

Table of Contents

| | | |
|---|--|---|
| 1 | Purpose & Scope..... | 2 |
| 2 | Definitions & Acronyms | 2 |
| 3 | Roles & Responsibilities..... | 2 |
| 4 | References..... | 3 |
| 5 | Monitoring | 3 |
| 6 | Appendix A: Documentation Required for Audits..... | 4 |
| 7 | Revision History..... | 4 |

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 requirements for labor, health/safety, ethics, and management systems. Herein referenced as "The Code." |
| On-site Service Provider (OSP) | <p>External company specifically contracted to provide dedicated on-site support to a Qorvo manufacturing location using non-exempt (hourly) workers eligible for overtime.</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"> Manages contractual relationship with OSP Facilitates vetting process |
| Facilities Manager | <ul style="list-style-type: none"> Manages the day-to-day relationship with the OSP |
| CSR | <ul style="list-style-type: none"> Conducts internal and external audits |

3.2 On-site Service Providers

| Role | Responsibilities |
|------------|---|
| Management | <ul style="list-style-type: none"> Ensure company policies meet Qorvo requirements 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-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/ |
| 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 |
| F | 2/6/2026 | Updated OSP definition & RBA Code link | S. Mogentale |