

Code of Conduct – Summary



Toyota is committed to conducting business in an **open and fair manner** and aims to become the most **respected and trusted car manufacturer in the world**. In order to achieve this objective, each of us needs to bear in mind that we are representatives of Toyota, and that **we must conduct ourselves in accordance with acceptable societal norms in a work-related context**. This implies that we should be **honest, reliable and thorough** in our conduct, and that we should **exercise good judgement** in decision-making. I request and expect each one of you to carefully read through the **TMUK Code of Conduct** and to act in accordance with both its letter and spirit.



Richard Kenworthy
Managing Director
Toyota Motor Manufacturing (UK) Limited
January 2021

The following summary is not exhaustive and aims to provide key points within TMUK's operating principles. For clarification, please refer to the Code of Conduct.

- We **comply with all relevant laws and regulations** and strive to create a **safe, healthy, harmonious and dynamic working environment**.
- We strive to **conserve natural resources and energy**, and to demonstrate our **commitment to the environment** by actively participating in **environmental initiatives**.
- We strive for discussions based on **mutual trust and respect**, and aim for **long-term prosperity**.
- We provide **social protection and remuneration** in line with the local regulations and well-balanced practices.
- We **do not discriminate** on grounds of race, gender, ethnicity, age, sexual orientation, religion or belief, disability, marriage or civil partnership status, gender re-assignment, pregnancy, maternity or parental status.
- We **respect human rights** and therefore provide a **workplace free from harassment and intimidation**. Our members are not forced to work against their will, everyone working at Toyota is doing so voluntarily and free from threat of penalty or coercion. We do not endorse **child labour** practices.
- We acknowledge that as a business we are operating in a complex environment. We have our updated **Modern Slavery & Human Trafficking Transparency Statement** on TMUK's website for your reference. We want all members to be the 'eyes and ears' for identifying and reporting modern slavery. We must be vigilant and aim to continuously improve in this area.
- We **cooperate** with one another so as to achieve our tasks and objectives effectively and efficiently. We focus on our **work and duties** and carry them out with **integrity**.
- We seek to **avoid conflicts of interest** between our work and private life, which could negatively affect the quality of the performance of our work or the interests of Toyota.
- We strive for a **healthy work-life balance**.
- We treat all **personal information**, including our own, with due care and consideration.
- We will not make **public statements** on behalf of Toyota about any business matter unless we are certain that the views we express are those of Toyota – and that it is Toyota's desire that such views be made public by us.
- We treat all confidential information with care. Articles for publication, public speeches and addresses concerning Toyota and its business should be reviewed by **External Affairs** in advance of any public disclosure.
- Telephone, e-mail, Internet and other communication facilities provided by Toyota are to be used for **business purposes** and with care.
- We should be mindful that **social media** is an area of public communication, even if this is not initially intended.

- Our approach to **supplier selection** is **fair competition** based on an open door policy.
- We require our suppliers and contractors to operate in accordance with this **Code of Conduct** and be **compliant** with all applicable **laws** and **regulations** in the countries within which they operate.
- No one should attempt to bribe members and their families in order for business to take place. **We will neither give nor receive bribes.**
- A **conflict of interest** may arise when we are offered **gifts, hospitality or other favours** that could be seen to influence our judgement in relation to business transactions such as the placing of orders and contracts. Special care needs to be taken to steer clear of offers that may appear to place us under an obligation, therefore a **Gifts & Hospitality Form** exists and requires approval from Senior Manager or General Manager.

Facts or suspicions regarding serious wrongdoings should be reported to TMUK through the supervisory chain (preferred route) or directly to the TMUK Compliance Officer on telephone 01332 283602 or extension 3602 (with anonymous option).

Email: TMUK.Compliance.Officer@ToyotaUK.com

Reported facts or suspicions of a serious wrongdoing will always be taken seriously by TMUK. They will be investigated thoroughly and will be dealt with as appropriate.