	Corporate Policy Manual	
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	Document Owner	M.Pearce
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CONFLICT MINERALS PROCEDURE		

1.0 PURPOSE


This procedure is designed to identify where there might be Conflict Minerals and investigate with Suppliers along their supply chain for due diligence on their submitted [Conflict Mineral Reporting Template \(CMRT\)](#) and/or [Extended Mineral Reporting Template \(EMRT\)](#).

2.0 SCOPE

This policy applies to supplier monitoring via IMDS (International Material Data System) and the [Conflict Mineral Reporting Template \(CMRT\)](#) and/or [Extended Mineral Reporting Template \(EMRT\)](#) within the products provided to the Narmco Group of Companies.

3.0 CONFLICT MINERAL PROCEDURE

- 3.1 Existing platforms and jobs are to be reviewed via the IMDS system. Suppliers are monitored in regards to the 3TG (Tin, Tungsten, Tantalum, and Gold) CMRT and [EMRT \(Mica and Cobalt\)](#) minerals within their products to us.
- 3.2 New platforms and jobs will be reviewed beyond the initial phase process. Suppliers will be monitored in regards to the declaration of any of the 3TG minerals and/or Extended Minerals within their product to us.
- 3.3 Suppliers are requested yearly to fill out the CMRT and [EMRT](#) template.
- 3.4 Corporate Purchasing is responsible for keeping a tracking sheet of which suppliers have answered our requests to fill in a CMRT and [EMRT](#).
- 3.5 Corporate Purchasing is responsible for sending out the request to fill in the [Conflict Mineral Reporting Template \(CMRT\)](#) and [Extended Mineral Reporting Template \(EMRT\)](#) template from the [Responsible Sourcing Initiative](#), collating the data and responding to Customer demands on a yearly basis.
- 3.6 Responses will be kept in the suppliers file within the [R: Drive](#) for tracking and may be used as a metric in the Supplier Ratings.
- 3.7 Each years previous responses will be archived within the Supplier file within the [R:Drive](#).

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E-Revision #	Date	Revision Description
01	05/16	Initial Release
02	06/20	Review
03	02/25	Removed Reference to old EICC/GeSI. Added Extended Minerals Reporting template and Responsible Sourcing Initiative. Added where CMRT/EMRT will be kept.