



POLICY NAME: POL-1513 North America Supplier Partnership Policy	PAGE 1 of 4
Related Policies and Forms: None	
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North America Supplier Partnership Policy

I. INTRODUCTION

Variety in the supply chain is important to Allied Universal®. In line with our guiding statements, we are committed to always doing business in the right way serving and safeguarding customers, communities, and people around the world. To have a positive impact on the communities we serve, we will continue to be an employer of choice and seek to provide more opportunities to a wide range of suppliers who may not otherwise have opportunities to compete for our procurement contracts.

Having a wide range of suppliers is not only good for communities, it helps improve our business too. It enables us to drive efficiencies and be more flexible and innovative in the products and services we offer both to our customers and to our employees. It can also help facilitate access to new markets and is increasingly valued by our customers, especially those who are pursuing their own diversity-related objectives.

II. OBJECTIVES

- Always provide high quality reliable goods and services that are competitively priced and meet the needs of our business and procurement standards.
- Search for certified suppliers and ensure they are aware of contract availability and our sourcing processes.
- Provide opportunities for a variety of suppliers to engage with members of our procurement teams at a local and national level to review specifications and respond to queries related to certification and insurance.
- Continually remind our stakeholders both internally and externally of the importance and value of a top quality supply chain
- Participate in programs that support all suppliers, such as mentoring and learning and development.
- Monitor and measure our supplier results to ensure suppliers are supporting the Company's objectives and commitment to federal, state, or local requirements.
- Share information regarding our workforce with our customers where requested so that they can do ensure that we are not compromising their objectives and commitments or ability to comply with applicable federal, state and local laws.

III. PURPOSE

The purpose of this policy is to support our workplace fairness and team strategy by setting out:

- The right way of behaving in line with our values, the Code, and the actions we should take if we see or hear any conduct that is contrary to this.
- The Company's objectives and efforts to foster an environment where every team member - no matter their background or experience - feels valued and included.
- The roles and responsibilities we all have for creating an environment where people can be themselves and perform to the best of their ability.

IV. SUPPLIERS WITHIN SCOPE

Specific supplier partnerships are those that have been certified by a third-party organization* to validate their ownership as being part of one or more of the categories listed below. Allied Universal® does not accept self- certification.

- Women Owned Business Enterprise (WBE)
- Minority Owned business Enterprise (MBE)
- Veteran Owned Business Enterprise (VBE)
- Disabled Veteran Owned Enterprise (DVBE)
- Disabled Owned Business Enterprise
- LGBT Owned Business Enterprise
- Small Business Enterprise

Minority owned businesses must have at least 51 percent ownership/operation/control by one or more persons who are US citizens and:

- African American
- Hispanic American
- Native American
- Asian-Pacific American
- Asian-Indian American
- Woman Owned
- Veteran Owned
- Service Disabled Veteran Owned
- Small Disadvantaged
- LGBT Owned

In addition, the policy also covers certified small businesses (<https://www.sba.gov>).

V. CERTIFICATION

Further information about getting certified is available from:

Minority Certification - National Minority Supplier Development Council (NMSDC) at <http://www.nmsdc.org>

Woman Certification - Women's Business Enterprise National Council (WBENC) at <http://www.wbenc.org>

Veteran Certification - US Department of Veterans Affairs at www.vip.vetbiz.gov

Disabled Veteran Certification - Association for Service Disabled Veterans (ASDV) at <http://www.sba.gov/content/service-disabled-veteran-owned-small-business-concerns-sdvosbc>

Small Business Certification - Small Business Administration (SBA) at <http://www.sba.gov>

Doing business with Allied Universal®

Any vendors interested in doing business with Allied Universal® should complete the Prospective Supplier Registration process at aus.com and upload electronic copies of third-party certification(s).

Upon receipt of an application, Allied Universal® will complete due diligence by reviewing the company's qualifications and capabilities to ensure compatibility with Allied Universal® and/or our clients' requirements. See below for details of due diligence.

Potential suppliers will be asked to furnish, among other items:

- Certificate(s) of Insurance
- Audited financial statements, including balance sheet, profit and loss and cash flow, for the last two fiscal years
- References - three current and two prior within the last five years
- Copies of all relevant Certifications

VI. PRODUCTS AND SERVICES WITHIN SCOPE

Supplier partners can compete for contracts which are either:

Indirect - Centrally sourced products and services

This includes products and services in areas such as (but not limited to), employee recruitment, retention and communications, procurement of office supplies, furniture, technical equipment, marketing services, travel services, telecommunications, uniforms, and vehicles etc.

Direct - Subcontracted security services partnerships

As the security services provider for many corporate and government clients, suppliers are encouraged to tender for contracts to partner with us and provide security solutions in many different business segments.

Qualified firms seeking to enhance their capability to successfully compete for federal security contracts can also partner with Allied Universal® through the U.S. Small Business Administration's Mentor Protege program in which we are an approved Mentor firm. This will enhance our and our clients' ability to identify strategic business alliances through broader supplier participation.

Suppliers participating in the program will be offered technical and managerial support in areas like (and not limited to) business planning, contractual audits, training assistance, support in obtaining financing and assistance in making volume purchases for in-house needs.

VII. DUE DILIGENCE

Thorough due diligence is conducted on all potential supply partners. This ensures they are financially and operationally able to deliver the requirements of the contract and are aligned ethically with the guiding statements of Allied Universal. This process includes the following:

- Obtaining certification documents from local/state/federal government
- Obtaining federal tax ID number
- Obtaining DUNS number
- Obtaining civil records, including liens, bankruptcy, etc.
- Obtaining Better Business Bureau records

- Performing a credit check
- Verifying ownership
- Obtaining a list of principals involved
- Requesting client references
- Verifying all required licenses
- Searching for any violations with any licensing agency
- Review of ability to meet employee payroll
- Review of training capabilities
- Verifying appropriate insurance coverage
- Visiting principal place of business for adequacy of overhead staff

If selected, diverse suppliers will be offered support with onboarding where appropriate.

VIII. METRICS

Accountability on supplier spend and any participation in programs is monitored and measured quarterly to ensure that we are meeting our objectives and to help set goals for improvement. Data is also provided for our customers where needed for tracking their own supplier partnership progress.

IX. CONTACT

For further information about the Allied Universal® Supplier Partnership Policy or how to engage for business development opportunities, please contact Teja Kappagantula, Vice President of Corporate Spend (Head of Procurement & Real Estate) at 714-619-9787 or teja.kappagantula@aus.com.