



McLoone Supplier Manual

MCD0387 Revised: August 15, 2024

McLoone's Business Policy is defined and driven by the following principles and behaviors:

Continual Improvement: Drive continual improvement and innovation throughout our company.

Customer Satisfaction: Build mutually profitable relationships by providing quality products on time that meet our customers' needs.

Competency: Develop team member competencies for people to learn and grow.

McLoone strives to make a positive impact. Using these guiding principles, everyone at McLoone is accountable for growing internal and external customer satisfaction. We are committed to our core values and those of JSJ Corporation: Earn Trust, Learn by Doing, Work Together, and Steward our Legacy.

Message To Our Suppliers

The purpose of this manual is to communicate McLoone Metal Graphics' general requirements and expectations to our suppliers. McLoone uses a continuous improvement approach to assure the quality of products we supply to our customers, and we want our supplier base to also strive for continuous improvement. We believe that good communication between suppliers and customers is essential for success. We thank you for your continued support, as well as your commitment to meeting our quality objectives.

Chris Boehmke

Buyer/Planner

McLoone | Product Identification

75 Sumner Street | La Crosse, WI 54603

Phone: 800-624-6641 (Main)

Direct: 608-949-1019

www.mcloone.com

A JSJ Business

Administration

This manual is available via the McLoone website. Printed copies are uncontrolled documents. Suppliers are expected to remain up to date on the requirements by visiting www.McLoone.com.

Standards, Regulations, and Directives

McLoone expects suppliers to maintain ethical standards throughout the supply chain to effectively mitigate third-party risks. Suppliers shall comply with all applicable governmental regulatory and statutory requirements, including regulations related to the health and safety of employees, labor laws, environmental protection, toxic and hazardous materials, and free trade. Suppliers shall recognize that the applicable government regulations may include those of the country of manufacture, as well as the country of sale.

Suppliers in all regions shall ensure that all components and materials supplied to McLoone comply with legal and environmental requirements. Upon McLoone's request, the supplier shall obtain and provide material information regarding compliance to material standards and directives, such as RoHS, REACH, Conflict Minerals, Proposition 65, TSCA, or PFAS.

General

The preference of McLoone is that suppliers are certified with ISO 9001:2015 by an accredited registrar or are required to maintain a Quality Management System. We reserve the right to perform assessments for new suppliers prior to and after awarding business. Also, poor supplier performance could trigger an audit. Random audits may be performed at the discretion of McLoone and may include evaluation of the following:

- Statutory/Regulatory Compliance
- ISO Registration/QMS
- Quality
- On Time Delivery
 - The supplier's deliveries are considered on time if they are no more than 2 days early and/or 0 days late.
 - McLoone reserves the right to refuse early delivery if not pre-approved.
- Price
- Capacity
- Technical Support
- Risks

Process Change

Suppliers may propose design changes or modifications to help reduce costs, improve quality, or increase availability, reliability, and process capability of the product. All proposed changes or modifications must be reviewed, approved, and authorized in writing by McLoone. Suppliers shall request, in writing, a deviation or concession before shipping modified material to McLoone. Material shipped under an approved deviation shall be labeled as such.

Nonconforming Material

If a supplier ships nonconforming products to McLoone, the material will be placed on hold and the supplier notified immediately. Suppliers are required to take immediate containment action to ensure ALL material is quarantined until appropriate actions are taken to ensure no further non-conforming material escapes the process. The supplier may be subject to an administrative fee as well as an hourly sort charge for any rejected/non-conforming product. Suppliers are responsible for all costs and expenses created by any defect in the material supplied. This may include, but is not limited to re-work costs, shipping and handling, expedited material replacement and potential costs for our customer.

McLoone may require the supplier to submit a corrective action plan for nonconforming material. Suppliers shall implement a containment action within 24 hours. Within 10 working days, unless otherwise specified, the supplier shall submit a corrective action plan.

Shelf-Life Products/Materials

If an item/material has shelf-life expiration, the supplier shall label all individual containers with the shelf-life expiration date as well as include this information in the certificate of analysis. Suppliers shall keep McLoone informed of any changes in shelf-life dates.

Material Specifications and Certifications

Material Certifications are required with every shipment. At a minimum, certifications should include the following:

- Compliance to any specification as stated on the purchase order
- Mechanical and chemical properties
- Lot number and shelf life (if applicable)
- Acceptable tolerances for all testing performed by the supplier
- Test data performed by the supplier

Contingency Plan

Suppliers shall develop a contingency plan for potential issues that could disrupt product flow to McLoone and advise McLoone immediately in the event of an actual disruption. This plan shall include Information Technology and periodic testing of the plan for effectiveness.

Confidentiality

All information shared by McLoone and/or its employees with suppliers is considered confidential. Disclosure of confidential information to parties outside of McLoone will be considered grounds for immediate resourcing.



Acknowledgement of McLoone Supplier Requirements

Suppliers must sign and return this page to the McLoone Purchasing Department (purchasing@mcloone.com).

By signing this acknowledgement form, the Supplier agrees and will comply with the requirements of the McLoone Supplier Quality Manual. This also means you are ensuring your suppliers meet these requirements.

Thank you for your cooperation.

<i>Company Name</i>	
<i>Name</i>	
<i>Position</i>	
<i>Email</i>	
<i>Phone</i>	
<i>Signature</i>	
<i>Date</i>	