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## 1 Purpose & Scope

Qorvo monitors on-site service providers (OSPs) to ensure compliance with Corporate Social Responsibility (CSR) requirements.

## 2 Definitions & Acronyms

Please refer to LIS-000397.

Additional Terms	Definition
Business Conduct Requirements for Suppliers, Contractors and Consultants	Fully incorporates Responsible Business Alliance (RBA) Code of Conduct with detailed requirements for labor, health/safety, ethics, and management systems. Herein referenced as "The Code."
On-site Service Provider (OSP)	<p>External company supplying labor to Qorvo site(s). Workers are paid hourly and eligible for overtime (non-exempt) in non-management positions. Workers spend their entire workweek supporting Qorvo site(s).</p> <p>The external company is responsible for all managerial duties of workers including working hours and wages.</p> <p>Examples: security, food services, cleaning, fab supplies, etc.</p>

## 3 Roles & Responsibilities

### 3.1 Qorvo

Role	Responsibilities
Category/Purchasing Manager	<ul style="list-style-type: none"> <li>Manages the contractual relationship with the OSP</li> <li>Facilitates initial CSR vetting</li> </ul>
Facilities Manager	<ul style="list-style-type: none"> <li>Manages the day-to-day relationship with the OSP</li> </ul>
CSR	<ul style="list-style-type: none"> <li>Facilitates internal and external audits</li> </ul>

### 3.2 On-site Service Providers

Role	Responsibilities
Management	<ul style="list-style-type: none"> <li>Ensure company policies meet Qorvo requirements</li> <li>Ensure all workers supporting Qorvo are trained annually</li> <li>Support all internal and external audits</li> </ul>
Workers	<ul style="list-style-type: none"> <li>Comply with Qorvo policies and procedures while on site</li> </ul>

## 4 References

Reference	Title	Location
FOR-000428	Business Conduct Requirements for Suppliers, Contractors and Consultants	<a href="https://www.qorvo.com/resources/d/qorvo-business-conduct-requirements-for-suppliers-contractors-consultants">https://www.qorvo.com/resources/d/qorvo-business-conduct-requirements-for-suppliers-contractors-consultants</a>
N/A	RBA Code of Conduct	<a href="https://www.responsiblebusiness.org/code-of-conduct/">https://www.responsiblebusiness.org/code-of-conduct/</a>
FOR-001243	Indirect Supplier Risk Assessment Form	N/A – not public

## 5 Monitoring

### 5.1 Initial Vetting

5.1.1 OSPs undergo initial vetting to ensure compliance prior to the award of business. This includes:

5.1.1.1 Completing FOR-001243 (Indirect Supplier Risk Assessment Form)

5.1.1.2 Accepting contract language referencing The Code

### 5.2 Internal and External Audits

5.2.1 OSPs shall participate in audits when required

5.2.1.1 All audits include management interviews to confirm understanding of Qorvo requirements and alignment to The Code

5.2.1.2 All audits evaluate conformance with the labor section of RBA Code including requirements addressing:

5.2.1.2.1 Forced Labor, Child Labor, Young Workers, Working Hours, Wages and Benefits, Discrimination, Harassment, Humane Treatment, Freedom of Association, and Collective Bargaining

5.2.1.3 All audits evaluate grievance systems and the documentation listed in Appendix A

5.2.1.4 Upon request, OSP Management shall attend audits in person and be prepared to present all documentation listed in Appendix A

### 5.3 Corrective Actions Resulting from Audits:

5.3.1 OSPs shall eliminate all audit findings in a timely manner

## 6 Appendix A: Documentation Required for Audits

The following may be redacted from each document as necessary: employee social security number, address, and phone number.

- Employee paystubs for the past 12 months**
  - Includes employee name, pay period dates, wages (regular and overtime), benefits, legally required deductions.
- Employee timecards for the past 12 months (data broken out by day)**
  - Includes employee name, pay period dates, working hours by day, regular hours, and overtime hours.
- Employee I-9 forms**
  - I-9 forms may be displayed electronically to protect worker privacy
- Employee resumes or job applications**
  - OSPs may provide either document.
- Written employee job offers**
  - Includes employee name, job description, location of work, expected regular/overtime hours, frequency of rest days/holidays, base wages and overtime/holiday rates, deductions, and benefits.
- Employee handbook**
  - Includes documentation that workers received the handbook.
- Employee training records for the past 12 months**
  - Includes all HR policies and any Qorvo-specific addendums.
- New hire checklist & orientation plan**

## 7 Revision History

Revision	Create Date (mm/dd/yyyy)	Description of Change	Initiator of Change
A	9.17.18	Initial Release	C. Susmilch
B	6.24.20	Updates to roles and responsibilities for Qorvo; Clarification on internal audit locations (onsite and desktop)	C. Susmilch
C	1.29.21	Updated link to RBA Code Guidance	C. Susmilch
D	10/31/2023	Simplified language and updated footer	S. Mogentale
E	7/16/2024	Minor clarifications and formatting	S. Mogentale

CONTROLLED DISTRIBUTION: N/A