Strong relationships between a company and its suppliers are at the core of every successful business endeavor. Thank you for your commitment to building our relationship and for the contributions you and your employees have made to help us achieve our corporate objectives this year.

As a reminder, to ensure our mutual success, Intel expects business to be conducted with uncompromising integrity and professionalism. This behavior extends from compliance to the Intel Code of Conduct and the Electronic Industries Citizenship Coalition (EICC) Code of Conduct through to delivering on Intel’s requirements. Compliance to the Intel Code, the EICC Code and Intel requirements help ensure:

- The highest ethical standards are maintained, wherever business is conducted.
- The human rights of workers, including safe and healthy working conditions.
- Environmental responsibility in global operations.
- Compliance with privacy and data security obligations.
- Compliance with applicable laws and rules.

**Intel and EICC Codes**

Suppliers are required to read, understand and comply with Intel’s [Code of Conduct](#), the EICC [Code of Conduct](#), and the details of the Supplier expectations as set forth below.

- You should stay current with updates to the Intel Code of Conduct and the EICC Code of Conduct. There are significant EICC Code changes currently underway and will be reflected in the new Code effective April 1, 2015.
- Comply with all laws and regulations of the countries in which you do business, regardless of their enforcement by government agencies, and require the same of your suppliers.
- Upon request, Intel may request suppliers to complete additional training on Intel’s Code of Conduct, Anti-Corruption, and Ethical expectations.

If you have any concerns, or are aware of any suspected or potential violations of the Code of Conduct or the law, please notify us immediately. The Intel supplier website has detailed information on the notification process as well as designated reporting contacts.

**Compliance**

**Self-Assessments**

As requested by Intel, suppliers must agree to conduct and provide Intel access to the results of a Self-Assessment Questionnaire (SAQ) of designated facilities and/or corporate information using the [EICC ON Tool](#) (or other tool that may be requested). Instructions for use of the tool are available online. Intel’s Program to Accelerate Supplier Sustainability (PASS) program requirement for a self-assessment is an example of such a request.

**Audits**

To confirm supplier compliance, Intel may, at its discretion, audit its suppliers’ compliance with the Intel and EICC Code of Conduct and receive a copy of the full audit report. Suppliers are expected to comply with the following:

- Intel, a third-party representative selected by Intel, or both may assess your compliance with the Intel and EICC Code of Conduct by inspecting your facilities, reviewing your records, policies, practices and interviewing your personnel. Promptly provide access to your facilities, records, documentation and personnel without interference, delay or retaliation, including the right to conduct an audit with short notice; for example, one week or less.
- The findings and results of the assessment will be provided to Intel within 48 hours of completion regardless of whether the supplier has paid for the audit or is using the EICC ON Tool.
- Develop, submit for review, and execute to a gap-closing action plan on all findings using the EICC closure timing requirements or specific timing requirements set by Intel
d. Hold your employees accountable to provide accurate and complete information and designate and hold a senior manager responsible to attest to the accuracy of all documentation and ensure timely closure of all findings.

Anti-Corruption

Intel strictly prohibits any form of bribery regardless of value, amount, local business practices or social custom. As outlined in its Anti-Corruption policies located on Supplier.intel.com, Intel expects its suppliers to:

- Comply with anti-corruption laws, Intel policies, Code of Conduct, and contractual provisions.
- Accurately record and maintain books and records.
- Train your employees and your third parties on anti-corruption expectations and requirements.
- Report to Intel any issues or concerns.

Contingent Workers (CWs)

Intel uses CWs in a manner consistent with relevant laws associated by geography. Intel requires that suppliers comply with all applicable country laws when providing contingent workers and performing services.

- CWs are employees of Intel suppliers.
- Suppliers are solely responsible for providing the management of their employees.
- Suppliers shall have complete charge and responsibility for the contingent workers.
- Suppliers must comply with Intel's CW program, and Intel may audit suppliers' compliance at any time.

Gifts, Meals, Entertainment & Travel

The exchange or provision of Gifts, Meals, Entertainment or Travel (GMET) may create a real or perceived conflict of interest or situation where these types of expenses could be viewed as a bribe under applicable laws and international standards. Intel discourages suppliers and vendors from giving any gifts to its employees. Suppliers may not give GMET on Intel's behalf to a government official (including employees of government agencies, public institutions and state-owned enterprises) without prior approval from Intel. For more information, consult Intel's GMET Policy for Third Parties.

Transparency

Intel values transparency about ESG to its customers, the public and other external stakeholders. As such, Intel intends to publish reports, typically in conjunction with its Corporate Social Responsibility Report, on the progress of its supply base in achieving Intel expectations. These reports may include, but are not limited to, publication of information regarding suppliers who represent ~90% or greater of Intel's spending and/or publication of audit results, including company name, select portions of the audit results and gap-closing actions. As a result of this, any applicable confidentiality obligations are waived with respect to such disclosures.

In addition to valuing its own transparency efforts, Intel expects transparency from its supply chain as well. These expectations include, but are not limited to:

- Suppliers are required to inform Intel within 48 hours of any onsite fatalities or debilitating bodily injuries that occur at a supplier site where any Intel product or service is produced or stored.
- Suppliers are required to disclose to Intel any zero-tolerance findings, priority findings (as defined by the EICC) or working-hour violations >72 hours/week (actual or alleged) discovered at a supplier site where any Intel product or service is produced or stored. This is required whether the finding was made by the supplier or third party.
- Suppliers who are part of Intel's PASS program are also expected to publish an Executive Statement on Accountability as well as publicly share metrics related to environmental impact, labor management, and human rights.

Product Ecology and Conflict Minerals

Suppliers are expected to comply with applicable environmental regulations, specifications and requirements as set forth in the Environmental Product Content Specification (18-1201). This includes providing material content declarations as applicable and designing products and components using Design for Environment (DfE) principles. Additionally, suppliers should ensure that substances on the banned or restricted Intel lists are not incorporated into parts, materials, components, or products supplied to Intel. These banned substances can be found in Intel's Chemical Selection Guidelines, and along with the specification can be found on Supplier.intel.com.
Where applicable to the business conducted between Intel and its suppliers, suppliers should also ensure compliance to Intel’s Conflict Minerals Sourcing Policy and the requirements outlined in the conflict minerals section of the Environmental Product Content specification.

Supplier Publicity and Confidentiality
Intel's suppliers are a key element of its competitive advantage. As a result, it's important that its suppliers maintain confidentiality. Suppliers may not use Intel's name for any promotional purposes or disclose the existence or content of a contract without prior written consent from Intel. This policy is articulated in the terms and conditions of all Intel contracts, purchase orders, and non-disclosure agreements.

Business Continuity Planning
Intel's ability to mitigate risks and potential supply chain disruptions is an important element of managing a diverse and complex supply chain. As outlined in Intel's Business Continuity Policy, suppliers are expected to ensure their senior management support of supplier’s resources to: identify, assess and prioritize risks, and develop a coordinated plan to manage and mitigate supply chain risks for their organization.

Environmental Reporting
Intel continues to work on improving its carbon footprint. This effort extends to its logistics suppliers. These suppliers are expected to report their carbon footprint on a regular basis and maintain environmental transparency of the supply chain. Newer business requirements also ensure that Intel’s logistics suppliers actively work toward their CO2 reduction goals and partner with industry recognized environmental consortia in order to minimize the environmental footprint of the logistics industry.

Information Technology Security
Information security is critical to the health of Intel and its supply chain. Suppliers who are managing intellectual property and/or personal information on behalf of Intel may be required to meet the minimum expectations outlined in the Supplier Security Requirements and Expectations document and are subject to further assessment and a formal supplier review.

All of the policies, requirements documents, and applicable specifications referenced above can be found on Supplier.intel.com. If you have any questions about any of the topics addressed here, please reference Supplier.intel.com, talk with your Intel representative, or contact us at intel.supply.chain.sustainability@intel.com. We thank you for your efforts in meeting our business objectives and for your ongoing efforts in meeting them with uncompromising integrity.

Sincerely,

Jacklyn A. Sturm
Vice President, Technology Manufacturing Group
General Manager, Global Supply Management

Robert E. Bruck
Vice President
General Manager, Global Supply Management

December 2014