

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 preselection:

- ▶ 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, medium, 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.



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?

PROMINDSA (Productos Minerales para la Industria, S.A.), is a mining and industrial company. It has its own mines from which it produces and supplies iron oxides to more than 70 countries around the world.

Our Mission

PROMINDSA is a company that extracts, transforms, develops, and supplies minerals and products for industry, assuming the following commitments:

- To identify and provide solutions to the needs of the industry by offering competitive and efficient products.
- Emphasising quality and trust to generate long-lasting business relationships.
- Developing fluid communication, both internally and externally.
- Create value in a sustainable way over time for all our partners.

Our Vision

To be a long-lasting and reliable partner for our customers.

Our Values

- Dynamism
- Business excellence
- Ability to learn and adapt.
- Integrity
- Innovation
- Corporate image
- Sustainability

Management Policy

The growth and development of our company is based on a firm commitment to quality. We focus our efforts on satisfying our clients, as well as the rest of the interested parties, knowing their requirements and needs, harmonising our objectives with respect and legal compliance in environmental and occupational health and safety matters. For this reason, we have implemented an integrated quality, environmental and occupational health, and safety management system with the following general principles (or Commitments):

With the Environment

PROMINDSA is committed to efficiently managing both the resources used and the waste generated. Applying the best available techniques to meet the requirements and integrating suppliers and customers in the protection of the environment and people.

PROMINDSA is committed to harmonising the development of our activities with the environment. Promoting respect for the fauna, flora and the natural environment in general, through information, training and awareness of all its members, as well as all subcontracted companies that provide services at our facilities, with strict compliance with the legislation and regulations applicable to our activities and other requirements that **PROMINDSA** subscribes to.

PROMINDSA is committed to implementing new technologies and developments that allow us to move towards a more sustainable industry both at a production level and in the supply chain of our customers.

With People

PROMINDSA is committed to providing safe and healthy working conditions for the prevention of work-related injuries and deterioration of health.

PROMINDSA is committed to actively preventing injuries and deterioration of the health of our staff and subcontractors. Eliminating those risks that are avoidable or reducing those that are not. Investing resources in technical improvements that result in a suitable working


environment and ultimately in the protection and improvement of workers' health. Likewise, we undertake to comply with the applicable legal requirements and others that we subscribe to related to health and safety hazards at work, adopting the necessary measures in the development of our activity, including the commitment to the consultation and participation of workers and the workers' legal representative.

With Organization

PROMINDSA is committed to improving the effectiveness of our Quality, Environmental and Occupational Health and Safety Management System, based on the ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards.

The Management fully identifies with the commitments included in this document and, as the main responsible for the Management System, undertakes to continuously review and improve it, promoting and advocating compliance with good practice in terms of quality, environment and occupational health and safety.

Zaragoza, 1st April 2024



Pedro Tainta Labat
General Manager