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1 Purpose & Scope

Qorvo monitors on-site service providers (OSPs) to ensure compliance with Business Conduct Requirements for Suppliers, Contractors and Consultants.

Monitoring for labor and human rights occurs with initial vetting and audits.

2 Definitions & Acronyms

Term	Definition
Business Conduct Requirements for Suppliers, Contractors and Consultants	Document that includes Qorvo’s Code of Business Conduct and Ethics, Responsible Business Alliance (RBA) Code of Conduct, and How to Raise a Compliance Concern. It is referred to as “The Code.”
On-site service provider (OSP)	<p>External company providing services to Qorvo. Workers are considered “non-exempt” or hourly workers in non-management positions. Such workers spend their entire workweek supporting Qorvo site(s).</p> <p>Responsible for all managerial duties of workers including working hours and wages.</p>

3 Roles, Responsibilities & Authorities

3.1 Qorvo

Role	Responsibilities
Category Manager – Facilities (Sourcing)	<ul style="list-style-type: none"> Manages the contractual relationship with each OSP Responsible for facilitating initial CSR vetting Partners with CSR to ensure audit findings are addressed in a timely manner
Facilities Manager	<ul style="list-style-type: none"> Manages the day-to-day relationship with each OSP Partners with CSR to ensure audit findings are addressed in a timely manner
CSR	<ul style="list-style-type: none"> Conducts internal audits of OSPs and partners with the Category/Facilities managers to ensure completion of any corrective action plans assigned

3.2 On-site Service Providers

Role	Responsibilities & Authorities
Management	<ul style="list-style-type: none"> Ensure required policies and procedures are implemented while on site and available for review Ensure all workers supporting Qorvo are trained annually Support all internal and external audits
Workers	<ul style="list-style-type: none"> Comply with Qorvo policies and procedures while on site

4 References

Reference	Title	Location
FOR-001243	On-site Service Provider Evaluation Form	Doc Center
FOR-000428	Business Conduct Requirements for Suppliers, Contractors and Consultants	https://www.qorvo.com/resources/d/qorvo-business-conduct-requirements-for-suppliers-contractors-consultants
N/A	RBA Code of Conduct	https://www.responsiblebusiness.org/code-of-conduct/

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 OSP Evaluation form (FOR-001243)

5.1.1.2 Acceptance of The Code through contract language

5.1.1.3 Acceptance of Responsible Business Alliance (RBA) Code through contract language

5.1.2 OSPs shall demonstrate conformance to the above through:

5.1.2.1 Company programs, policies, procedures, training records, personnel files, and any additional documentation that may be required

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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 and human rights requirements listed in RBA Code:

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

5.2.1.3 All audits evaluate grievance systems

5.2.1.4 All audits evaluate the documentation listed in Appendix A


5.2.1.5 Internal audits may be conducted remotely or in person with on-site audits typically requiring 2-3 hours

5.2.1.6 OSP Management shall attend all external on-site 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 audit findings in a timely manner, as specified by Qorvo

5.3.2 The Qorvo Category Manager serves as the OSP's primary point of contact for corrective actions

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6 Appendix A: Documentation Required for Audits

- Employee paystubs for the previous 12 months**
 - Information present: Employee name, pay period dates, wages (regular and overtime), benefits, legally required deductions.
 - Information that can be redacted: Employee address and phone number.
- Employee timecards** (data broken out by day) for the previous 12 months
 - Information present: Employee name, pay period dates, working hours by day, regular hours, and overtime hours.
 - Information that can be redacted: Employee address and phone number.
- Employee I-9 forms**
 - I-9 forms can be either be printed or displayed via a computer to protect the privacy of the worker.
 - Information that can be redacted: Employee social security number, address, and phone number.
- Employee resumes OR job applications**
 - Companies can provide either documentation listed above.
 - Information that can be redacted: Employee address and phone number.
- Written employee job offers**
 - Information present: Employee name, nature of work and where it will be performed, expected regular working hours, overtime hours, frequency of rest days, and holidays, base wages, defined regular, overtime as well as holiday wage rates, deductions (if any), and benefits.
- Employee handbook**
 - Including documentation confirming workers received the handbook.
- Qorvo-related addendums (if applicable)**
- Employee training records on labor-related policies / Qorvo policies for past 12 months**
 - Including documentation confirming workers received Qorvo Code of Conduct and RBA Code of Conduct training.
- 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

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