

# Vendor Compliance Pack

Version January 2018

Dear Vendor Partner,

My Brand Promo (MBP) and our customers' relationships and with whom we do business work with suppliers while developing and delivering only safe, compliant, All Vendor Partners are required to acknowledge following documents and paperwork.

## Vendor Setup Requirements

To be setup as a new vendor we need the following:

- MBP - Vendor Information Sheet
- MBP - Vendor Best Practices Agreement
- MBP - Vendor Policy
- W-9
- Certificate of Insurance
- Quality assurance preproduction sample or pre approval by the representative

We respectfully request that the appropriate representative return the following documents and return at your convenience.

My Brand Promo Compliance  
[vendormanagement@mybrandpromo.com](mailto:vendormanagement@mybrandpromo.com)

Office: 43210420

Fax: 43219455

9260 Dielman Street, Indianapolis, IN 46232 • 432.3020432.395  
Promoting Your Brand • Corporate Apparel

V e n d o r N a m e	Desert Fox Golf	A c c #	
S h i p p i n g A d d r e s s	40 W. Baseline Rd, STE 118		
C i t y	Mesa	S t a t e	AZ
Z i p	85210		
B u s i n e s s A d d r e s s	SAME		
C i t y		S t a t e	
Z i p			
P h o n e	833-803-4653		
W e b s i t e	desertfoxxgolf.com	C u s t o m e r A v a i l a b l e	No
P r i n c i p a l C o n t a c t	Scott Kovesdy	P h o n e	480-628-3611
E m a i l	scott@desertfoxxgolf.com	F a x	
C u s t o m e r S t e e p i n g C o n t a c t	Logan Barbour	P h o n e	480-215-9441
E m a i l	logan@desertfoxxgolf.com	F a x	
O r d e r C o n t a c t	Logan Barbour	P h o n e	
E m a i l		F a x	
A t t e n t i o n C o n t a c t	Logan Barbour	P h o n e	
E m a i l		F a x	
A c c o u n t C o n t a c t	Scott Kovesdy	P h o n e	
E m a i l		F a x	
T e r m s	Net 30		
V e n d o r R e a d @	N/A a m		
S e p a r a t e P r i c i n g	Promotional Partner Price List Provided Separately		
F r i g h t T e r m s	FedEx Ground using Desert Fox Golf Account   Shipping cost added upon invoice		
S a m p l i n g & P r o o f	Digital free of charge   Contact for physical sample requests as needed		
R e t u r n P o l i c y	No return for custom logo'd product		
C o l l e c t i o n P o l i c y	N/A		
A S U m b e r	N/A		
P P N u m b e r	N/A		
S E n d e r	N/A		
F a s t T r a c k	N/A		

# Manufacturer Best Practices

Version January 2018

## Company Code of Manufacturing Practices

- Product Safety and Quality
  - o Maintain records facilitating traceability of regulated products
  - o As required, provide third party testing of components & materials
  - o Conduct internal risk analysis on a quarterly basis and implement corrective actions
- Social Accountability
  - o Maintain all records and endorsements in accordance with applicable regulations
  - o Employ only those individuals of legal working age and full capacity
  - o Provide a safe work environment, free of harassment and abuse
  - o Manage the workplace in a way that employs production methods that remain in compliance with wage and benefit requirements and applicable laws
- Business Ethics
  - o Ensure that personal interests do not conflict or appear to conflict with company interests
  - o Prohibit kickbacks, similar remuneration, or other improper payments
  - o Take appropriate steps to ensure fair and ethical business practices
  - o Report all information honestly, refrain from gathering confidential information, and disclose all unethical behavior.
- Supply Chain Security
  - o Provide visibility to the supply chain from sourcing of raw materials to finished goods
  - o Demonstrate facility control processes from hiring to contract management
  - o Demonstrate shipping control processes that ensure only authorized products are shipped
- Environmental Stewardship
  - o Maintain records demonstrating compliance with applicable environmental regulations for packaged products.
  - o Demonstrate processes for handling and control of hazardous materials
  - o Ensure no banned or restricted substances are used in products
- Manufacturing Partners
  - o Ensure compliance with manufacturing from approved suppliers
  - o Perform audits (if applicable) and constant improvement plans
  - o Ensure product consistency based on approved First Article Inspection
  - o Communication of any product design, material, or process changes that would disrupt product quality

9260 Dielman Industrial Park, Dr 31, 4.5432.L3020.432030553

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As a Supplier Partner, we understand the obligations of assuring compliance with **MyBrandPromo, Inc.** Code of Manufacturing Practices and affirm that our company, along with all factories used by our company to produce goods for **MBP**, will adhere to these requirements.

Desert Fox Golf, LLC

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**Company Name (Printed)**

Scott Kovesdy | Owner

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**Legal Representative & Title (Printed)**



3-18-2024

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**Legal Representative (Signed & Dated)**



# My Brand Promo, Inc. Supply C

Version January 2018

## CODE of CONDUCT

### 1. Legal Compliance

All business My Brand Promo and its manufacturers shall comply with all local laws and regulations, industry minimum standards, international and any other relevant statutory requirements with safety, quality and manufacturing.

### 2. Freedom of Association and the Right to Collective Bargaining

My Brand Promo respects the right of all personnel to form and join a union in which law restricts the rights regarding freedom of association and bargaining shall be facilitated for all personnel. My Brand Promo ensures that representatives of personnel have access to their

### 3. Prohibition of Discrimination

My Brand Promo will not tolerate discrimination in hiring, remuneration, access, age, religion, race, caste, social background, disability or sex, including unions, political affiliation, sexual orientation, or any other personal characteristics.

### 4. Compensation

Through our factory My Brand Promo programs suppliers and vendors ensure overtime hours and overtime differentials shall meet or exceed local disciplinary standards. In situations in which the local cover living expenses and provide some additional disposable income, supplier companies are further encouraged to meet needs.

### 5. Working Hours

My Brand and its supplier companies shall comply with applicable national allowable working hours in a week as defined by international law. Allowable overtime hours in a week shall not exceed 12 hours per week at a premium rate. An employee of My Brand Promo is not to be required to work

**6. Prohibition of Child Labor**

MBP absolutely forbids the use of Child labor as defined by ILO and UN Conventions and/or by national law. Of these various standards, the one that is the most stringent shall be followed. Any forms of exploitation of children are forbidden. Working conditions resembling slavery or harmful to children's health are forbidden. The rights of young workers must be protected. In the event that children are found to be working in situations, which fit the definition of child labor above, policies and procedures for remediation of children found to be working shall be established and documented by the supplier company. Furthermore, the supplier company shall provide adequate support to enable such children to attend and remain in school until no longer a child.

**7. Prohibition of Forced Labor and Disciplinary Measures**

All forms of forced labor, such as lodging deposits or the retention of identity documents from personnel upon commencing employment, are forbidden, as is prisoner labor that violates basic human rights. MBP's manufacturers shall not knowingly use factories that force work to be performed as a form of indentured servitude. The use of corporal punishment, mental or physical coercion, and verbal abuse is forbidden.

**8. Environment and Safety Issues**

Procedures and standards for waste management, handling, and disposal of chemicals other dangerous materials, emissions and effluent treatment must meet or exceed minim legal requirements.

All of MBP's current suppliers/manufacturers have confirmed in writing that they are in compliance with above referenced Code of Conduct as well as other standards and regulations both voluntary and required by law. The ownership or representation of MyBrandPromo, Inc makes every effort to visit our vendor partners at least once per year to ensure ongoing compliance and execution of corrective action and continued improvement.

**Company Name (Printed)**

Desert Fox Golf, LLC

**Legal Representative & Title (Printed)**

Scott Kovesdy | Owner

**Legal Representative (Signed & Dated)**



3-18-2024