



MANITOWOC FOODSERVICE, INC.

## **International Transactions—Imports Policy**

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Owned by: Maurice Jones, SVP, General Counsel and Secretary

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### **Introduction**

Manitowoc Foodservice, Inc. (together with its subsidiaries and affiliates, the “Company”) will comply with the laws and regulations of the countries in which it does business relating to imports of products, technical data, software, services and other matters subject to the control of U.S. Customs and Border Protection (“CBP”) authorities. In the United States, these include the U.S. Customs Regulations published at Title 19 of the Code of Federal Regulations.

### **Scope**

This policy applies to the General Manager of each Company business unit and all Company employees with import-related job duties, as determined by the Import Control Administrator of each business unit.

### **Responsible Officials**

The General Manager of each Company business unit shall have overall responsibility for compliance with applicable import laws and regulations. The General Manager may delegate direct responsibility for compliance to the Vice President, Director or Manager of Sales or Purchasing of the business unit, who may in turn delegate the day-to-day duties described in this policy to an Import Control Administrator (“ICA”) for the business unit.

The ICA’s compliance responsibilities in the United States shall include:

- proper classification and valuation of imports entered into the United States;
- ascertaining the correct country of origin for imported merchandise;
- verifying that imported merchandise qualifies for special tariff rates, if applicable (e.g., Generalized System of Preferences, NAFTA, etc.); and
- establishing a reliable record-keeping system for all customs documents related to imports and related activity.

ICAs in other countries shall develop and implement procedures to comply with applicable laws and regulations in those countries.

### **Compliance Responsibilities**

In order to carry out the above compliance responsibilities for imports into the United States, the ICA shall:

- Use a licensed customs broker for all import entry transactions or other customs-related activities.
- Provide the licensed customs broker all information concerning the classification, valuation and origin of the items to be imported.
- Establish a record retention system and retain for a period of five years from the date of entry or other customs activity all records pertaining to that entry or activity.
- Alert the General Counsel of the Company immediately if determinations by CBP concerning classification, valuation or any customs-related matters differ between ports of entry.
- Respond promptly, thoroughly and accurately to all inquiries made by CBP.
- Acquire and maintain the following reference materials:
  - Harmonized Tariff Schedule of the United States (2001) (USITC Publication 3378). (The Harmonized Tariff Schedule may also be found on the U.S. International Trade Commission Internet Website at [www.usitc.gov](http://www.usitc.gov).)
  - Customs Regulations of the United States (19. C.F.R. Part 4, et seq.).
  - North American Free Trade Agreement (NAFTA): A Guide to Customs Procedures. (This publication may be ordered from CBP or obtained from the CBP website.)
  - Importing into the United States. (This publication may also be ordered from CBP or obtained from the CBP website.)
  - Reasonable Care Checklist (published at 62 Federal Register 64248, Dec. 4, 1997).
- Access the CBP website ([www.cbp.gov](http://www.cbp.gov)) periodically to ensure compliance with changes to import requirements.
- Familiarize all staff who have import-related duties with the above reference materials.

### **Training**

The ICA is responsible for ensuring that personnel with import-related duties are properly trained with respect to import procedures and are familiar with the Customs Regulations (for U.S. personnel and comparable regulations in non-U.S. jurisdictions) and the latest updates to these and other applicable laws and regulations. New employees in relevant areas shall receive

orientation training in procedures, rules and regulations of the CBP or similar agencies in non-U.S. jurisdictions and corporate procedures regarding import compliance matters. Others shall receive refresher course and update sessions appropriate to the level and duties of the employee receiving the instructions.

### **Internal Reviews**

The ICA shall be responsible for reviewing import transactions periodically to ensure the effectiveness of Company procedures for compliance with applicable import laws and regulations. In the United States (and to the extent applicable in non-U.S. jurisdictions), the ICA shall conduct periodic audits as well as spot checks, including the following:

- Inspection of the import and other customs activity recordkeeping system.
- Review of selected entry or other activity records to ensure that classification, valuation and other compliance requirements for those entries or activities were performed correctly.
- Interviews of personnel with import-related functions.
- Verification that regular training programs for import control functions are in place and properly performed.

### **Notice of Violations**

Any employee who knows or suspects that a violation of any applicable import law or regulation has or will take place shall report such information to the ICA immediately. The ICA will consult with the General Manager of the business unit, who shall report any questionable activities or raise any legal matters with the General Counsel of the Company. The General Counsel will be responsible for reporting any matters to the proper U.S. governmental agency or other authorities.