



Supplier Rules of Engagement

Business Development

First Contact

Prospective suppliers and contractors must initiate their first contact with Cox Enterprises through the Strategic Sourcing team within the Supply Chain department. Strategic Sourcing may at that time direct suppliers to other departments / business unit stakeholders for further evaluation and consideration. Subsequent contacts may be made directly to those departments / business unit stakeholders regarding requirements gathering and scope of service. Sourcing must be kept informed of these business interactions by the supplier as they progress through the purchasing process.

Sourcing team can be contacted via ceisupplychain@coxinc.com.

On-Site Visits/Meetings

Suppliers must check-in with Cox Security upon arrival and receive a visitor badge. The badge must be worn front-facing and be visible at all times. Only billable consultants/contractors are eligible for Cox Contractor badges. Visiting non-delivery or supplier account management personnel must be escorted by a Cox employee at all times while on Cox property, regardless of the Cox Contractor badge authorization of other team members.

Supplier will only use Cox dedicated office space to provide services solely to Cox.

Alignment with Supply Chain

Proposals & Quotes

Suppliers must align with Strategic Sourcing at critical points in the early phases, as defined below, of potential engagements so that all parties can align to project plans / launch schedules so reasonable expectations may be set. Suppliers must notify the appropriate Strategic Sourcing contact at the following junctures at a minimum:

- Any contact with a Cox employee with the express intent to sell a good or service
- Verbal/Written Quotes Provided to Cox
- Proposals Provided to Cox
- Requirements Definition

- Notification of Budget/Funding Approval
- New (to Cox) Product / Tool Demos Scheduled

Unless otherwise agreed to by Cox Strategic Sourcing in advance, all contractual documents, including but not limited to SOW, CO, POs, etc. must be in writing and fully executed by Cox prior to any supplier resources providing services or Cox incurring any incremental costs.

Endorsements

Supplier must notify Strategic Sourcing of any requests to have Cox employees be used as a professional reference or in a speaking engagement.

Supplier will not use Cox logo, issue press releases related to business with Cox, or send broadcast communications including invitations, notifications, etc. to Cox employees without prior written consent of Strategic Sourcing and Corporate Communication.

Sourcing Processes

Supplier will support Cox strategies by maintaining competitive pricing and open competition of product and service offerings. Supplier agrees to adhere to Cox's Strategic Sourcing Process when working a business opportunity.

As requested by Cox Strategic Sourcing, Supplier will provide a detailed list of any and all potential sales opportunities that Supplier may have with any Cox departments.

Account Management Expectations

Supplier agrees to treat Cox as a strategic customer by doing each of the following without limitation:

- Staff Cox with highest-level supplier talent including business development, engineering, delivery, and support personnel.
- Provide access to training and development where applicable.
- Deliver thought leadership and innovation to Cox.
- Leverage supplier ecosystem of strategic partnerships and relationships to bring the right solutions to Cox.
- Support and participate in Cox performance and/or relationship reviews if requested by Cox.
- Provide reporting at Cox's request.
- Promptly respond to inquiries, emails or phone calls.

Approved Documentation

Supplier will use Strategic Sourcing approved documents and templates where applicable, such as Statement of Work, Change Order and agreements as distributed by Strategic Sourcing. Any document submitted to Cox on non-approved or older versions will be declined and Cox will request that the new document be used for processing.

Violations

Violations of the Supplier Rules of Engagement will be handled case-by –case with supplier account management team. Supplier agrees to do the following in the event of a violation:

- Accept and treat the issue as a problem
- Thoroughly investigate the problem
- Complete a comprehensive written incident report and submit to VP of SCM
- Provide an escalation path to supplier Executive Management