

## **NEW SUPPLIER ON-BOARDING REVIEW PROCESS**

Mile Marker is exposed to many risks if we do not know our suppliers. Supplier risk management is therefore a required area of focus when bringing aboard any new vendor we engage with.

We utilize PWC 'Know Your Supplier' during a vendor onboarding process in order more to gain insights and transparency of our risks. Risks may involve topics such as (operational) supplier performance, business continuity, sustainability, fraud & bribery, security risk, money laundering, child labor, and other legal/organizational compliance requirements.

When a new Supplier is engaged, all directors, officers, and employees are required to submit a new vendor request to the CFO. Information provided to the CFO must include the following:

- Supplier Name
- Supplier Address
- Supplier W9 / FEIN
- Draft Supplier Agreement, if applicable

During the Supplier onboarding process, the CFO will engage PWC's 'Know Your Supplier' system to determine if the Supplier is a low-risk Supplier. Upon review of the reporting, the CFO will provide authorization, if applicable, to engage in business with that Supplier.

If the authorization is denied, directors, officers, and employees will be denied in any and all business dealings with that Supplier and cannot into any agreements with that Supplier to provide services to Mile Marker.