Supplier & Subcontractor Onboarding Policies and Procedures

This document provides a summary of the policies and procedures utilized by Apple Inc. when evaluating and onboarding new suppliers and subcontractors. The following framework is designed to ensure that all partners meet the Company’s standards with respect to quality, compliance, sustainability, and ethical practices. The contents herein are illustrative mock policies for diligence purposes only.

# 1. Initial Evaluation

- Potential suppliers are identified through strategic sourcing initiatives, RFP processes, or referrals.  
- A preliminary screening is performed to assess financial stability, industry reputation, technical capabilities, and prior performance history.  
- Suppliers must provide basic corporate information, certifications, and references.

# 2. Compliance & Risk Assessment

- Suppliers undergo a compliance review, including verification of legal registrations, tax compliance, and adherence to anti-bribery/anti-corruption regulations.  
- Risk assessments include cybersecurity posture, data protection measures, and geopolitical considerations.  
- Environmental, social, and governance (ESG) standards are reviewed against Apple’s Supplier Code of Conduct.

# 3. Quality & Technical Review

- Suppliers must demonstrate the ability to meet Apple’s technical specifications and quality standards.  
- Audits may include factory inspections, sample testing, and validation of production capacity.  
- Quality management systems (e.g., ISO certifications) are verified and documented.

# 4. Contracting & Legal Documentation

- Standard supplier agreements are executed, covering confidentiality, intellectual property protection, service level agreements, and termination rights.  
- Insurance coverage documentation must be provided, demonstrating adequate liability and product coverage.  
- Payment terms, delivery schedules, and compliance reporting requirements are formally documented.

# 5. Onboarding & Integration

- Approved suppliers are integrated into Apple’s procurement systems and supply chain platforms.  
- Training and orientation are provided regarding Apple’s compliance expectations and reporting requirements.  
- Performance metrics and KPIs are established for ongoing monitoring and evaluation.

# 6. Ongoing Monitoring

- Suppliers are subject to regular audits, business reviews, and scorecards.  
- Any deficiencies or breaches are addressed through corrective action plans or, if necessary, termination.  
- Continuous improvement initiatives are encouraged, with suppliers rewarded for exceeding performance targets.

Documentation related to supplier onboarding typically includes supplier questionnaires, compliance certifications, audit reports, executed contracts, insurance certificates, and performance monitoring templates.

This framework is designed to protect Apple’s supply chain integrity, ensure compliance with global regulations, and maintain the highest standards of quality and corporate responsibility.