



Memo

To: All SUMCO Phoenix Corporation Contractors

From: Greg Hedger – Director, Environmental Health and Safety
Jim Fortman – Director, Purchasing

Date: January 14, 2013

Subject: Contractor Management program

SUMCO Phoenix Corporation is an ISO 14001-certified company, committed to a policy of environmental stewardship and continuous improvement in its manufacturing activities. This commitment extends to our supply chain with regard to material/chemical acquisition, vendor selection and contractor management.

In an effort to improve our contractor management program, we have implemented the following changes, effective March 1, 2013:

1. All Contractors performing physical work on equipment, processes or construction/fabrication projects must be issued a badge prior to being granted access to the site.
2. All Contractors are required annually to review and complete a verification of understanding of our contractor handbook prior to being issued a badge.
3. Verbiage will be added to the purchase order, indicating acceptance of these terms.

Links to the contractor handbook, along with the standard operating procedure regarding contractor management, can be found at http://www.sumcousa.com/about_suppliers.htm. In order to avoid delays when arriving at the facility, it is strongly recommended that you ensure your employees have read and understand these documents prior to their arrival. It may even be advisable to procure these badges in advance of the job, if the job requires their arrival prior to 8 a.m. Monday-Friday or on weekends.

Please contact Mr. Jim Fortman at 480-473-6010 if you have any questions or concerns.