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RAFI

PURCHASING GUIDELINES FOR THE RAFI GROUP

→ **General (Preamble)**

Our trade activities are based on the following purchasing guidelines. Fairness and openness are the basis for trustworthy, long-term supplier relationships, which we cultivate and continue to improve upon in close accordance with human rights/ethical fundamentals, good working conditions and environmental protection.

1. Customer satisfaction

Our motivation is to meet the expectations and requirements of our customers. Partnership-based relationships and cross-disciplinary collaboration allow us to fulfil tasks and accomplish goals, to achieve optimum results with regard to quality, delivery reliability and costs.

2. Quality and environmental policy

We consistently work to improve our quality and environmental performance by aiming for long-term collaboration with technically and economically capable suppliers, who consciously apply environmentally-safe manufacturing processes and company procedures.

3. Objectivity and transparency

Uniform procedures, transparency and fair dialogue with our business partners are the basis of our method of doing business, with the overlying goal of benefitting the RAFI Group and our customers (total cost).

We use performance indicators to evaluate internal and external factors relevant to pricing, qualitative and logistical considerations, and utilize this data to arrive at decisions in selecting and evaluating suppliers.

4. Code of conduct

RAFI guidelines for corporate responsibility require that employees of RAFI avoid entering into situations involving the giving or receiving of gifts, which can give rise to a mutual obligation that goes beyond normal business practices. Family and private relationships must not result in a negative effect on business decisions.

5. Vendor management and development

Capable, reliable and innovative suppliers are the key to our supply chain. Using the elements of the supplier control loop (supplier selection, evaluation and development), we constantly work to achieve and optimise this goal and to monitor and limit risks. Within this process, regular supplier meetings and monitoring on the supplier portal play a significant role.

6. Supply chain management

A wide variety of customer requirements, along with our industrial and product diversity always present us with new challenges. To meet these challenges, our daily task is to adapt our procurement and logistics processes to meet current and future requirements. Digitalisation allows us to connect with our suppliers for the time and location-independent online exchange of all pertinent information. This improves planning security for the supply chain, and shortens processing times while subsequently maintaining high availability. Planning and execution of import and export transactions and active coordination and control of our logistics providers ensure goods movement from the supplier to the customer.

7. International procurement

Our global procurement market activities allow us to keep track of our customers' requirements and follow our corporate direction. We are also driven by the commitment to increase our global competitiveness, supply reliability and flexibility, as well as attain access to new technologies and markets. Our Lead Buyer organisation allows us to regularly exchange information and utilise our synergies in addition to providing us with a timely local presence.

8. Project and procurement market orientation

It is important to both manage the procurement market and incorporate the purchasing process into development and customer projects, and these two aspects complement one another. In this way, we can ensure prompt supplier involvement to facilitate the exchange of know-how, and to test the feasibility of make or buy decisions with the goal of providing a cost-optimised, competitive product.

9. Employee development

To achieve our goals, we provide our employees with ongoing training, helping them to develop their entrepreneurial spirit and expand their international and intercultural capabilities.

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