



Reference Name:  
**Supplier Code of Conduct**

## **Supplier Code of Conduct**

### **OVERVIEW**

Spartan Motors Chassis, Inc. is a world-class leader in the design and production of custom chassis for fire trucks, Class A motorhomes, heavily-armored, wheeled defense products and other specialty vehicles.

Spartan Motors Chassis', Inc. commitment to integrity and social responsibility includes its subsidiary companies and extends to its diverse supply base. To ensure that suppliers conduct business with a high degree of integrity and in a socially and environmentally responsible manner, each Spartan Motors Chassis, Inc. supplier is required to adhere to this Supplier Code of Conduct.

### **SUPPLIER RESPONSIBILITIES**

Each supplier shall do what is necessary to immediately comply with this code. Each supplier shall also be familiar with the business practices of its contractors and subcontractors and insure they comply with this code.

### **KEY OBLIGATIONS**

#### **Gifts and Gratuities**

Spartan Motors Chassis, Inc. discourages all suppliers from providing any gift or gratuity to any of our associates. We have a policy concerning supplier relationships that applies to all our associates. This policy prohibits associates from receiving cash from any supplier and places strict limits on their receipt of promotional items, personal gifts and entertainment.

#### **Improper Payments**

Spartan Motors Chassis, Inc. conducts business with integrity and within the bounds of the law. No Spartan Motors Chassis, Inc. associate shall directly or indirectly pay or receive anything of value intended to influence a decision by Spartan Motors Chassis, Inc. or a supplier, subcontractor, competitor, governmental official or their representatives. Spartan Motors Chassis, Inc. further prohibits its associates from engaging in any activity that creates the appearance of a conflict of interest.



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### **Child Labor**

Spartan Motors Chassis, Inc. does not employ child labor. All suppliers, contractors and subcontractors must comply with applicable local child labor laws and employ only workers who meet the applicable minimum legal age requirement for their location. Examples include local laws that prohibit employment under the age of completion of compulsory education or under the minimum age for employment in the country of manufacture.

### **Forced Labor**

Spartan Motors Chassis, Inc. will not employ forced or involuntary labor. Suppliers and their contractors and subcontractors must comply with local laws prohibiting forced or involuntary labor.

### **Compensation and Working Hours**

Spartan Motors Chassis, Inc. pays associates a competitive wage. Suppliers and their contractors and subcontractors shall compensate their workers by providing wages, including overtime pay and benefits that comply with the applicable laws and regulations.

### **Nondiscrimination**

Spartan Motors Chassis, Inc. supports diversity and equal opportunity in employment. Unlawful discrimination in the workplace is not acceptable under any circumstance. Suppliers and their contractors and subcontractors must comply with all applicable local laws concerning nondiscrimination in hiring and employment practices.

### **Environment**

Spartan Motors Chassis, Inc. is committed to practices that will ensure a better environment and conducts its operations in compliance with applicable environmental laws and regulations. Suppliers and their contractors and subcontractors are expected to conduct their operations in an environmentally safe manner and to comply with all applicable environmental laws and regulations in the countries in which they operate.

### **Health and Safety**

Spartan Motors Chassis, Inc. conducts its operations in compliance with applicable health and safety laws and regulations. Suppliers and their contractors and subcontractors are expected to provide a safe, healthy and productive working environment that supports accident prevention and minimized exposure to health risks. Suppliers and their contractors and subcontractors must comply with all applicable health and safety laws and regulations in the countries in which they operate.



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**Confidential Information**

Spartan Motors Chassis, Inc. is committed to complying with applicable laws concerning proprietary, confidential and personal information. Suppliers and their contractors and subcontractors are required to comply with all applicable laws, regulations and agreements governing the protection, use and disclosure of Spartan Motors Chassis, Inc. proprietary, confidential and personal information.

**OTHER MATTERS**

**Non-Compliance Reporting**

Violations of the Spartan Motors Chassis, Inc. Supplier Code of Conduct should be reported using one of the following confidential options:

Telephone: 1-517-543-6400  
Post Office: Joseph Nowicki  
1000 Reynolds Road  
Charlotte, MI 48813  
USA

**Legal Effect**

This code is part of the Spartan Motors Chassis, Inc. Supplier Manual. The responsibilities and obligations stated in this code are contract obligations of the supplier. Any non-compliance with this code by a supplier or any of its contractors or subcontractors who perform work related to the contract between Spartan Motors Chassis, Inc. and the supplier will be considered a breach of the suppliers' contract with Spartan Motors Chassis, Inc. and may lead to suspension or termination of the contract.

**Contact Information**

For questions or comments on the Spartan Motors Chassis, Inc. Supplier Code of Conduct, please contact your Purchasing representative or the VP of Supply Chain at [purchasing@spartanchassis.com](mailto:purchasing@spartanchassis.com)

**Online Version**

The Spartan Motors Chassis, Inc. Supplier Code of Conduct is available online at: <http://www.spartanchassis.com/info/supplier>

The code may be updated and revised from time to time. Please refer to the above website for changes to the code.