



WORTHINGTON  
ENTERPRISES

# SUPPLIER QUALITY ASSURANCE MANUAL

OCTOBER 2025

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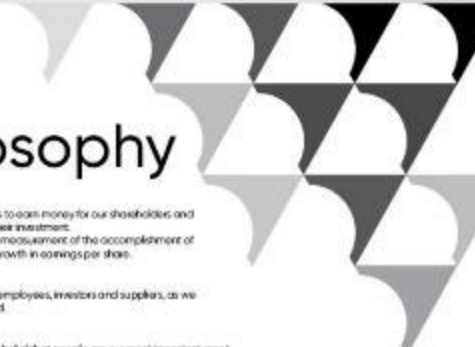


A market-leading **designer** and **manufacturer** of innovative Building Products and Consumer Products that improve everyday life by elevating spaces and experiences.



## OUR PHILOSOPHY

**Our deeply held Philosophy**  
is rooted in the Golden Rule—  
we treat our customers, employees,  
investors, and suppliers  
as we would like to be treated.



# Our Philosophy

**EARNINGS**  
Our first corporate goal is to earn money for our shareholders and increase the value of their investment.  
We believe that the best measurement of the accomplishment of our goal is consistent growth in earnings per share.

**OUR GOLDEN RULE**  
We treat our customers, employees, investors and suppliers, as we would like to be treated.

**PEOPLE**  
We are dedicated to the belief that people are our most important asset.  
We believe people respond to recognition, opportunity to grow and fair compensation.  
We believe that compensation should be directly related to job performance and therefore use incentives, profit sharing or otherwise, in every possible situation.  
From employees we expect an honest day's work for an honest day's pay.  
We believe in the philosophy of continued employment for all Worthington people.  
In filling job openings every effort is expended to find candidates within Worthington, its divisions or subsidiaries.

**CUSTOMERS**  
Without the customer and their need for our products and services we have nothing.  
We will exert every effort to see that the customer's quality and service requirements are met.  
Once a commitment is made to a customer, every effort is made to fulfill that obligation.

**SUPPLIERS**  
We cannot operate profitably without those who supply the quality materials we need.  
We ask that suppliers be competitive in the marketplace with regard to quality, pricing, delivery and volume purchased.  
We are a loyal customer to suppliers who meet our quality and service requirements through all market conditions.

**ORGANIZATION**  
We believe in a decentralized organizational structure with responsibility for performance resting with the head of each operation.  
All managers are given the operating latitude and authority to accomplish their responsibilities within our corporate goals and objectives.  
In keeping with this philosophy, we do not create excessive corporate procedures. If procedures are necessary within a particular company operation, that manager creates them.  
We believe in a small corporate staff and support group to service the needs of our shareholders and operating units as requested.

**COMMUNICATION**  
We communicate through every possible channel with our customers, employees, shareholders, suppliers and financial community.

**CITIZENSHIP**  
Worthington practices good citizenship at all levels.  
We conduct our business in a professional and ethical manner.  
We encourage all our people to actively participate in community affairs.  
We support worthwhile community causes.

Originally written by Worthington Industries Founder John H. McConnell



**WORTHINGTON**  
ENTERPRISES

# Guided by Our Philosophy

A People-First, Performance-Based Culture

## Culture of Engagement



Strong sense of belonging and accountability, driving ownership of results

## Health & Safety



Putting our people first and ensuring the health and safety of our employees

## Positive Impact



Partnering with organizations and school districts to support our communities

## Diversity & Inclusion



Valuing diversity of all types and committed to building an inclusive culture

## Profit-Sharing Incentives



Committed to best-in-industry practices in recruiting, promotion, and retention



# QUALITY POLICY

Worthington Enterprises is guided by the values of Our Philosophy, and we are committed to product quality and safety, regulatory compliance, customer satisfaction and the continual improvement of our Quality Management System.

We strive to exceed customer expectations and eliminate waste by achieving established goals and objectives for the manufacturing, sourcing and delivery of high-quality products, services and solutions.



# 1. SAFETY MANAGEMENT





# SAFETY MANAGEMENT

The products Worthington Enterprises processes and manufactures go into a variety of end uses, many of which are safety-critical applications. With the safety of our end users and customers our top priority, safety and quality are the foundation of all business practices for Worthington.

## 1.1 Definition

Safety requirements are determined based on the potential of a feature, product or system to create a hazard to any person or environment in contact with the products or effects caused by the product.

## 1.2 Responsibility

The production of safe, fully conforming products is the supplier's responsibility.



Suppliers may be required to provide Design and Process Failure Modes Effects Analyses for features of the product design and production process that could result in a safety effect.

Suppliers are responsible to ensure that all sub-suppliers and contractors are aware of and comply with the requirements related to safety requirements.

**SUPPLIERS MUST EMAIL THEIR WORTHINGTON PURCHASING REPRESENTATIVE IMMEDIATELY IF A NON-CONFORMANCE IS IDENTIFIED AS A POTENTIAL CUSTOMER RISK**

## 1.3 Identification

All suppliers with design responsibility shall identify safety characteristics within their design specifications. Suppliers are also encouraged to perform and provide FMEA to determine safety criticality and risk within their design and production processes.

## 2. SUPPLIER SELECTION



# SUPPLIER SELECTION

The supplier selection process is one of the most important decisions to Worthington Enterprises. It drives our ability to deliver safe and compliant products to our customers and drive innovation within our industries. We believe that achieving a high level of quality and reliability can only be achieved through controlled processes and consistent monitoring.

## 2.1 Supplier Evaluation

The first step in building a strong partnership between Worthington and our suppliers is our supplier evaluation process.

Supplier selection is based upon an evaluation model that may include, but is not limited to, the following criteria:

- Quality Management System
- Software Development Capabilities
- Volume of Business
- Financial stability
- Product, Material, or Service Complexity
- Adequacy of available resources (e.g., People, Infrastructure)
- Design and Development Capabilities
- Manufacturing Capability
- Change Management capability
- Business Continuity Planning
- Logistics Process
- Customer Service
- Corporate Social Responsibility
- Customer Approved Sub Supplier List

Once a supplier has been selected, each part shall be approved through the “Production Part Approval Process” prior to shipment of production material. Supplier approval may be contingent upon results of a quality system audit.



# SUPPLIER SELECTION

## 2.2 Quality Management System Requirements

All suppliers providing safety-critical components, materials, or products to Worthington Enterprises shall demonstrate compliance of their Quality Management System to ISO 9001:2015.

- Demonstration shall be achieved through auditing performed by Worthington or a third party approved by Worthington.
- Demonstration shall occur and audit findings must be satisfactorily closed prior to the manufacture of any production quantities – to include qualification samples and any low-rate production/trial quantities.
- If not already holding ISO 9001 certification by an authorized registrar, the supplier must prepare and submit a credible QMS certification plan to obtain ISO 9001 certification. The plan will be structured to achieve successful certification to ISO 9001 within 18 months.
- The supplier shall obtain ISO 9001 certification within 18 months of Worthington approval of the QMS certification plan.
- The identification of safety-sensitive and critical components will be determined by Worthington.
- Supplier ISO 9001 certification plans will be coordinated by the Worthington Supplier Development team.

**Worthington reserves the right to audit a supplier's QMS at any time given reasonable advance notice.**



# SUPPLIER SELECTION

## 2.3 Environmental Management System

Suppliers are encouraged to have an Environmental Management system compliant to ISO 14001 in place, functioning and approved by a third-party registrar. At a minimum Worthington expects from its suppliers and contractors an active engagement in environmental concerns.

## 2.4 Qualification Audits

During supplier selection and qualification, Worthington may perform various audits to confirm supplier capability. Suppliers that initially do not meet all requirements are required to develop action plans and timelines to correct any items identified during the audit. The types of audits that may be performed by Worthington are as follows:

### 2.4.1 Quality System Audit

Evaluation of the supplier's Quality Management System to determine if it meets required quality standards and regulations.



### 2.4.2 Social and Environmental Responsibility Audit

Evaluation of the supplier's adherence to ethical practices, social accountability, and environmental sustainability standards.

### 2.4.3 Security/Anti-Terrorism Audit

Evaluation of the supplier's security and anti-terrorism measures to ensure protection of the supply chain against various security threats.

## 2.5 Code of Conduct

All our suppliers are expected to review and acknowledge a commitment to comply to the Supplier Code of Conduct:

[https://www.worthingtonenterprises.com/docs/default-source/default-document-library/misc.-support-docs/supplier-code-of-conduct\\_073124.pdf](https://www.worthingtonenterprises.com/docs/default-source/default-document-library/misc.-support-docs/supplier-code-of-conduct_073124.pdf)

# SUPPLIER SELECTION

## 2.6 Supplier Portal (IQS TRUBOX)

Once a supplier is selected, users identified by the supplier will receive an automated email to setup their **Worthington Supplier Portal** account (**See Appendix A**). Supplier participation within the portal is critical to Worthington's Quality Management System. New suppliers will be provided the **IQS Trubox Supplier User Guide**. It can also be found within the IQS Documents module (**Document ID: SUP\_0001\_WE**).

## 2.7 Managing Supplier Information

To maintain accurate and up-to-date records, suppliers must upload their third-party certifications or accreditations (e.g., ISO 9001) and **proof of insurance** to the Worthington Supplier Portal. For step-by-step instructions on how to manage and upload accreditation documents, please refer to **Section 3.0** of the IQS Trubox Supplier User Guide.



# 3. ADVANCED PRODUCT QUALITY PLANNING



# ADVANCED PRODUCT QUALITY PLANNING

Staying competitive in the markets where Worthington operates requires regular improvements to existing product and continuous development of new products.

Supporting the introduction of new products requires a well-defined and organized process for project planning and launch.

Suppliers are encouraged to develop a detailed Advanced Product Quality Plan for the development of processes used to produce material for Worthington.

## 3.1 Overview

Product Quality Planning is a structured approach of identifying and initiating the necessary steps to assure that a product consistently satisfies Worthington's specifications. The objective is to accelerate interaction with all parties involved to assure that all required steps are finished on time.



Effective product quality planning depends on a company's top management's commitment to the effort required for achieving customer satisfaction.

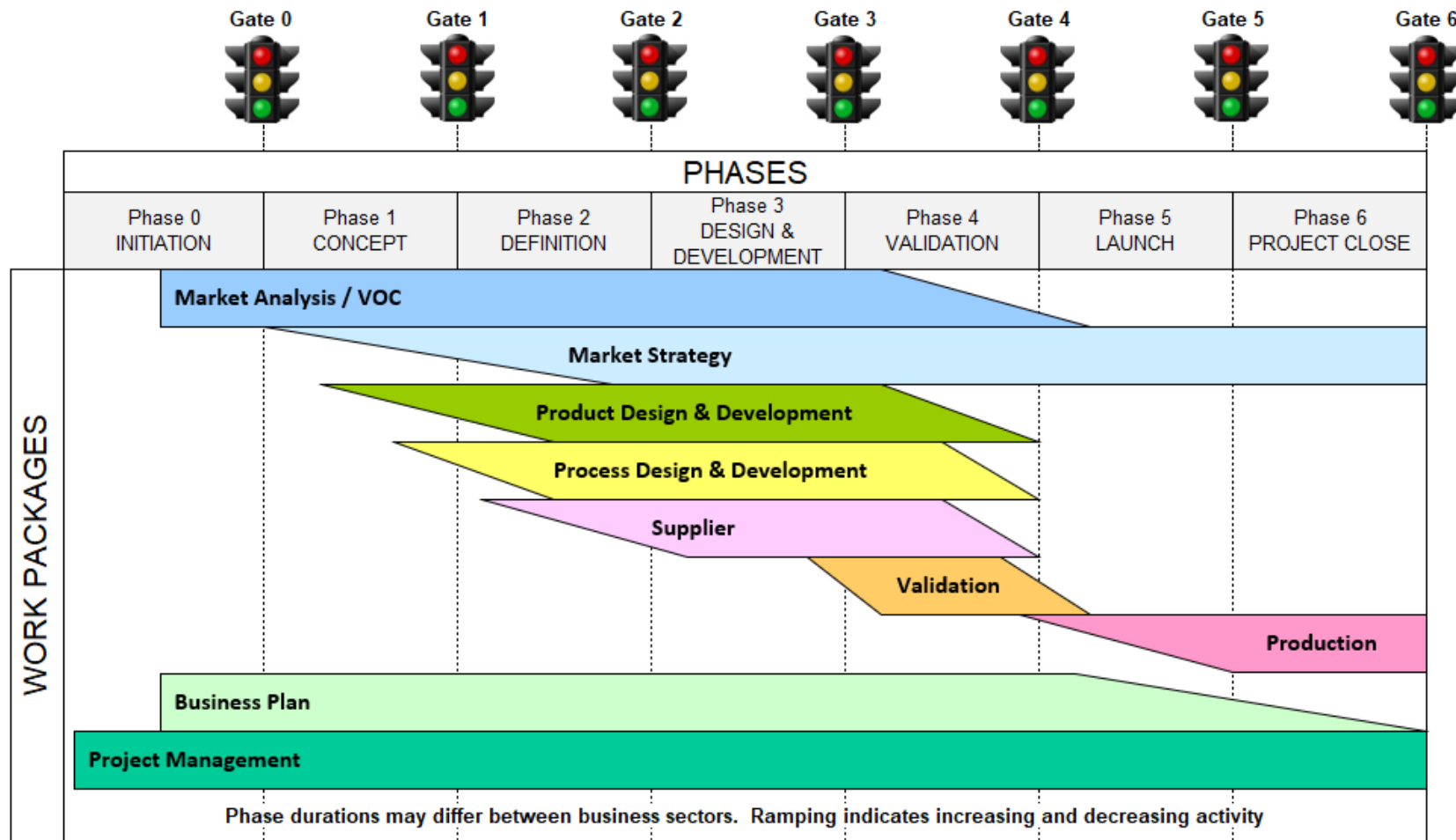
Some benefits of Product Quality Planning include:

- Allocates resources to satisfy the customer.
- Promotes early recognition of required changes.
- Avoids late changes.
- Provides a quality product on time at the lowest cost.
- Packaging Requirements are reviewed and approved.

Worthington refers to the current revision of the AIAG manual for guidelines to the Advanced Product Quality Planning process.

A Product Quality Planning Timing Schedule per the APQP guideline is encouraged as a tool for all suppliers to use.

# ADVANCED PRODUCT QUALITY PLANNING



# 4. PRODUCTION PART APPROVAL PROCESS



# PRODUCTION PART APPROVAL PROCESS

The Production Part Approval Process (PPAP) demonstrates that the manufacturing process used to produce material for Worthington is fully developed, thoroughly tested, and capable of consistently producing material conforming to the technical specifications.

For the PPAP, Worthington follows the AIAG requirements. Suppliers should ensure that the PPAP submission is in accordance with the most current revision of the AIAG PPAP manual.

Sample material and supporting documents are submitted to show evidence that:

- The design records and specifications are understood and conforming.
- The manufacturing process has the capability to produce conforming material in a representative production run.
- The manufacturing process has the capacity to support production quantities at a consistent quality level.

## 4.1 Scope

PPAP shall be required for any change to a product, raw material or process. Reference **Table 1** in **Section 4.2** for conditions that will require PPAP.



# PRODUCTION PART APPROVAL PROCESS

## 4.2 Process

Once a need has been determined, Worthington will initiate the PPAP request in the Worthington Supplier Portal and indicate the PPAP level on the Warrant. At this time, Worthington Purchasing will issue a PPAP sample order, the due date on the sample order is the expected date for delivery of the PPAP documents to Worthington.

The supplier must provide evidence for all required areas as designated on the Purchased Parts Approval Form prior to a part being approved. The supplier must also provide a response as to when the requirements will be completed, including the date to which samples will be received (if designated in the requirements section).

Suppliers shall submit a request prior to the planned product or process change and receive Worthington's approval prior to implementing the change.

It is the supplier's responsibility to notify Worthington Purchasing when any of the following conditions occur:

Table 1. Conditions Requiring PPAP

- New part or product
- Correction of a discrepancy on a previously submitted material
- Subcontractor or source is changed
- Product modified by an engineering change to design records, specifications or materials
- Manufacturing is transferred to a new plant location or new production equipment
- New method of construction or different material being used
- Significant change in manufacturing process
- Material is produced at more than 1 facility (PPAP samples are required from each location)
- Product re-released after the tooling has been inactive for volume production for three years or more
- Raw Material (Metals controlled with material specifications) that have been inactive in our system for three years or more
- Tooling has been added or replaced



# PRODUCTION PART APPROVAL PROCESS

## 4.3 Process Capability Requirements

A process capability (Cpk) study may be requested as part of a PPAP submission.

A supplier shall use the following as acceptance criteria for evaluating initial process study results for processes that appear stable.

### Results

Index > 1.67

### Interpretation

The process currently meets acceptance criteria for characteristics defined as “Critical” on the drawing.

Index > 1.33

The process currently meets acceptance criteria for characteristics defined as “Key” on the drawing.

Index < 1.33

The process does not currently meet the acceptance criteria.



## 4.4 Drawing Control Requirements

Drawing and specification levels shall be tracked. All appropriate documentation and control plans shall reference the latest drawings available.

At a minimum, Worthington requires an exploded top level assembly drawing with a BOM (Bill of Material) including component revision levels and materials.

## 4.5 Documentation Requirements

The table in **Appendix B** further identifies the documentation retention/submission requirements for each submission level.

# 5. PRODUCTION REQUIREMENTS



# PRODUCTION REQUIREMENTS

## 5.1 Product or Process Change Request

According to Worthington's PPAP guidelines, a supplier shall not implement any changes to products or production processes after PPAP approval.

Worthington adheres to an Engineering Change Request process. If a change is proposed, suppliers shall notify Worthington as early as possible and obtain approval and alignment on the timeline for implementation.

If a change is initiated by Worthington, a PPAP shall be re-submitted.



# PRODUCTION REQUIREMENTS

## 5.2 Artwork or Packaging Change Request

Worthington adheres to an Artwork Change Request process. If a supplier wishes to make a change to silk screens, cartons, labels, sleeves, or other packaging, the request can be sent to their Purchasing contact and must be approved prior to shipment.

## 5.3 Product Change Notification Tag

In the event of a change requiring PPAP, it is the supplier's responsibility to identify the shipment of material with a PCN tag. Any material that is not approved production material shall be marked with an PCN tag or equivalent tag so that Worthington can identify the material when it is received.

The PCN tag shall be attached to containers in the first shipment of the changed material. Suppliers can use Worthington Enterprises PCN Tag (**See Appendix C**) or the IQS Documents module (**Document ID: WE\_Supplier\_Quality\_ManualATT1**).

PCN tags should be printed on 8-1/2" x 11" YELLOW sheets. Alternative size papers can be used based upon box size.

### Information required on PCN tag

- Date: Date of shipment
- Part Name: as Shown on drawing
- Part Number: Worthington Enterprises Part Number
- Part Rev Level: Revision level of tagged material
- Supplier Name: Name of Supplier
- Description of change: Suppliers should include enough detail to clearly describe the change. The following is information that can be included to help describe the change.
  - PPAP ID
  - Supplier Nonconformance ID (NC)
  - Supplier Corrective Action ID (CAR)
  - Name of the Worthington Representative impacted by the change



# 6. Sustainability Requirements



# SUSTAINABILITY REQUIREMENTS

## 6.1 Sustainability Policy

Guided by Our Philosophy, the sustainability vision for Worthington Enterprises is to balance people, planet and prosperity to meet the needs of today without compromising tomorrow.

We enable this vision with our sustainability strategy, which is a materiality-based approach to Environmental, Social and Governance (ESG) matters, focusing on our people, products, processes, partners and planet.

Our suppliers are expected to review our Sustainability Policy:

<https://www.worthingtonenterprises.com/docs/default-source/default-document-library/sustainability/worthington-enterprises-sustainability-policy-2024.pdf>



# SUSTAINABILITY REQUIREMENTS

## 6.2 Partners

Whether it's uplifting the communities where we live and work, setting goals that pave the way to achieve net-zero emissions by 2050 or growing our portfolio of products that enable emissions reductions – we understand it will take everyone working together to advance a sustainable future.

We strategically partner with individuals who share in this vision and will help us to reduce our environmental footprint, innovate more sustainable offerings, improve processes through technology and expand and deepen commitments within our communities.



## 6.3 Supply Chain Management

Worthington Enterprises has partnered with a third-party Supply Chain Management platform to monitor the following ESG topics and Product Compliance regulations:

- Conflict Minerals
- Human Trafficking and Slavery
- Human Rights
- Climate Impact
- Diversity
- Prop65
- REACH SVHC
- RoHS Directive
- PFAS Identification
- TSCA Restrictions

Worthington may reach out to suppliers to collect data pertinent to any of the above topics or regulations.

# 7. SUPPLIER PERFORMANCE MEASUREMENTS



# SUPPLIER PERFORMANCE MEASUREMENTS

## 7.1 Non-Conforming Material

It is in the interest of both Worthington and the supplier, to identify and address non-conforming material as quickly as possible. Every effort is taken to investigate and document nonconformances and to notify the supplier immediately.

Suppliers are expected to respond to any non-conformance and ensure that all receiving plants are protected within 48 hours. Suppliers are required to notify Worthington immediately if it is identified that non-conforming material has been shipped to Worthington.

All costs (sorting, handling, shipping, and rework costs) associated with addressing a non-conformance shall be the supplier's responsibility.

If the material is not used by Worthington under deviation, after rework or after repair, non-conforming material will be "returned to supplier" or "scrapped at Worthington" based on supplier's direction.

In the event non-conforming parts or material have been identified at Worthington, suppliers will be notified via the Worthington Supplier Portal and should acknowledge the Non-conformance in the system within 48 hours

Supplier should disposition material as "Return to Vendor" or "Scrap at Worthington" in the Worthington Supplier Portal. If not dispositioned by the supplier, Worthington will default to returning the material to the supplier at the cost of the supplier.



# SUPPLIER PERFORMANCE MEASUREMENTS

## Non-Conformance Ranking

Definitions for the Non-conformance ranking are as follows:

### Major NC:

- Significant reduction in production efficiency
- Production down time > 15 minutes
- Impact to production schedule
- Impact to our Customer

*\*If the supplier notifies Worthington of non-conforming material prior to shipment, material will not be considered a major NC.*

### Minor NC:

- Minor reduction in production efficiency
- Production down time < 15 minutes

### OFl:

- Little to no reduction in production efficiency

## 7.2 Corrective Action Responses

The following are time frames for response to non-conformances:

| Containment Completed                                                                                                                                              | Corrective and Preventative Actions Completed | Effectiveness Verified |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------|
| 2 working days <sup>1</sup>                                                                                                                                        | 14 working days <sup>2</sup>                  | 30 working days        |
| 1) On receipt of the quality complaint or due to a mutually agreed timeframe<br>2) After arrival of the Products at Supplier test facility if return is necessary. |                                               |                        |

**In addition to correction of the documented problem, suppliers are encouraged to apply the lessons learned to all similar products or processes.**



# SUPPLIER PERFORMANCE MEASUREMENTS

## 7.3 Delivery

The On-Time delivery of conforming material to Worthington is critical to allow us to operate efficiently and deliver on our commitments to our customers.

Worthington defines On-Time Delivery as follows:

An “On-Time” Delivery is defined as a delivery that is received **on or before** the **agreed upon receipt date** listed on the Purchase Order.

Raw Material Mill:

An “On-Time” Delivery is defined as a delivery that is received up to **5 days after** the **agreed upon receipt date** listed on the Purchase Order.

International Suppliers (Outside of North America):

An “On-Time” Delivery is defined as a delivery that is received up to **10 days after** the **agreed upon receipt date** listed on the Purchase Order.



## 7.4 Supplier Scorecard

Worthington maintains a scorecard of the quality, delivery, and partnership performance for each supplier that delivers material or processes for Worthington. The metrics on this scorecard are regularly reviewed to track supplier performance and identify negative trends. This information is available for supplier review on the Worthington Supplier Portal. It is recommended that suppliers review this information on a regular basis.

Regular review of their performance data allows suppliers to take action to address issues and trends before Worthington is required to take action with the supplier.

Worthington actions may include, but are not limited to:

- Issuing CARs
- Initiating process audits
- Implementing 3<sup>rd</sup> party pre-shipment inspection / verification

Information in the scorecard is routinely used in making sourcing decisions.

# SUPPLIER PERFORMANCE MEASUREMENTS

## Quality PPM Score:

PPM Score is calculated based on the actual PPM compared against the PPM range (**See Appendix D**) in a quality PPM category (**See Appendix D**), suppliers are assigned a PPM category based on industry segments. The ranges are developed from historical performance data for each industry segment. The ranges will remain set for a period of several years and be reevaluated on a periodic basis. This re-evaluation is based on Worthington's focus on continuous improvement which flows through to the expectation of our suppliers.

To obtain the PPM, the quantity of parts/ weight of material defective (or rejected) is divided by the quantity of parts/ weight of material received and then multiplied by 1,000,000.

The quantity of parts/ weight of material (rejected) is defined as the quantity of material that cannot be immediately used upon receipt in production due to quality issues.

## On Time Delivery Score:

The On-Time Delivery score is calculated:

$$\frac{\text{Number of On Time Deliveries}}{\text{Number of Total Deliveries}} * 25 \text{ points} = \text{OTD Score}$$

## CAR Score:

Corrective Action Request score is calculated:

$$\begin{aligned} &15 \text{ points} \\ &- (\text{Number of CAR Containment completed past due} * 3 \text{ points}) \\ &- (\text{Number of CAR completed past due} * 3 \text{ points}) \\ &= \text{CAR Score}^1 \end{aligned}$$

<sup>1</sup>Minimum score of 0

## Quality Impact Score:

Quality Impact Score is calculated:

$$\begin{aligned} &15 \text{ points} - (\text{Number of } \textbf{Major Non-Conformances} * 3 \text{ points}) \\ &= \text{Quality Impact Score}^1 \end{aligned}$$



# SUPPLIER PERFORMANCE MEASUREMENTS

## Partnership Score:

The partnership score assesses the supplier's performance in several areas that support their business relationship with Worthington.

The two categories that go into the Partnership metric are PPAP being closed on time and number of supplier communication issues. A negative supplier communication issue is documented whenever there is a breakdown in responsiveness or communication with the supplier. A positive supplier communication can also be when a supplier exceeds expectations related to communication or performance.

The partnership score is calculated:

*20 points – (Number of PPAPs closed past due \* 2 points) – (Number of Negative Supplier Communications \* 2 points) and/ or + (Number of Positive Supplier Communications \* 2 points) = Partnership Score<sup>1</sup>*

<sup>1</sup>Minumum score of 0



## Total Score:

The total score is cumulative of each of the 5 metrics for a total possible score of 100.

If the supplier score is below a total of 70 points, the supplier should provide an action plan with timeline to improve their overall score. If the supplier is below a total score of 70, they may also be considered for inclusion in a Supplier Improvement Program.

| Quality     |                | Delivery         | Responsiveness |             | Overall Score |
|-------------|----------------|------------------|----------------|-------------|---------------|
| Quality PPM | Quality Impact | On-Time Delivery | CAR on time    | Partnership | Total         |
| 25          | 15             | 25               | 15             | 20          | 100           |



# SUPPLIER PERFORMANCE MEASUREMENTS

## 7.5 Supplier Improvement Program

Worthington monitors supplier performance on an ongoing basis. When any of the monitored measurement parameters indicate negative performance trend or significant abnormality, the supplier is considered for elevation into a supplier improvement program.

Suppliers may be notified of the potential inclusion in a supplier improvement program with the reason or reasons a supplier is being considered for entry.

Worthington may perform on-site supplier process audits as part of a supplier improvement program.

## 7.6 Supplier Recognition

Worthington recognizes that rewarding supplier performance is an important part of driving success with our supplier program. We recognize our top performing suppliers annually as part of our supplier certification program.



# SUPPLIER PERFORMANCE MEASUREMENTS

## 7.7 Supplier Awards

**Supplier Certification Award** recognizes to suppliers who achieve exceptional performance throughout the year in meeting our supplier program goals. **A minimum overall score of 86 is required to be considered for certification.**

**Worthington Enterprises Philosophy Award** is given to suppliers that have achieved certification for 5 consecutive years.

**Supplier Innovation Award** distinguishes those suppliers that successfully apply their technology, innovative ideas or expertise to contribute to Worthington's growth.

**Supplier Sustainability Award** recognizes suppliers that are on the forefront of applying sustainable practices to reduce their overall impact on the planet.

**Supplier Of The Year** award recognizes a key supply partner that has not only exhibited exceptional performance in quality, delivery, cost and service, but also has led innovative projects that have helped deliver remarkable business results for Worthington.



# APPENDICES



# APPENDIX A – Supplier Portal

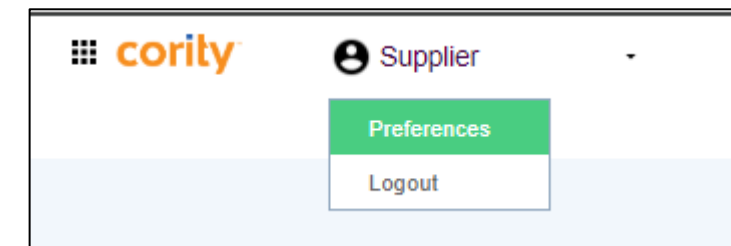
## 1.0 Logging in

- 1.1 **New** supplier users will receive an automated email from [prod-donotreply@iqstrubox.com](mailto:prod-donotreply@iqstrubox.com) when their account is created. An example of the email is to the right. Please follow the “Trubox password reset page” hyperlink to reset your password and make note of it for future use.
- 1.2 After the initial login, supplier users can bookmark and navigate directly to the IQS Trubox platform for Worthington Enterprises at the following URL: <https://worcyl.iqstrubox.com/iqsapp.jsp>. Please use your username and password to login.
- 1.3 It is recommended that new users set their security question answers in order to automate password resets in the future. To do this, please follow the following steps:



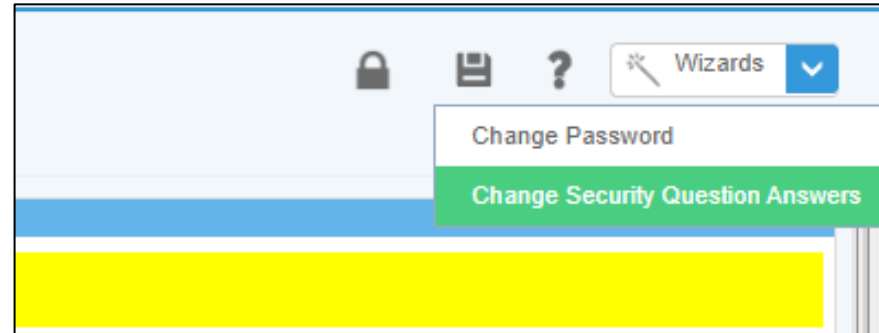
### 1.3.1 Login to IQS Trubox

- 1.3.2 Click on your name at the top of the page to access your preferences.



# APPENDIX A (Cont.) – Supplier Portal

1.3.3 Once in your preferences, click the Wizard dropdown in the top right to set your security question answers and save them by clicking “OK”.



1.4 If a password reset is needed, click the “Forgot Password” button on the login page, enter your email and answer the security questions. You will then receive an email to reset your password.

A screenshot of the IQS login page. The page has a blue header with the 'IQS' logo. Below the header, there are two input fields: 'User Name' and 'Password'. Below these fields is a 'Login' button. To the right of the 'Login' button is a 'Forgot Password' button, which is highlighted with a red box. A red arrow points from the 'Forgot Password' button to a modal window that appears over the login page. The modal window contains an 'email' input field, a section titled 'Enter your security answers for the password reset:', and three security questions: 'What year was your father born? :', 'What is your mother's maiden name? :', and 'In what city were you born? :'. Each question has a corresponding input field. At the bottom of the modal window are two buttons: 'Reset' and 'Cancel'.

# APPENDIX B - PPAP Submission Levels

| <u>Requirement</u>                                             | <u>Submission Level</u> |          |          |          |          |
|----------------------------------------------------------------|-------------------------|----------|----------|----------|----------|
|                                                                | <u>1</u>                | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 1.) Design Record                                              | R                       | S        | S        | *        | R        |
| - for proprietary components/details                           | R                       | R        | R        | *        | R        |
| - for all other components/details                             | R                       | S        | S        | *        | R        |
| 2.) Engineering Change Documents, if any                       | R                       | S        | S        | *        | R        |
| 3.) Customer Engineering Approval, if required                 | R                       | R        | S        | *        | R        |
| 4.) Design FMEA                                                | R                       | R        | S        | *        | R        |
| 5.) Process Flow Diagrams                                      | R                       | R        | S        | *        | R        |
| 6.) Process FMEA                                               | R                       | R        | S        | *        | R        |
| 7.) Control Plan                                               | R                       | R        | S        | *        | R        |
| 8.) Measurement System Analysis Studies                        | R                       | R        | S        | *        | R        |
| 9.) Dimensional Results                                        | R                       | S        | S        | *        | R        |
| 10.) Material, Performance Test Results                        | R                       | S        | S        | *        | R        |
| 11.) Initial Process Studies                                   | R                       | R        | S        | *        | R        |
| 12.) Qualified Laboratory Documentation                        | R                       | S        | S        | *        | R        |
| 13.) Appearance Approval Report, if applicable                 | S                       | S        | S        | *        | R        |
| 14.) Sample Product                                            | R                       | S        | S        | *        | R        |
| 15.) Master Sample                                             | R                       | R        | R        | *        | R        |
| 16.) Checking Aids                                             | R                       | R        | R        | *        | R        |
| 17.) Records of Compliance with Customer-Specific Requirements | R                       | R        | S        | *        | R        |
| 18.) Part Submission Warrant                                   | S                       | S        | S        | S        | R        |
| Bulk Material Checklist                                        | S                       | S        | S        | S        | R        |

S = Supplier shall submit to Worthington and retain a copy of records or documentation at appropriate locations.  
R = Supplier shall retain at appropriate locations and make available to Worthington upon request.  
\* = Supplier shall retain at appropriate locations and submit to Worthington upon request.



# APPENDIX C – PCN TAG

DOCUMENT ID: WE\_Supplier\_Quality\_ManualATT1

P.C.N.

Product Change Notification

|                                |                   |           |
|--------------------------------|-------------------|-----------|
| SUPPLIER OR DEPARTMENT ISSUING | PERSON ISSUING    | SHIP DATE |
| WORTHINGTON PART NO.           | SUPPLIER PART NO. | LOT NO.   |
| PPAP NO.                       | DEVIATION NO.     | REV LEVEL |
| PART NAME                      |                   | QUANTITY  |
| DESCRIPTION OF CHANGE          |                   |           |



# APPENDIX D – PPM Categories

| Commodity                                          | PPM Category |
|----------------------------------------------------|--------------|
| Finished Good                                      | Category 1   |
| Industrial Gases                                   | Category 1   |
| Outside Processing - Other                         | Category 1   |
| Parts - Valves, Fittings, Machined Components      | Category 1   |
| Raw Material - Chemical, Paints, Polymers          | Category 1   |
| Worthington Internal Supplied                      | Category 1   |
| Packaging/Labels                                   | Category 2   |
| Parts - Polymers, Plastic, Rubber, Composites      | Category 2   |
| Outside Processing - Coil                          | Category 3   |
| Parts - Electronics/Electrical                     | Category 3   |
| Raw Material - Other                               | Category 3   |
| Fabrication and Assembly                           | Category 4   |
| Parts - Stamped, Cast, and Formed Metal Components | Category 4   |
| Raw Material - Mill                                | Category 4   |

| PPM Score | PPM Range           |      |                      |       |                      |       |                      |       |
|-----------|---------------------|------|----------------------|-------|----------------------|-------|----------------------|-------|
|           | Category 1<br>0-500 |      | Category 2<br>0-1500 |       | Category 3<br>0-3000 |       | Category 4<br>0-5000 |       |
|           | Low                 | High | Low                  | High  | Low                  | High  | Low                  | High  |
| 25        | 0                   | 0    | 0                    | 0     | 0                    | 0     | 0                    | 0     |
| 24        | 1                   | 20   | 1                    | 60    | 1                    | 120   | 1                    | 200   |
| 23        | 21                  | 40   | 61                   | 120   | 121                  | 240   | 201                  | 400   |
| 22        | 41                  | 60   | 121                  | 180   | 241                  | 360   | 401                  | 600   |
| 21        | 61                  | 80   | 181                  | 240   | 361                  | 480   | 601                  | 800   |
| 20        | 81                  | 100  | 241                  | 300   | 481                  | 600   | 801                  | 1000  |
| 19        | 101                 | 120  | 301                  | 360   | 601                  | 720   | 1001                 | 1200  |
| 18        | 121                 | 140  | 361                  | 420   | 721                  | 840   | 1201                 | 1400  |
| 17        | 141                 | 160  | 421                  | 480   | 841                  | 960   | 1401                 | 1600  |
| 16        | 161                 | 180  | 481                  | 540   | 961                  | 1080  | 1601                 | 1800  |
| 15        | 181                 | 200  | 541                  | 600   | 1081                 | 1200  | 1801                 | 2000  |
| 14        | 201                 | 220  | 601                  | 660   | 1201                 | 1320  | 2001                 | 2200  |
| 13        | 221                 | 240  | 661                  | 720   | 1321                 | 1440  | 2201                 | 2400  |
| 12        | 241                 | 260  | 721                  | 780   | 1441                 | 1560  | 2401                 | 2600  |
| 11        | 261                 | 280  | 781                  | 840   | 1561                 | 1680  | 2601                 | 2800  |
| 10        | 281                 | 300  | 841                  | 900   | 1681                 | 1800  | 2801                 | 3000  |
| 9         | 301                 | 320  | 901                  | 960   | 1801                 | 1920  | 3001                 | 3200  |
| 8         | 321                 | 340  | 961                  | 1020  | 1921                 | 2040  | 3201                 | 3400  |
| 7         | 341                 | 360  | 1021                 | 1080  | 2041                 | 2160  | 3401                 | 3600  |
| 6         | 361                 | 380  | 1081                 | 1140  | 2161                 | 2280  | 3601                 | 3800  |
| 5         | 381                 | 400  | 1141                 | 1200  | 2281                 | 2400  | 3801                 | 4000  |
| 4         | 401                 | 420  | 1201                 | 1260  | 2401                 | 2520  | 4001                 | 4200  |
| 3         | 421                 | 440  | 1261                 | 1320  | 2521                 | 2640  | 4201                 | 4400  |
| 2         | 441                 | 460  | 1321                 | 1380  | 2641                 | 2760  | 4401                 | 4600  |
| 1         | 461                 | 480  | 1381                 | 1440  | 2761                 | 2880  | 4601                 | 4800  |
| 0         | 481                 | 500+ | 1441                 | 1500+ | 2881                 | 3000+ | 4801                 | 5000+ |



# REVISION RECORD

1/1/21 – Manual Created

8/6/24 – Updated Branding, Updated Quality Management System Requirements (pg. 11), Added Process Capability Requirements (pg. 20), Added Section 6: Sustainability Requirements (pg. 24-26), Updated Supplier Awards (pg. 34), Added Appendices (pg. 35-40)

9/17/25 – Added updated Worthington Enterprises Quality Policy (pg. 6), Added reference to IQS Supplier User Guide (pg. 13), Added details for managing certifications and proof of insurance within the Supplier Portal (pg. 13), Updated language regarding PPAP requirement (pg. 18), Added detail to revision record (pg. 41)

10/23/25 - Updated company vision statement (pg. 3)

