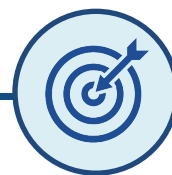




RTI International Supplier Handbook

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1. Purpose, Scope, and Applicability

This RTI Supplier Handbook defines RTI International's—and all affiliated corporate entities'—minimum expectations for suppliers, vendors, subcontractors, consultants, and other third parties (Suppliers) that provide goods or services to RTI. This handbook must be read in conjunction with **RTI's Code of Conduct**, which establishes the ethical framework governing how RTI conducts business. Anyone who does business with or on behalf of RTI, including Suppliers and other partners worldwide, is expected to comply with RTI's Code of Conduct.

RTI's Supplier Handbook and RTI's Code of Conduct apply globally and across all tiers of the supply chain. Suppliers are responsible for ensuring that their employees, agents, and subcontractors comply with the principles set forth in these documents.

Figure 1. RTI's expectations of its Suppliers are rooted in its mission, vision, and values.

Vision	Values
We address the world's most critical problems with science-based solutions in pursuit of a better future.	<ul style="list-style-type: none">• Integrity• Excellence• Innovation• Respect• Equity• Objectivity
Mission	
To improve the human condition by turning knowledge into practice.	

By working with RTI, Suppliers commit to conducting business in a manner consistent with these principles and to supporting RTI's mission through ethical, responsible, and high-quality performance.

Compliance with this handbook is a condition of doing business with RTI and complements, but does not replace requirements included in applicable laws, regulations, contractual obligations, or RTI's Code of Conduct.



2. Ethics, Human Rights, and Integrity

RTI expects Suppliers to conduct business with integrity, transparency, and in compliance with applicable laws and regulations. Ethical conduct is foundational to RTI's mission and to maintaining the trust of clients, partners, and communities.

Anti-Bribery and Anti-Corruption

RTI has zero tolerance for bribery, kickbacks, or other transactions and business dealings in violation of anti-corruption laws. Suppliers must comply with the U.S. Foreign Corrupt Practices Act of 1977 and all applicable anti-corruption laws of other countries.

Suppliers must not

- Offer, solicit, or accept bribes, kickbacks, facilitation payments, or improper inducements
- Provide anything of value to improperly influence business decisions or obtain an improper advantage
- Engage in fraud, false claims, or other deceptive practices

Suppliers are expected to apply practices appropriate to their risk profile to prevent and detect bribery and corruption.

Conflicts of Interest

A conflict of interest occurs when an employee's personal interests (or the interests of other companies, persons, or groups) conflict with RTI's interests as an organization. RTI's interests include the ability to accomplish our mission and vision, to be true to our values, and to meet our responsibilities to our clients.

Suppliers must avoid situations that could impair, or appear to impair, their objectivity or impartiality when working with RTI. Actual, potential, or perceived conflicts involving RTI must be disclosed promptly.

Financial Conflicts of Interest

A financial conflict of interest exists when financial interests—such as ownership, investments, compensation arrangements, gifts, loans, or other financial benefits—could improperly influence, or appear to influence, decisions or actions related to RTI. Such conflicts must be disclosed and addressed appropriately.

Fiscal Responsibility and Recordkeeping

Fiscal responsibility is essential to protecting RTI's reputation, fulfilling client obligations, and ensuring continued trust.

In furtherance of this requirement, Suppliers must

- Maintain accurate, complete, and truthful business records
- Ensure invoices and financial representations reflect services performed or goods delivered
- Use RTI funds responsibly and only for legitimate, authorized business purposes

Human Rights and Anti-Trafficking

RTI has zero tolerance for any form of slavery or human trafficking, including trafficking-related activities, in any country in which RTI does business. Therefore, Suppliers who work with RTI are

expected to carry out operations in a manner that shows the highest respect for individual human rights.

Suppliers must

- Prohibit all forms of human trafficking, forced labor, and child labor
- Conduct due diligence to identify and mitigate human rights risks in operations and supply chains
- Flow down anti-trafficking requirements to subcontractors and agents where applicable
- Cooperate with RTI risk assessments, audits, and monitoring activities when requested
- Maintain their own reporting mechanisms and prohibit retaliation
- Report any violation of RTI's [Human Trafficking Policy](#) to our [Ethics Office](#)

At our discretion, RTI may apply heightened due diligence and monitoring for Suppliers operating in higher-risk geographies or sectors.



3. Quality, Regulatory, and Data Integrity Expectations

RTI expects Suppliers to deliver high-quality work and services that are reliable, responsible, and appropriate to the nature of their engagement with RTI.

Suppliers are expected to support RTI's commitment to quality, integrity, and responsible stewardship of information entrusted to RTI by clients, research participants, and partners.

Where applicable, Suppliers must

- Meet agreed-upon quality, safety, and performance expectations
- Conduct work in accordance with applicable requirements and accepted professional standards
- Maintain accurate and reliable records related to work performed for RTI
- Promptly communicate issues that could affect quality, timelines, or outcomes

Information, Privacy, and Data Responsibility

RTI is committed to safeguarding information and respecting privacy across its operations. Suppliers that access, handle, or generate information on RTI's behalf are expected to do the same.

Suppliers must

- Handle RTI information responsibly and use it only for authorized purposes
- Respect the confidentiality and privacy of personal, sensitive, or research-related information
- Take reasonable care to prevent loss, misuse, or unauthorized disclosure of information

- Be transparent and disclose the use of Artificial Intelligence (AI); incorporate appropriate safeguards based on the level of risk; and ensure human review of all AI-generated content, analysis, recommendations, or other materials used in the development of, or incorporated into, work products developed on behalf of RTI
- Notify RTI promptly if issues arise that could affect information integrity, confidentiality, or trust

RTI’s approach to information protection and privacy is guided by enterprise-wide principles that apply across RTI business operations and activities, emphasizing respect for individuals and responsible data use.



4. Corporate Responsibility and Sustainability Expectations

RTI is deeply committed to being a responsible steward of the environment and advancing [corporate responsibility and sustainability](#) across our operations. We view this as an ongoing journey that reflects our mission and responsibility to clients, communities, and the people our work serves. Because this commitment is integral to how RTI operates, we expect Suppliers to demonstrate a similar level of responsibility in managing environmental impacts, treating employees, serving clients, and conducting business ethically. RTI is also committed to fair and inclusive sourcing practices and works with Suppliers in a non-discriminatory manner.

Figure 2. RTI’s Corporate Responsibility and Sustainability Program focuses on these foundational areas.



Suppliers must

- Comply with applicable environmental, labor, and occupational health and safety laws
- Work to reduce environmental impacts, including energy use, emissions, waste, and water consumption

- Respect internationally recognized human and labor rights
- Provide safe and healthy working conditions
- Operate without discrimination, harassment, or abuse
- Apply non-discriminatory sourcing and business practices, including offering fair and equal opportunities for small businesses

RTI may request that Suppliers participate in sustainability disclosures, assessments, or improvement initiatives aligned with RTI client and external reporting frameworks.



5. Supplier Lifecycle Management and Due Diligence

RTI integrates compliance, risk management, and performance monitoring into a unified Supplier lifecycle framework.

RTI manages Suppliers using a risk-based lifecycle approach, meaning that Suppliers are evaluated, managed, and monitored throughout the course of their engagement based on the level of risk they present. Risk is informed by factors such as the type of goods or services provided, geographic location, regulatory requirements, potential impact to RTI and its clients, and alignment with RTI's corporate responsibility and sustainability expectations.

Under this approach, Suppliers that present higher levels of risk may be subject to greater due diligence, oversight, and ongoing review, while lower-risk Suppliers are managed through more streamlined processes. This enables RTI to focus resources where they are most needed while maintaining consistent standards across the supply base.

RTI's Supplier lifecycle management may include the following:

- Pre-engagement screening and qualification, including evaluation of Supplier capabilities, integrity, and overall suitability
- Sustainability, compliance, and human rights risk assessments, particularly where services involve higher-risk activities or environments
- Contractual flow-down of applicable client requirements, ensuring that RTI's legal, ethical, and client obligations are communicated and upheld throughout the supply chain
- Ongoing performance and risk monitoring to assess reliability, quality, and compliance over time
- Audits, corrective actions, and follow-up activities where issues are identified
- Continuous improvement and engagement to strengthen Supplier performance, transparency, and alignment with RTI expectations

Suppliers are expected to provide accurate, complete, and timely information throughout the relationship and to cooperate with RTI's due diligence, assessment, and monitoring activities.

Legal and Regulatory Compliance

Suppliers must comply with applicable laws, regulations, and contractual requirements relevant to their work with RTI. This includes, where applicable, trade controls, sanctions, competition laws, and data protection requirements.

Compliance may be assessed during onboarding and monitored throughout the relationship. Suppliers are expected to cooperate with RTI reviews and audits and to maintain compliance across their operations and supply chains.

Continued engagement is contingent upon satisfactory performance, transparency, and compliance with applicable requirements, including those outlined in this handbook.



6. Risk Management and Business Continuity

Suppliers must identify, assess, and manage risks that could affect their ability to meet obligations to RTI. Consistent with RTI's risk-based Supplier lifecycle approach, risk management is an ongoing process throughout the Supplier relationship.

Where relevant, Suppliers are expected to do the following:

- Maintain business continuity and incident response plans appropriate to the nature and scale of their operations
- Identify and manage risks within their own operations and across their supply chains, including risks related to subcontractors or third-party partners
- Promptly notify RTI of disruptions, incidents, or emerging risks that may affect the delivery of goods or services, including those that could impact timelines, quality, or contractual obligations
- Cooperate with RTI in addressing identified risks, including implementation of corrective actions where necessary

RTI may assess Supplier risk as part of ongoing monitoring and may apply enhanced oversight, including additional reviews or audits, for Suppliers operating in higher-risk environments or performing higher-impact work.

Effective risk management and business continuity practices are essential to maintaining reliable operations and supporting RTI's ability to meet commitments to clients and stakeholders.



7. Reporting, Transparency, and Escalation

RTI promotes a culture of transparency and responsible reporting. Suppliers play a critical role in upholding RTI's standards of ethics, integrity, and accountability.

Suppliers must promptly report any actual or suspected violations of this handbook, applicable laws, RTI contractual requirements, or the [RTI Code of Conduct](#).

This includes concerns related to fraud, corruption, conflicts of interest, human rights issues, or any activity that could impact RTI's integrity or reputation.

Reporting Mechanisms

Suppliers and their employees may report concerns through the following channels:

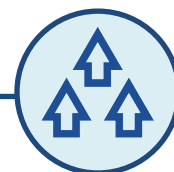
- Email: ethics@rti.org
- Phone: +1 919 541 7070 (US) or 877 212 7220 (toll-free)
- Online: <https://www.ethicssuite.com/report/rti> (anonymous reporting available)

These channels are available to support timely reporting and open communication. RTI prohibits retaliation against individuals who raise concerns in good faith.

Expectations for Reporting and Cooperation

Suppliers are expected to

- Report concerns promptly and in good faith
- Cooperate with RTI reviews, investigations, and follow-up actions
- Maintain accurate and transparent information when responding to inquiries
- Flow-down reporting expectations to their employees and subcontractors where applicable
- Provide timely reporting and effective escalation, which are essential to identifying issues early and enabling appropriate remediation.



8. Enforcement and Continuous Improvement

RTI expects Suppliers to meet the standards outlined in this handbook and to cooperate fully with audits, reviews, investigations, and associated remediation efforts, taking timely and effective action to address identified issues.

Enforcement refers to RTI's structured process for identifying and addressing non-compliance or performance concerns through review, investigation, and corrective action.

Where necessary, RTI may

- Require corrective action plans and defined timelines for resolution
- Increase oversight, monitoring, or audit activity
- Restrict or suspend work until issues are addressed
- Terminate the Supplier relationship in cases of significant or unresolved non-compliance

Information obtained through monitoring, audits, and reporting mechanisms is used to identify risks and improvement opportunities, implement corrective and preventive actions, and strengthen controls and processes over time.

RTI encourages Suppliers to pursue continuous improvement in quality, ethics, corporate responsibility and sustainability, and operational resilience, recognizing that collaboration, transparency, and responsiveness are essential to a strong partnership and to the ongoing improvement of Supplier performance and responsible business practices across the supply chain.

To learn more, visit [RTI | About Us](#).