuous improvement, protection of the environment and prevention of pollution.
- Provide a reference to establish and review our objectives.

According to this commitment, we consider that our suppliers must be also aware that their activities can have an impact on the environment.

That is why PROMINDSA, as a certified company in Quality and Environment, reminds you that when you perform activities on our behalf you must comply with:

### **URBAN SOLID WASTE**

You must deposit the waste in the specified containers for each type.

Do not mix this waste with hazardous ones (used oil, used oil filters, used rags or absorbent, empty containers of chemical substances ...)

### **DANGEROUS RESIDUES**

This type of waste must be managed according to the legislation, and by authorized agents.

The waste generated by the supplier on behalf of PROMINDSA is its property and it is mandatory to give them the treatment required by the applicable legal disposals.

Never throw them in urban waste containers or other hazardous waste ones.

### **LIQUID WASTE**

No toxic or hazardous substances will be spill into the sewer systems.

If any accidental contaminating spillage happens, notify the PROMINDSA Manager immediately.

**EMISSIONS TO THE ATMOSPHERE AND NOISES**

All vehicles must have adequate maintenance and have passed the necessary inspections.

**LOADING / UNLOADING OF TOXIC OR DANGEROUS SUBSTANCES**

Avoid spills in the process of loading / unloading.

Products prohibited by environmental legislation can't be used.

All containers of dangerous products must be identified.

In addition, we remind you the existence of environmental legislation that you must comply according to your activities.

We appreciate that you return this sheet properly completed by email to the following address:

promindsa@promindsa.com

Company: \_\_\_\_\_

#### QUALITY STANDARDS

Does your company have ISO 9001 certification?  YES  NO

Does your company have any other quality certification?  YES  NO

Which one? \_\_\_\_\_

Is your company in the process of getting a certification?  YES  NO

Which one? \_\_\_\_\_

Which is the estimated date? \_\_\_\_\_

#### ENVIRONMENT STANDARD

Does your company have ISO 14001 certification?  YES  NO

Does your company have any other environmental certification?  YES  NO

Which one? \_\_\_\_\_

Is your company in the process of getting a certification?  YES  NO

Which one? \_\_\_\_\_

Which is the estimated date? \_\_\_\_\_

#### NOTE:

The representative of the signatory supplier of this agreement promises to disclose its content to all the staff of the company who can carry out activities with influence on the environment and guarantees the compliance of the specified conditions.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Who we are

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**PROMINDSA** (Productos Minerales para la Industria, S.A.), is an industrial and mining company. We have our own deposits for the production and supply of iron oxides to over 70 countries worldwide.

## Our Mission

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**PROMINDSA** extracts, transforms, develops and supplies minerals and products for industry.

**PROMINDSA** takes on the following commitments:

- To identify and provide solutions that meet industry's needs, offering competitive, efficient products.
- To place the emphasis on quality and trust in order to create long-lasting business relations.
- To encourage fluid internal and external communication.
- To create lasting, sustainable value for all of our stakeholders.

## Our Vision

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To be a long-term, prestigious partner for our customers.

## Our Values

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- Dynamism
- Business excellence
- Capacity to learn and adapt
- Integrity
- Innovation
- Corporate image

## Management Policy (or Commitments)

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The growth and development of our company is based on a firm commitment to quality, which we achieve by directing our efforts towards satisfying our customers, being aware of their requirements and needs, and harmonizing our objectives with respect and legal compliance with environment and occupational health and safety issues. Therefore, we have implemented an integrated quality, environment and occupational health and safety management system that establishes the following general principles (or Commitments):

### With the Environment

**PROMINDSA** undertakes to manage the resources used and waste generated in an efficient manner and apply the best techniques available in order to comply with requirements.

**PROMINDSA** undertakes to harmonize the development of our activities with the environment and encourage respect for our natural surroundings by providing information and training of all our company members and subcontracted companies providing services at our premises, with strict compliance to the legislation and regulations applicable to our activities and to any other requirements that **PROMINDSA** subscribes to.

### With People

We undertake to play an active role in preventing damage to the health of our staff and people belonging to subcontracted companies and to eliminate avoidable risks or reduce those that are not. We invest resources in technical improvements to provide a suitable work environment and to protect and improve workers' health. We also undertake to fulfil all applicable legal requirements and any others to which we subscribe about the prevention of risks for health and safety at work.

### With Organization

We undertake to improve the efficiency of our Quality, Environment and Occupational Health and Safety Management System based on ISO 9001:2015, ISO 14001:2015 standards and ISO 45001:2018

The Management fully identifies with the commitments included in this document and, given that it has the main responsibility for the Management System, it undertakes to review and continually improve it, encouraging and supporting compliance with good practices in quality, environment, health and safety.

In Zaragoza, March 30th, 2020

Fdo.: Pedro Tairita Labat  
General Manager

