

Business Manual

Futaba Manufacturing UK Business Manual

Process Owner: Managing Director

IATF 16949 & 14001 System Requirement

Corporate & Social Responsibilities

Futaba Manufacturing UK Ltd. social and environmental practices work in a way that meets the ethical, legal and general expectations that society has of business. Our social responsibility is wide and covers everything from relationships with our customers, suppliers and members to environmental and sponsorship.

Everyone at Futaba Manufacturing UK Ltd. works to a set of basic principles supported by the employee handbook that define the way we want to do business. Compliance with both national and international law is a matter of course for us.

Inclusiveness is a key word for us. Our social responsibility is reflected in our initiatives in the employment of people with balanced work lifestyles, our principles of equality and diverse workforce and our activities to promote the integration of people with different ethnic backgrounds.

As a company, it is our duty to take a responsibility to protect the environment. We shall continually focus on reduction consumption, waste reduction and environmental impacts from production.

The company also engages with local chosen charities and hosts regular fundraising initiatives with the company to support each charity.

Our business core values define the way we carry out our business activities. By complying with these core values, we build reputation, secure the trust of our stakeholders, and maximise long-term value for our shareholders and society at large.

Futaba Manufacturing UK Ltd. has concerned itself intensively regarding the implementation of industry regulations and directives and is committed to meeting our legal obligations and to ensure our supply chain is maintained to satisfy the needs of customers.

The purpose of this plan is to demonstrate how Futaba Manufacturing UK Ltd. intends to support each directive and regulation.

Anti-bribery

Futaba Manufacturing UK Ltd. Anti-bribery policy establishes the UK Bribery Act (as amended) as our baseline standard in respect to our conduct both at home and abroad. Our policy is to conduct all our business in an honest and ethical manner in accordance with the group's Statement of Values and Business Ethics Code. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business.

UK Modern Slavery

Futaba Manufacturing UK Ltd. fully supports the UK Modern Slavery Act (as amended) and can confirm to the best of our knowledge, our supply chain to be fully compliant. We manage our supply chain with full transparency of the requirements to ensure continued adherence and sustainability.

Export controls

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Futaba Manufacturing UK Ltd. checks every order according to the criteria of diverse export lists as well as according to end-use and intended purpose irrespective of the destination. If required, the relevant permits will be obtained, or orders will be cancelled.

Futaba Manufacturing UK Ltd. expects that suppliers clearly understand and work within the laws and practices of the country of export and ensure that they administer all relevant export controls. Suppliers must ensure that when delivering products to Futaba Manufacturing UK Ltd. they comply always with all export control requirements and customs regulations, as well as providing export control and foreign trade data in a professional and timely manner.

Futaba Manufacturing UK Ltd. also demands that their suppliers:

- Take all necessary efforts to implement export control processes and procedures internally
- Notify us within 5 working days of order receipt when there is product we are purchasing that is subject to export control policy (earlier if product is available for immediate shipment – i.e. ahead of shipment)
- Prepare all relevant and necessary information and liaise with FMUK for any license or license exemption application
- Provide information required such as the “Export Control Classification Number “, according to the U.S. Commerce Control List (ECCN), the HS (Harmonized System) coding, the country of origin (non-preferential origin) etc.

It is the supplier’s obligation to take all necessary steps to prevent Futaba Manufacturing UK Ltd. from breaching any export control legislation.

European regulation REACH (Registration, Evaluation & Authorisation of Chemicals)

Futaba Manufacturing UK Ltd. does not produce chemical substances and no substances are imported from outside of the EU, therefore we are not required to register any substances under REACH. According to our knowledge based on information provided by our suppliers, nothing in our product range or packaging thereof contains any SVHC “candidate substances”.

Quality Assurance policy

The cost of poor quality can be significant, be it poor product quality, or the delivery of, poor quality customer management. Our Quality Assurance policy sets out the characteristics of quality management that we would expect from all stakeholders.

Environmental policy

Futaba Manufacturing UK Ltd. understands the issue of environmental impacts and has created a policy that endeavours to continually improve and protect the environment in which we work to minimise waste and prevent pollution.

Non-Disclosure agreements/confidentiality

Futaba Manufacturing UK Ltd. may from time to time enter discussions relating to the supply of materials and services. During these discussions, we may disclose certain proprietary and confidential information, both written and oral, to a third party. All parties wish to protect their proprietary and confidential information and the proprietary and confidential information of their clients and other third parties to whom they owe a duty of confidence. We operate using a non-disclosure agreement to protect all party interests.

Supply chain Sustainability

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To ensure our supply chain meets all the criteria we set for ourselves, we regularly carry out assessments of suppliers. Assessments range from desk-based research and analysis through to management reviews and on-site audit activity. The scope of our audit generally includes a capability assessment, financial assessment, a review of the management systems a supplier has in place to control its operations, an understanding of how it assures the quality of its products and services, and seeks to match up our own supply chain responsibility policy with our suppliers' own working practices. This includes our supplier's own labour, environmental, health & safety and business ethics practices and those of other suppliers in their supply chain.

The suppliers' responses to our self-assessment questionnaire form the basis of any audit and provide the data we need to explore their policies, procedures, and practices. Before we visit a supplier to carry out a full audit, we will have already gained first-hand knowledge of a supplier's working practices, an understanding of the supplier base, its geographical distribution and the type of products and services procured. During the period of any contract we expect suppliers to make all reasonable efforts to support initiatives or targets that FUTABA MANUFACTURING UK LTD. may from time to time introduce where the initiatives are relevant to their area of the FUTABA MANUFACTURING UK LTD. supply chain

Supplier relationships

Futaba Manufacturing UK Ltd. aims to support supplier relationships which are valuable to both parties. We will manage this through our supplier sustainability appraisal system with two-way exchange of information through structured reviews with our key suppliers.

In practice, we aim to minimise traditional supply chain problems and inefficiencies to optimise our supplier's value in the supply chain and to co-ordinate and align our management strategies.

Futaba Manufacturing UK Ltd. engages with key suppliers and adopts a pragmatic approach so that we can achieve maximum benefit for both parties within a framework of clear corporate responsibility.

Our key objectives are to:

- Maximise the value of the supplier relationship to both Futaba Manufacturing UK Ltd. and the suppliers
- Minimise supply and supplier problems
- Minimise cost
- Improve delivery performance
- Improve quality
- Know, understand, and benefit from the power of the relationship
- Treat our key suppliers as customers
- Deliver maximum stakeholder benefit

Ethical procurement

The standards we apply are as follows:

- The law is applied
- Employment is freely chosen
- Working conditions are safe and healthy
- Child labour is eliminated
- Living wages are paid
- Working hours are not excessive
- No discrimination is allowed
- Regular employment is provided

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- No harsh or inhumane treatment is allowed

Futaba Manufacturing UK Ltd. requires all suppliers to comply with this plan and we reserve the right not to do business with companies where violations of this plan exist., we will not bring companies onto our preferred supplier list where there is evidence of under-age workers.

Environmental procurement

Our Environmental policy supplements Futaba Manufacturing UK Ltd. internal efforts to help protect and sustain the environment.

Suppliers will be required to:

- Comply with or exceed all relevant environmental legislation (including but not limited to waste, emissions and noise) acting in a preventive way to avoid pollution
- Implement corrective action plans and to have programs in place for improving environmental performance
- Identify service provider's competency prior to carrying out any activities that would have a negative impact on Futaba Manufacturing UK Ltd. Environmental Management System.

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