

DDN Supplier Requirements

Introduction

DDN would be requiring our suppliers to fulfill the following requirements in which compliance would be mandatory, monitored and evaluated.

Social and Environmental Responsibility

We would like to ensure that your organization is practicing ethical business practices per the guidelines of the EICC COC which translates into the categories described below. Detail information can be obtained from the EICC website and a copy of the current document is attached herewith. The key governing factors would be establishing a Corporate Social Responsibility and Environmental Management System, Measuring Performance, Setting Goals, and Disclosing Results.

A. Development of Management System

Define, develop and deploy a sustainable corporate social responsibility and environmental management system that signifies the organizations business practices and programs confirming operational compliance with applicable laws, regulations and any contractual requirements.

B. Human Resources

Development of processes, procedures, workflows, guidelines and criteria's to assist and enable employees to perform performance self-assessments, development of smart goals, training documents and develop guidelines for management reviews. These would cover:

- a. Labor relations
- b. Health & Safety standards
- c. Business Ethics

C. Environmental

Setup voluntary environmental goals, measure performance, develop corrective action plans for remediations, train employees for awareness and performance around the guidelines and requirements. These would cover:

- a. Waste management
- b. Recycling
- c. Energy conservation
- d. Scope 1 & 2 greenhouse emissions

D. Public disclosure of results

Publically disclose results of environmental goals, their aspects and including regulatory fines and penalties that may have occurred.

E. Cascading the requirements to your suppliers

Cascading these requirements to the suppliers supplier base who are involved in the work that is material to the product, parts and/or services to DDN

Conflict Minerals Standards

It is recognized that industry faces adverse impacts associated with the mining in the conflict regions of the world. DDN is committed to the EICC Code of Conduct and the deployment of the Supply Chain verification process such as the (1) EICC/GeSI Due Diligence Tool and (2) Conflict Free Smelter Program which advocates that we use products, materials and components that have been produced and/or manufactured from a socially and environmentally responsible source/manner. We are aligned to support the objective and requirements outlined under the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. Additional information on this is available at the EICC Website.

Hence, we want to ensure that metals of such products do not originate from the Democratic Republic of Congo (DRC) or its surrounding countries known as the "Conflict Minerals Zone". We would like our suppliers to perform and undertake due diligence with their supply chain to ensure that these metals are not part of the "Conflict Metals".

Our Social Responsibility Program Manager will be reaching out to with more details and I would appreciate your support and providing accurate information for being compliant.

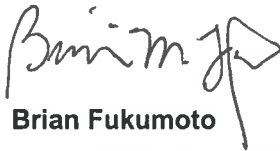
Manufacturing Standards

DDN would like to ensure that our supplier partners adopt industry procurement and manufacturing standards in the production of the products supplied to us, which would be adopting and adhering to the following standards:

- A. ISO standard systems and practices

B. RoHS Compliance Directives

If you have any questions, please contact us at 'ddnsrc@ddn.com'.



Brian Fukumoto

VP, WW Supply Chain & Operations

CSR Website – <http://www.ddn.com/company/corporate-social-responsibility/>

References

- EICC Code of Conduct - http://www.eicc.info/eicc_code.shtml
- EICC/CFSI Conflict Minerals - <http://www.conflictreesourcing.org/>