



CSR PURCHASING GUIDELINES



2024 Edition

TOYOTA

TOYOTA MOTOR MANUFACTURING FRANCE

A word from the President

In relation with the Toyota Group's guiding principles, Toyota Motor Manufacturing France's purchasing function is guided by the notions of respect, trust and loyalty. These values have always been and remain the DNA of our group that guides our actions and inspires our choices.

Our relationships with suppliers must therefore be established in a transparent framework where suppliers are seen as equal partners.

It is in this spirit of lasting partnership that benefits everyone that we can formulate specific expectations that you will find in this Sustainable Purchasing Guidelines. This document is intended to be a common frame of reference for our purchasing teams and suppliers. Because the manufacture of our Yaris depends on the trust we place in you, we want to share with you our commitments, including in favor of sustainable development, and integrate you into this continuous improvement approach.

As President, I would like to draw your attention to a few particular points, starting with security. It must remain our number 1 common priority. Everything must be done and thought out so as not to endanger your teams or our staff. No compromise with security could be tolerated.

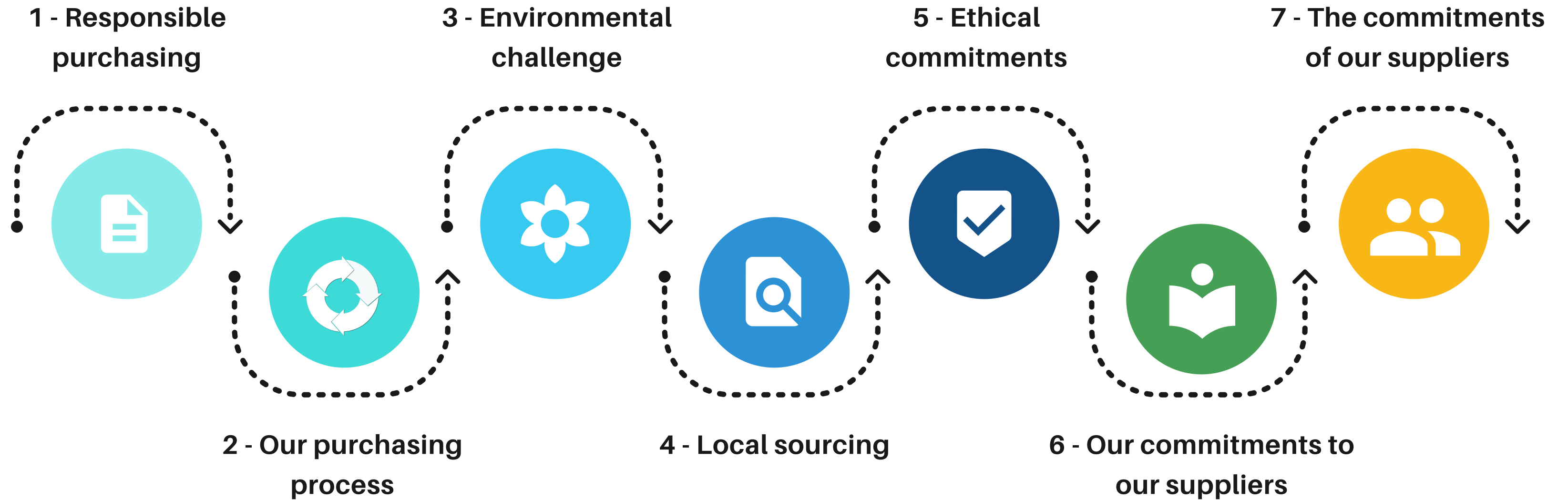
The second point concerns quality. Whatever the scope of your intervention, supply of equipment or services, the commitment to deliver the expected and promised quality at the best cost is one of our selection criteria. This quality is the cement of a performance essential for the competitiveness of both our suppliers and Toyota.

Finally, the Sustainable Purchasing Guidelines is based on mutual commitment in terms of social and ethical responsibility. We strongly encourage our suppliers to adopt socially responsible corporate policies, starting of course with compliance with laws and regulations and adherence to the principles set out in "Toyota's Code of Ethics France".

I know I can count on you, your teams and your company to implement the principles formulated in this charter to achieve a high level of performance together.

*Jim Crosbie
Président*

SUMMARY



RESPONSIBLE PURCHASING

The purchasing function based at our Toyota Motor Manufacturing France (TMMF) site in Onnaing aims to satisfy the needs of our internal customers while growing with our suppliers in a sustainable way.

The Purchasing department is TMMF's gateway and the privileged interlocutor of service providers.

The department manages all non-production purchases, necessary for the proper functioning of TMMF, such as: the purchase of capital goods, spare parts, consumables, general services or services, ...

Our missions:

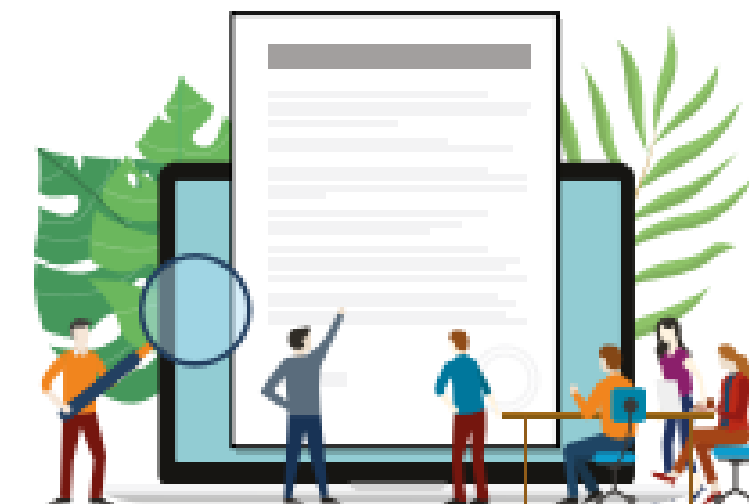
Optimize expenses while maintaining customer satisfaction in compliance with TMMF rules and the Toyota Way

Develop long-term relationships with our suppliers (privileged interlocutor)

Promote access to information for internal and external actors by improving communication

The Purchasing department's desire is to achieve the highest level of performance in terms of social and environmental responsibility (CSR). This translates in particular into:

- Reducing health and safety risks
- Promoting ethical and responsible practices
- Limiting environmental impacts throughout the procurement process, in particular through the involvement of local stakeholders
- Creating a true partnership with our suppliers to foster innovation and performance
- The creation of a legal framework conducive to mutual trust



"Before you say you can't do something, give it a try"

Sakichi Toyoda – Founder of Toyota

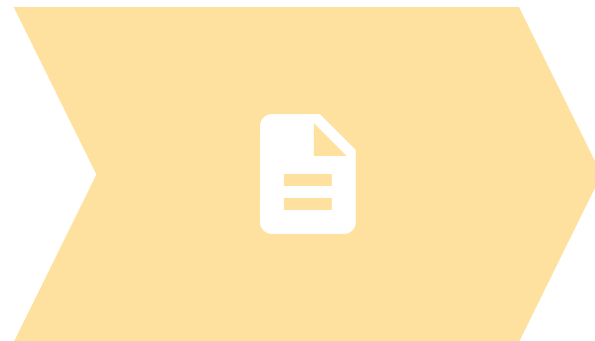


OUR PURCHASING PROCESS

Compliance with the purchasing process is an essential point to allow better productivity. Purchasing is TMMF's gateway, it is the privileged interlocutor for any supplier.

**Purchases must be involved in all exchanges and communications.
Any commercial proposal will be sent in priority to the Purchasing department.**

1 - Specifications



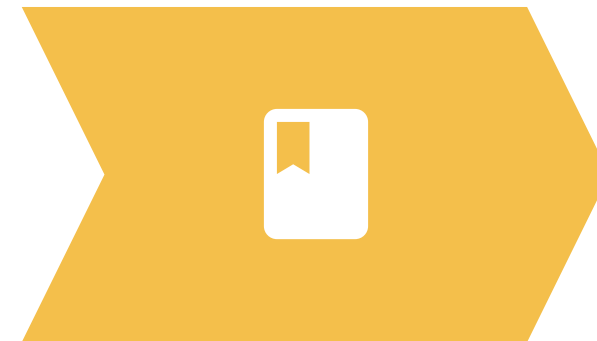
- Definition of technical and functional requirements
- Possible solicitation of suppliers in the pre-study phase

2 - Sourcing



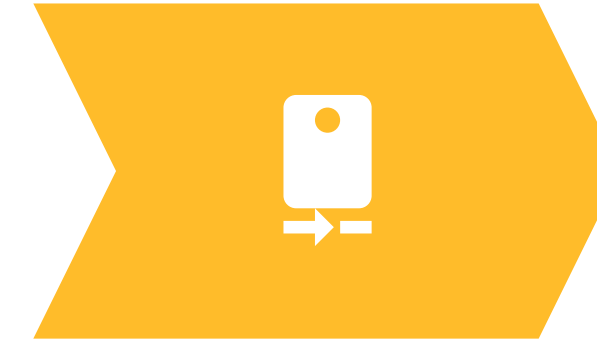
- Identification of suppliers who can meet the need
- Benchmark

3 - Call for tenders



- Consultation in accordance with internal policy
- Explanation of the project and presentation of the functional specifications
- Open, free and fair competition

4 - Contractualization



- Drafting of the contract including all technical, legal and financial aspects
- Order to the supplier

5 - Follow-up



- Evaluation of the service
- Quality approach





ENVIRONMENTAL CHALLENGE

TMMF is aware of current environmental issues, and is committed to the preservation of the environment. In addition to producing fuel-efficient cars, the Toyota Onnaing site is referenced as an eco-responsible pilot site. It is ISO14001 and ISO50001 standard.

To have a positive impact on the environment, Toyota has set itself 6 bold challenges for 2050.

These challenges focus on climate, resource conservation, water optimization and sustainable development.

Toyota Valenciennes was born from the "green, clean and lean factory 21st" concept, a 21st century site that is clean, efficient and environmentally friendly. Because of its compactness, it has been designed to meet organizational needs in the most accurate way.

Since January 1, 2019, TMMF has been consuming 100% renewable electricity just like the other 8 European Toyota sites. In 20 years, TMMF has more than halved its energy consumption and CO2 emissions.

By 2030, TMMF is moving towards carbon neutrality for its production site. To achieve this, TMMF is committed to:

The Toyota environmental challenge 2050

| | | | | | |
|---|---|---|-----------------------|---|------------------------------------|
| CHALLENGE 1 | CHALLENGE 2 | CHALLENGE 3 | CHALLENGE 4 | CHALLENGE 5 | CHALLENGE 6 |
| Zéro CO ₂ Nouveaux Véhicules | Zéro CO ₂ Cycle de Vie du Véhicule | Zéro CO ₂ Site de Production | Optimisation de l'Eau | Société basée sur l'Économie Circulaire | Société en Harmonie avec la Nature |
| | | | | | |

- Simplify, rationalize, and improve production processes and technologies to reduce consumption
- Converting gas use into electricity
- Massive use of renewable energies (solar, geothermal)





LOCAL SOURCING

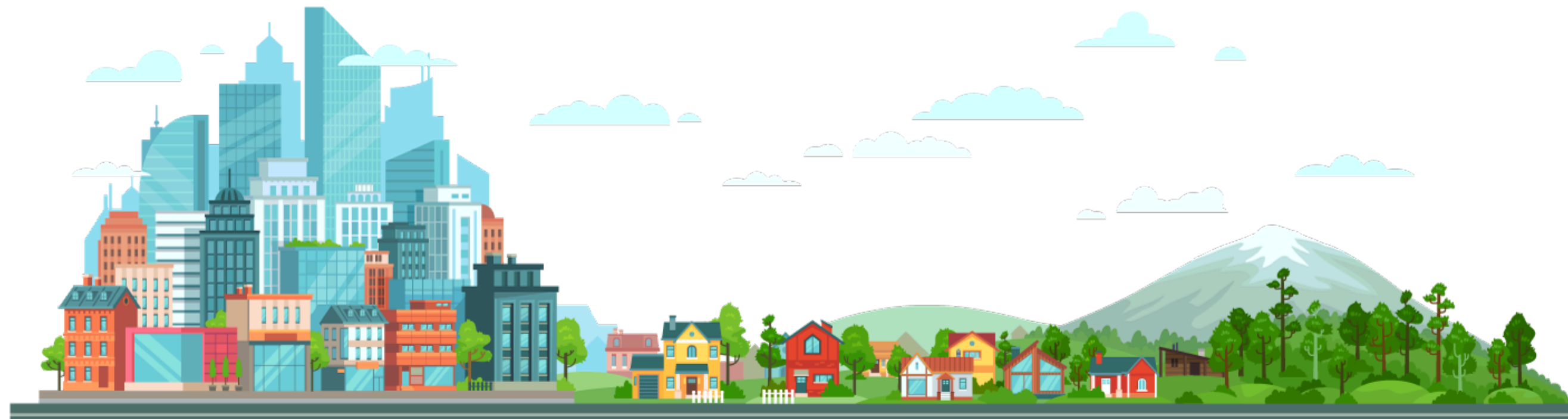
TMMF promotes partnerships with local actors. The selection of suppliers and their retention in the panel are guided by environmental and social responsibility criteria.

TMMF wants to contribute as much as possible to the development of economic activity in its sector of operation, and seeks to be a driving force on a local scale. In addition, local sourcing is a great opportunity to make a positive gesture for the environment.

TMMF promotes local hiring in order to contribute to the dynamism of employment in the region, to limit the costs and impact of related transport. TMMF also supports and encourages local sporting, cultural and entrepreneurial initiatives.

We are open to diversify suppliers, to build business relationships with all suppliers regardless of their size. Each candidate is evaluated according to the overall offer, his vision and the innovation he submits to us.

We want our suppliers and subcontractors to also participate in this approach by deploying it in their own sphere of influence: by valuing proximity, by encouraging the recruitment of people who do not have easy access to employment because of disability or lack of qualifications, by promoting the development of suppliers wishing to commit themselves to CSR.





ETHICAL COMMITMENTS

TMMF strives to conduct itself ethically and prohibits, in accordance with its Code of Ethics, any abusive or illegal practice in order to avoid any form of breach of probity such as corruption, conflicts of interest, influence peddling, insider trading, money laundering, fraud, anti-competitive practices, favoritism, bribes, facilitation payments, etc.

The negotiation and execution of contracts must not give rise to behaviour or facts that may be qualified as active or passive corruption, influence peddling or more generally any breach of the duty of probity (in particular embezzlement and favouritism). TMMF is committed to detecting and addressing identified conflicts of interest.

In accordance with TMMF's Gift Policy, all TMMF employees will refuse any gift, benefit or hospitality that is not of reasonable or modest value, in particular during periods of contract conclusion or renewal.

Suppliers undertake not to offer unreasonable gifts, benefits and invitations to employees and/or their relatives.

All suppliers and service providers undertake to prohibit any behaviour that may involve a breach of probity, in particular in the event that they act in the name and on behalf of TMMF.

All suppliers and service providers undertake to declare any conflict of interest of which they are aware.

Thus, and in accordance with the Sapin II law, any supplier or partner who is a victim, witness or who suspects any breach of the Code of Ethics, is encouraged to make a report using the alert procedure set up by TMMF.

Any stakeholder can make an ethical report through the channel of their choice:

- Via the Ethics Advisor: conseiller.ethique@toyotafr.fr
- Via the Alertcys platform: www.alertcys.io

This second channel guarantees complete anonymity for the author of the report.

No penalty or discriminatory measure will be put in place against a trading partner who uses this whistleblowing system in good faith and without intent to harm.

In any case, TMMF guarantees the confidentiality of the identity of the person who gave the alert, the facts reported and the person mentioned in the report. The disclosure of the facts will be carried out in strict compliance with the applicable regulations.



OUR COMMITMENTS TO OUR SUPPLIERS

Sustainable partnership

TMMF is committed to develop long-term relationships with its suppliers. Suppliers are perceived as true partners, essential to the company's productivity. We therefore favour a long-term vision with them.

Fairness of treatment

TMMF selects its suppliers through a transparent and fair procurement process, regardless of influence. The choice will be made according to predefined criteria and the accuracy of the offer meeting the specifications. TMMF ensures equal treatment between different suppliers.

Mutual trust and innovation

TMMF is committed to establishing a climate of trust with its suppliers, which is part of a process of continuous improvement and mutual benefits.



Reciprocal confidentiality

TMMF undertakes to keep confidential any technical or commercial information that the supplier communicates to it. This information will not be used for any purpose other than those intended and will be treated with due respect.

TMMF expects its suppliers to make the same commitments, and the necessary measures to ensure the enforcement of applicable intellectual property rights.

Compliance with payment deadlines

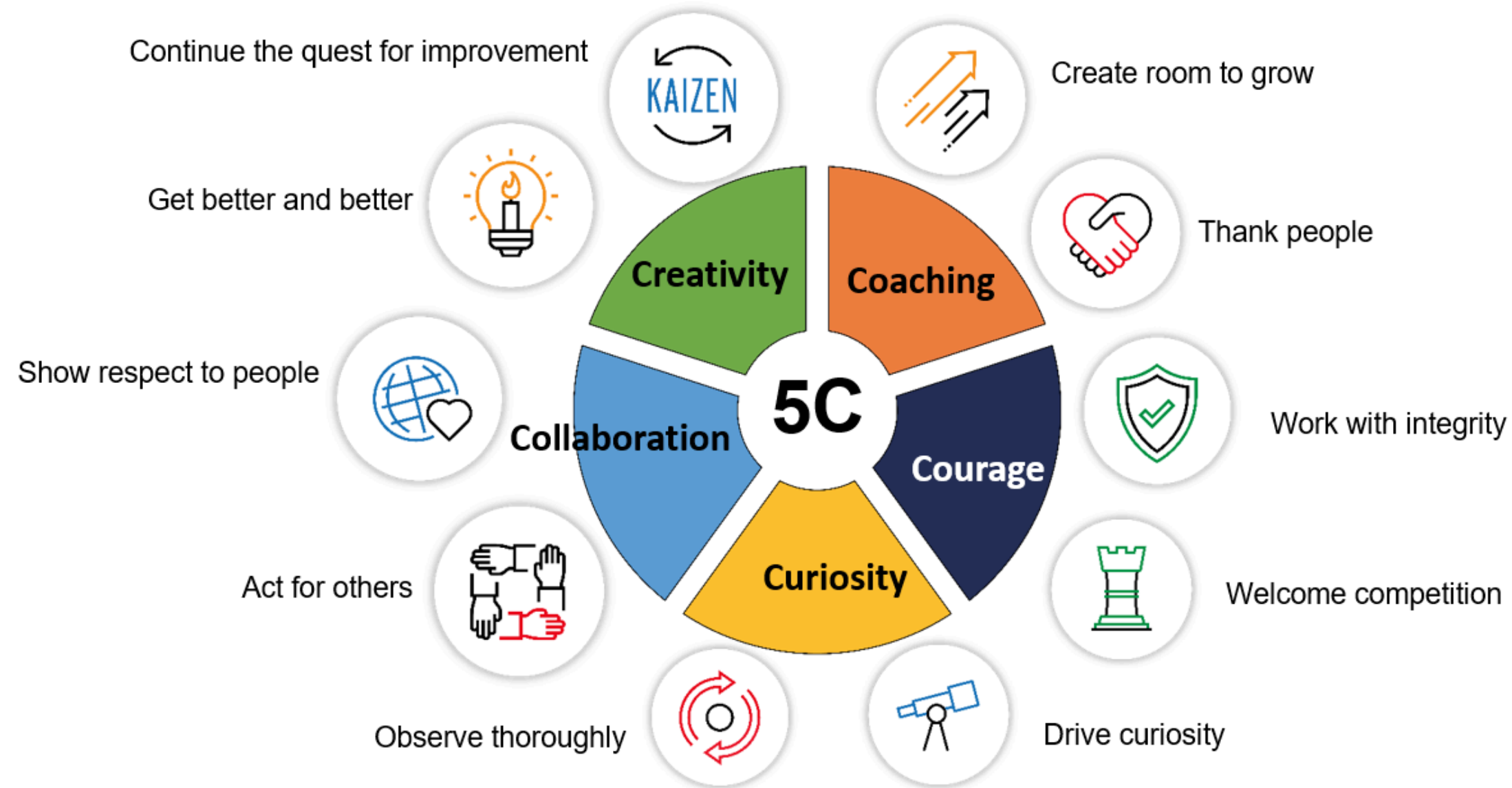
TMMF undertakes to comply with the payment deadlines agreed in the clauses of the contract and in accordance with the law in force.



OUR SUPPLIERS' COMMITMENTS



Responsible purchasing that respects the Toyota Way and our values





OUR SUPPLIERS' COMMITMENTS



Responsible purchasing that respects the Toyota Way and our values

Health and safety : act for others

TMMF attaches great importance to the health and safety of its members as well as its external service providers. Each supplier must therefore implement a 0 incident policy. TMMF expects its suppliers to provide their employees with a working environment that meets applicable health and safety standards.

Observe thoroughly

Each supplier is required to go to the field for any service in order to meet the need with the most complete expertise.

Continue the quest for improvement

Each supplier must constantly improve its processes to be the most productive and foster innovation. It must also be a source of proposals in the improvement of our processes.

Drive curiosity

TMMF encourages its suppliers to have a long-term vision, to be creative and source of proposal. The daily challenge is necessary for better productivity and innovation.

Work with integrity

Suppliers undertake to respect the Labour Code in force as well as Human Rights.

Show respect to people

Being a TMMF supplier also means integration into our group. The service provider will be in contact with the Purchasing department but also with the various actors necessary for the project. Teamwork is essential to success and we encourage communication, sharing of ideas, follow-up...

Create a room to grow

Each supplier undertakes to read this charter and to communicate it to all its staff in relation to TMMF.



Responsible purchasing that respects environmental and social issues

Compliance with the responsible purchasing process

Suppliers undertake to comply with TMMF's purchasing process. The gateway is the Purchasing department, which is the privileged interlocutor for service providers.

Environmental protection

Suppliers undertake to comply with the environmental standards in force in their sector of activity and to comply with TMMF's environmental and waste management policy. The Supplier makes every effort to approach best practices in environmental protection and is committed to the protection of nature, the maintenance of biodiversity and ecosystems, the fight against the depletion of natural resources, and the sound management of waste and toxic substances.

Compliance with trade commitments

Suppliers undertake to offer the fairest price possible to meet the requested need. If the supplier is not able to meet the specifications, he must refuse and not propose the impossible.

Respect for the core business

Each supplier undertakes to respect their field of predilection and to refuse any offer calling on skills they do not have or committing resources they do not have (time, staff, etc.).

Anti-harassment and discrimination

The supplier shall prohibit any discrimination. The supplier also undertakes to prohibit any form of harassment at work, whether physical, verbal, sexual or psychological.

Compliance with the General Data Protection Regulation

The provider undertakes, for any processing of personal data carried out, to comply with the GDPR, as well as with any other law, directive or regulation that would be applicable to it. This information will not be used for any purpose other than those for which it was intended.

Professional ethics

The supplier undertakes to comply with all the regulations applicable to it in the fight against corruption (see p.8 of the charter). The supplier undertakes, in the event of significant economic difficulties threatening the continuity of its activity, to inform TMMF as soon as possible.

To become a supplier or partner of TMMF is to share the values and objectives of this charter and to comply with them in all respects. Departing from it may constitute a breach of its contractual obligation, which may lead to termination of the commercial relationship in the event of seriousness.

For more information,
*please refer to our website or contact your usual
purchasing contact*