



*Woltmann & Bonventre, Inc.*  
UNITED STATES CUSTOMHOUSE BROKER

VIA EMAIL

Attention:

Re: Woltmann & Bonventre, Inc.  
Supply Chain Standards and Procedures

Dear Sir:

Our company strives to meet or exceed the Customs-Trade Partnership Against Terrorism ("C-TPAT") program security procedures. This program is an international effort spearheaded by U.S. Customs and Border Protection ("CBP") in an attempt to secure the cargo supply chain. CBP has outlined its specific desire that all entities involved in the supply chain have strong security procedures, safeguards and policies in place.

Woltmann & Bonventre, Inc. believes that the following set of standards will ensure that decent and humane working conditions are provided to the employees of the supply chain partners ("Partner") with whom we do business. As such, we require that all suppliers represent and warrant that they comply with the following standards of practice:

- **Forced Labor**  
PARTNER certifies that it does not use any forced labor - prison, indentured, bonded or otherwise.
- **Child Labor**  
PARTNER certifies that no person shall be employed in any factory at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.
- **North Korean Labor**  
PARTNER certifies that it does not use any North Korean labor, and that no North Korean person shall be employed in any factory producing goods. Further, MANUFACTURER does not outsource production to any third party that utilizes North Korean labor.
- **Harassment or Abuse**  
PARTNER certifies every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
- **Health and Safety**  
PARTNER certifies that workers will be provided a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of contractors' facilities.



# Woltmann & Bonventre, Inc.

UNITED STATES CUSTOMHOUSE BROKER

## Freedom of Association and Collective Bargaining

PARTNER certifies that employees' rights to freedom of association and collective bargaining will be recognized and respected.

- **Wages and Benefits**

PARTNER certifies that employees will be paid at least the minimum wage required by local law, or the prevailing industry wage, whichever is higher.

- **Hours of Work/Overtime**

PARTNER certifies that it complies with regulations concerning work hours mandated by local laws and uses overtime only when employees are compensated according to local law. PARTNER further certifies that it will not allow employees to exceed the maximum number of overtime hours provided by local law.

- **Benefits**

PARTNER certifies that it complies with all provisions for legally mandated benefits, including but not limited to health care; childcare; sick leave; contributions for social security; life, health, worker's compensation and other insurance mandated by local law.

- **Environment**

PARTNER certifies that it complies with applicable country environmental regulations.

- **Anti-Money Laundering**

PARTNER certifies that it has policies and procedures in place to ensure that reasonable measures are taken to combat money laundering, terrorist financing and sanctions violations, and agrees to contact the authorities should such transactions be identified.

- **Documentation and Inspection**

MANUFACTURER agrees to:

(A) Certify to OWNER or its representative that each of the above-listed Standards is being met;

(B) Provide employees with the opportunity to report noncompliance with workplace standards outlined herein, free from punishment or prejudice for so doing.

If you are currently a member of C-TPAT or a similar security program in your home country, please let us know. At a minimum, you are required to comply with the minimum standards outlined above. Please sign and return a copy of this letter confirming your compliance with these standards.

Should you have any questions or require additional information about the program, please do not hesitate to contact our office.

Sincerely,

Woltmann & Bonventre., Inc.