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1.0 Change History

Revision	Date	Change Details	Who Changed
A	10/4/18	Complete update to the ISO 9001:2015, ISO 14001:2015 and IATF 16949 Standards	
B	11/26/18	Updated to add EMS references- Add procedure reference number 10100; simplified manual to focus on management processes and business overview.	Bree Iisaka
C	5/7/2019	Update the process map document number for each facility	June Liu
D	8/5/2019	Update Core EMS policy and list address for each facility	June Liu
E	10/29/2019	Update 6.7 Gaffney process map name	June Liu
F	11/14/2020	Update Document Owner, 3.0 scope add HPI	June Liu
G	9/22/2021	Add vision statement and remove Cincinnati facility	Eric P. Chuck C. June L.
H	10/01/2021	Added interested parties tables.	Ashley Jarboe
I	12/17/2021	Added internal and external issues.	Ashley Jarboe
J	09/06/2023	Added the Core Health and Safety Policy	David Webster
K	5/29/2026	Added Information Security Management	Rahul Bansal
L	6/9/2026	Clarified responsibilities for Quality Manager	Rahul Bansal
M	6/12/2026	Updated Mission and Vision Statement	Mike Gayford

2.0 Purpose

The purpose of this Business Manual is to define the framework of the Business Management System and the documented information required for its implementation, maintenance, and continual improvement. This includes quality, environmental, health and safety, and Information Security Management processes necessary to support business operations, compliance obligations, risk-based thinking, data integrity, business continuity, and achievement of intended results.

3.0 Scope

This manual applies to the following and is available to interested parties on the company website:

- Compounding custom formulation of sheet molding composite (SMC), and molding and assembly of fiberglass reinforced plastics.
- Molding and assembly of long fiber reinforced thermoplastic products.
- Infusion of resin transfer molding
- The following locations:

Columbus, Ohio

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800 Manor Park Drive Columbus, Oh 43228

Gaffney, South Carolina
24 Commerce Drive Gaffney, SC 29340

Matamoros, Mexico
Guillermo Gonzalez Camarena 9003,
Colonia Parque Industrial La Ventana
Matamoros, Tamaulipas, Mx CP87569

Winona, Minnesota
1700 Wilkie Dr, Winona, MN 55987
Brownsville, Texas
1385 Cheers St Brownsville, Texas 78521

Cobourg, Canada
Building 3 West, Northam Industrial Park, Cobourg, Ontario, Canada K9A 4L1

Monterrey, Mexico
Metro Alianza 41, Anillo Periferico, #ZN Escobedo, C.P.66414, Escobedo, Nuevo, Leon

Customer specific requirements are referenced in the plant list of customer specific procedures.

Within the scope of the environmental management system, CMT determines:

- Potential emergency situations, including those that can have an environmental impact
- The environmental aspects of its activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective.

The Environmental Aspects Impacts procedure further defines these requirements.

Exclusions:

- Design and Development – Customers provide the design requirements, and CMT only builds product to their specifications.

4.0 Reference Documents

Document number	List any higher level documents that add control to this procedure.
None	None

5.0 Records required by this procedure

CMT maintains records within managements systems for Quality, Environmental, Health and Safety, and Information Security Management

6.0 Process

6.1 Context of the Organization

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CMT is a publicly held company that supplies products to customers primarily in the commercial vehicle industry and Tier 1 or Tier 2 automotive customers. The CMT Business Management System is established to support the organization's purpose and strategic direction, satisfy applicable customer, statutory, regulatory, and certification requirements, and ensure the effective planning and control of information systems necessary for secure, reliable, and efficient business operations. These systems include documented information control, business applications, network and infrastructure services, data management, cybersecurity, backup and recovery, and technology resources that support operational effectiveness and continual improvement, including:

- IATF 16949:2016 Automotive Quality management systems – Requirements
- ASQ/ANSI/ISO 9001:2015 Quality management systems- Requirements
- ISO 14001:2015 Environmental management systems
- TISAX Information Security Management System

CMT determines the external and internal issues that are relevant to its purpose and strategic direction and that affect its ability to achieve the intended results of the Business Management System. This review is conducted through management review and business planning activities. Internal and external issues include, but are not limited to, the following:

- **Internal Issues:**
 - **Staffing** – Core employees both hourly and salary employees across all facilities. Overtime on weekends is utilized when needed to meet customer demands.
 - **Recycling** – Core has a recycling program for the following materials: steel, aluminum, plastic bottles, and aluminum cans.
 - **Energy Reduction** – Core consumes natural gas, water and electricity and monitors usage of these resources.
 - **Hazardous Material Spill** – Core is committed to the safe operation of the facility and recognize that spill clean-up activities can pose a risk to employees and the environment. Spill kits are kept onsite and maintained in the event of a spill they are deployed to contain the spill and a third party contacted for cleanup depending on the location and size of the chemical spill.
 - **Information Security Management** – CMT plans and maintains information systems and security controls to support business continuity, document control, data integrity, cybersecurity, communications, production support, and reporting. Planning includes assessment of system capacity, software and hardware lifecycle, backup and recovery capability, user access, training needs, and the risks associated with outages, data loss, or unauthorized access.
- **External Issues:**
 - **Air Emissions** – Air emissions are generated through the use of organic solvents from manufacturing and clean-up operations. These emissions are regulated by state and federal authorities. We demonstrate compliance through periodic testing, recordkeeping and reporting requirements of the Title V permit (where applicable).
 - **Storm Water** – The storage and transport of finished goods and raw materials inside and outside of Core's facilities yields potential impact to storm water. Facilities impacted demonstrate compliance with storm water permits through quarterly site inspections and quarterly sampling. We also have spill kits located strategically throughout the plant to be used in case of a spill.

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- **Non-hazardous, Hazardous and Universal Waste Management** – Non-hazardous, hazardous, and universal waste is generated from plant operations. Each form of waste is labeled and stored in a designated location for that waste stream. Non-hazardous and hazardous waste is sent for energy recovery whenever possible in order to minimize the environmental impact of these materials. Universal waste is sent out for recycling also to minimize the environmental impact. All waste management and transportation activities are done in compliance with RCRA and DOT compliance.
- **Cybersecurity, Technology, and Data Protection Requirements** – CMT considers external risks and obligations related to cybersecurity threats, software obsolescence, third-party technology services, customer information security expectations, and applicable legal or contractual requirements for protecting business and operational data.

CMT determines potential impacts to interested parties. Review of potential impacts is conducted in the Management Review. Interested parties include:

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Interested Parties	Needs and Expectations
Internal	
Employees	Safe environment free from hazards and contamination
	Protection of personal information
	Training and competence to handle information
External	
EPA	Regulatory Requirements
SEC	Cybersecurity disclosure and communication
Municipalities	Regulatory Requirements
Local Community	Safe environment free from hazards and contamination
Customers	Meet ISO 14001
	Meet TISAX Certification
	Maintain availability of production systems
Shareholders	Regulatory Compliance
Suppliers	Regulatory Compliance

The CMT intranet document control system has the master list of all documents. In the case of the Winona facility the master list of all documents is found in Unipoint software.

For additional context, risk and opportunities at CMT, refer to our risk assessment procedures and policy deployment documents.

Outsourced processes:

- Outsourced processes are managed with CMT suppliers, following the standard selection, approval and evaluation processes defined in our procedures.

Regulatory, Compliance and Statutory Requirements

- Department of labor
- OSHA
- EPA
- State/Local Codes

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- Export and import laws

6.2 Management Commitment

Top management is accountable for the effectiveness of the Business Management System and is committed to its implementation, maintenance, and continual improvement. This includes quality, environmental, health and safety, and Information Security Management processes. The Executive Committee demonstrates leadership and commitment by ensuring that policies and objectives are established and are compatible with the context and strategic direction of the organization; that system requirements are integrated into business processes; and that the resources needed to support operational, compliance, and technology requirements are available.

The CMT Executive Committee promotes the process approach and risk-based thinking by defining process interactions and establishing annual strategies based on risks and opportunities, including those associated with information systems, cybersecurity, data protection, system availability, and business continuity. Corporate management uses the results of internal audits, management reviews, performance measures, incident trends, and policy deployment progress reports to assess the effectiveness of the Business Management System.

CMT top management at each location ensures that customer, statutory, and regulatory requirements are communicated. These requirements will be incorporated into the appropriate process documentation and applicable employees trained.

CMT top management conducts management reviews to verify the effectiveness of the quality and environmental management system. There are location and corporate management reviews at planned intervals. Opportunities for continual improvement of the business management system will be identified during management review. Records of management review will be maintained.

As part of management review, top management ensures that adequate resources are available to implement, maintain, and improve the Business Management System and to achieve intended results. Management review includes evaluation of system performance, audit results, customer and compliance requirements, risks and opportunities, and the effectiveness of actions taken. For Information Security Management, this includes review of technology priorities, cybersecurity risks, backup and recovery readiness, access control, system support, incident trends, and the adequacy of information systems that support documented information, communication, operational continuity, and reporting.

6.3 Quality Policy

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CORE is committed to continuously improving our quality management system and meeting applicable requirements from our customers and other interested parties. The <i>Core</i> of Quality <i>Committed to supporting our Customers, Employees & other Stakeholders</i> <i>On time every time</i> <i>Right the first time</i> <i>Everyone driving for continuous improvement</i> <i>with everything we do!</i>	
Rev: 2/28/2018 Approved and Reviewed in Management Review	

6.4 Environmental Policy

Environmental Policy Core is committed to preserving the environment. Our objective is to reduce the environmental impact of production operations through modification of equipment, substitution of materials, improving processes and through environmental education of our employees. Core shall comply with all applicable environmental laws, regulations and third party relevant requirements in a continuing effort to improve pollution prevention strategies. The <i>Core</i> of our EMS <i>Continuous improvement of our EMS (environmental management system)</i> <i>Openly promote environmental practices</i> <i>Reduce, Reuse, Recycle;</i> <i>Enable all employees to help prevent pollution.</i>	
Rev: 8/28/18 Approved and Reviewed in Management Review	

6.5 Health and Safety Policy

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HEALTH AND SAFETY POLICY

Core Molding Technologies recognizes that our Employees are our greatest asset and their health and safety is critical to the success of our business. Core expects all levels of Employees to work together to form a culture with the highest expectations of Employee health and safety.

We believe in the following principles to guide our actions towards Employee safety:

1. All injuries and work related illnesses can and must be prevented. For this to happen, everyone must be active in identifying hazards and working to countermeasure the issues found.
2. Management is accountable for the Health and Safety performance of the company. Safety must be part of all business plans with responsibility defined at all levels.
3. Everyone is responsible for their own actions. We expect that everyone will follow safety policies and take an active role in protecting their own safety and the safety of those around them.
4. Communication, involvement and training of all employees is essential for Health and Safety excellence. Safety policies and procedures must be clearly understood by all levels of the organization.
5. Excellence in Health and Safety supports excellent business results. A safe place to work facilitates efficient and stable production, which benefits Employees, Customers, and Shareholders.
6. Continual improvement must be a part of all business activities, including safety. We must never be satisfied with our current performance and everyone must work together to continuously improve plant safety.

Dave Duvall
President &
CEO

Eric Palomaki
EVP of
Operations

Renee Anderson
EVP of Human
Resources

John Zimmer
CFO

Terry O'Donovan
EVP of Marketing
and Sales

6.6 Information Security Policy

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Information Security Policy

Core is committed to protecting confidentiality, integrity, and availability of information by safeguarding customer, employee, and company data through secure technologies, reduced cybersecurity risks, strengthened processes, and continuous security awareness across the organization, and shall comply with all applicable information security laws, regulations, and customer requirements.



The *Core* of our ISMS

Continuously improve our ISMS (Information Security Management System);

Observe and follow secure practices to protect data and systems;

Report suspicious activity, security issues, or incidents immediately;

Enable all employees to help safeguard information and reduce cybersecurity risk.

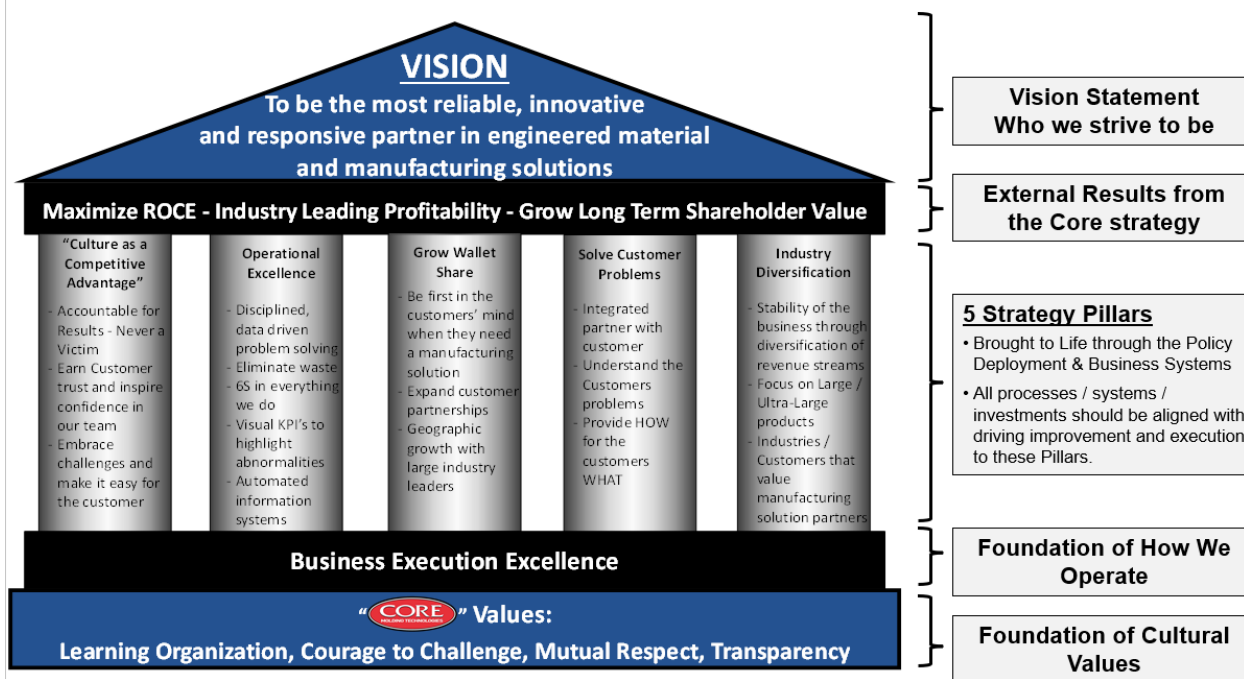
Rev: 5/28/18
Approved and Reviewed in Management Review

6.7 Vision / Mission statement

6.7.1 Core Strategy House:

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CORE STRATEGY HOUSE



6.8 Management Representative

As CMT has multiple facilities, the Quality Manager is considered the management representative for their respective facilities for all business systems except Information Security Management

The Quality Manager coordinates implementation and maintenance of the Business Management Systems at the facility level, reports on system performance and opportunities for improvement to top management, and ensures that facility processes, including those supported by information systems and information security controls, remain aligned with applicable requirements.

6.8.1 Information Security Management

As CMT has multiple facilities, the Quality Manager is considered the management representative for the Business Management Systems at their respective facility, including quality, environmental, and health and safety management systems referenced in this document. Information security is maintained and managed at the corporate level, and related roles and responsibilities are defined in the ISMS Responsibilities section.

6.8.2 ISMS Responsibilities:

- **Top Management** – approves Information Security Management priorities, ensures appropriate resources are available, reviews technology-related risks and performance, and ensures information security objectives remain aligned with business strategy and customer requirements.
- **Information Systems / IT Support** – maintains infrastructure and business-critical systems, manages backup and recovery controls, supports information security,

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cybersecurity, and access control measures, monitors system performance and incidents, and provides technical input for planning, changes, and improvement actions.

- **Quality Managers** – coordinate with the corporate department on physical security matters related to information security at the facility level. All other information security responsibilities are handled by the corporate department as identified in the applicable process maps.
- **Process Owners** – define system and information security needs within their processes, ensure appropriate use of approved systems and documented information, identify risks and opportunities related to system capability, availability, or protection, and support validation, training, and change implementation as applicable.
- **Users / Employees** – use approved systems in accordance with applicable procedures, protect access credentials and documented information, follow applicable information security requirements, report incidents or system issues, and complete required training related to information systems, information security, and data protection.

6.8.3 Process map interactions

Each manufacturing location has a detailed process map that describes the processes and interactions for that facility, along with interactions with any remote support locations. This process map also includes tabs identifying:

- a) Process owners
- b) Required documents
- c) Responsibilities assigned to ensure customer requirements are met

Process Map Name	Document Number	Facility
Process map – Core Columbus	20129	Columbus (Corporate & Facility)
Process Interaction Diagram	FQC-441	Matamoras (incl. Brownsville)
Gaffney Quality Management System Processes – CMT – Gaffney SC	40100	Gaffney
Interaction Tab of Quality Manual	QM-4.0-001	Winona
Scope of Quality and Environmental Management System	QSP-C4-002	Cobourg
Mapping of the Organization's Knowledge Process	QSP-M-C7.1.6-001	Monterrey
ISMS process map	Process Map ISMS and KPIs	Corporate

The process diagram for each key process identified in the process map can be found in that facility's document control system.