

Message from the Administration Field General Manager

The five Toyota Principles are at the core of the whole Toyota group. The first of these principles (contributing to the overall good) expresses the importance of production to benefit society. Faithful to the spirit of this ideal, the focus of Toyota Technical Development Corporation (TTDC) is to help build a more prosperous society, an approach that we have built into our Basic Philosophy.

In recent years, environmental and human rights problems have become more serious on a global scale with the progress of globalization and increasingly sophisticated information. In 2015, the Sustainable Development Goals (SDGs) were established by the United Nations, showing their determination to change the world by solving these problems that are diverse and intertwined in a complex manner. Moreover, more stringent environmental and human-rights regulations are being introduced in countries and regions around the world. It is therefore increasingly important for companies to voluntarily and actively work to realize a sustainable society.

Under these circumstances, we would like to take full responsibility in facing up to issues affecting the environment and our community, with the aim of making an effective contribution to efforts to leave a more abundant and happier planet for future generations.

We have created the TTDC Supplier Sustainability Guidelines to seek your understanding and cooperation in our activities. We hope that you will appreciate the main message of these guidelines and put them into action on your own initiative. We also hope that your suppliers will do likewise.

November, 2022

Toyota Technical Development Corporation
Senior Managing Officer, Administration Field
General Manager

Yukio Noda



TTDC Basic Philosophy

We are dedicated to enhancing the quality of life as a team of professionals leading the creation of new value.

- TTDC is a team of professionals dedicated to taking on challenges.
Our goal is to help build an ever-more prosperous society by using our know-how to drive development and create more value for our customers.

We will act as a good corporate citizen trusted throughout the community.

- As a member of the local community, TTDC will respond to the trust and expectations of society through continuous activities to become an ever-better corporate citizen.

We will continually grow as a company and pursue the happiness of our team members.

- At TTDC, people are our most valuable asset.
We respect the diversity of our team members and place the highest value on their happiness.
- We will continue to move forward as a company by bringing out the best of our team members.



TTDC Sustainability Policy

Sustainability Policy

We are dedicated to enhancing the quality of life as a team of professionals leading the creation of new value. We take full responsibility in facing up to issues affecting the environment and our community, with the aim of making an effective contribution to efforts to leave a more abundant and happier planet for future generations.

Major themes:

Exploring the future through ingenuity and technology

We foster the technical development of our customers through our integrated solutions, and contribute to enhancing the quality of life.

Responsibility for the global environment

We exercise corporate social responsibility through activities to protect and leave the global environment for future generations.

Active participation by diverse employees

We value diversity and create a work environment in which every employee can demonstrate his or her ability and work enthusiastically and productively.

In harmony with local communities

As a member of local communities, we aim to realize a healthy and prosperous society and its sustainable development.

Trustworthy company

We work toward maintaining the trust of society by enhancing governance and always behaving ethically.



TTDC Sustainable Purchasing Policy

1. Legal Compliance, Confidentiality, and Open-Door Policy

TTDC ensures compliance with local regulations, and promotes open, fair, and equitable purchasing activities, whatever the nationality, size, and business results of our counterpart companies.

We strictly control confidential information obtained through our business relationship.

2. Consideration to Human Rights, Labor, and Safety and Health

We respect fundamental human rights, and promote purchasing activities with consideration given to safety and health and the labor environment.

3. Quality and safety assurance

We correctly understand social needs, and promote purchasing activities to ensure high quality, cost, and safety acceptable to our customers.

4. Consideration to the global environment

We promote purchasing of eco-friendly parts, raw materials, and other materials to build a sustainable society.

5. Mutual development based on mutual trust

We seek to expand our corporate activities to the world, and to realize mutual development with our suppliers through business partnerships based on the concept of a mutually beneficial relationship.



TTDC Supplier Sustainability Guidelines

These guidelines are intended to help realize a sustainable society through TTDC's business activities, and includes basic items that we hope to work on with you through our business partnership. We would like you to understand each item and comply with the guidelines in your corporate activities. We also hope that these guidelines will be disseminated to your own suppliers and that they become familiarized with them.

1. Legal Compliance, Confidentiality, and Open-Door Policy

Legal compliance

We comply with the laws and regulations of each country and region in which we do business.

Compliance with competition law

We comply with the competition laws of each country and region in which we do business, and do not effect unfair restraint of trade (such as cartels and bid-rigging), unfair trading, misuse of dominant bargaining position, or the like.

Export transaction control

We follow the appropriate export procedures and control the export of technologies and goods that are restricted by the laws and regulations of each country and region in which we do business.

Prohibition of bribery

We are never involved in bribery in any way, and comply with all applicable laws and regulations.

Prohibition of inappropriate gift-giving and entertaining

We do not perform excessive or inappropriate gift-giving and entertaining for the purpose of unfairly obtaining and maintaining benefits and preferential treatment.

Intellectual property protection

We protect the intellectual property rights that your company holds or that belongs to your company, and we do not illegally obtain, use, or infringe the rights of third-party intellectual properties.

Attitude toward antisocial forces

We take a firm attitude toward antisocial forces and organizations, and are never involved with them.



Reporting of concerns

If an employee or business partner consults with or makes a complaint to a consultation desk, etc. about compliance violations, we will strictly maintain the confidentiality of the informant and ensure that he or she will not be subjected to reprisals or other unfair treatment.

Information disclosure to stakeholders

We correctly and timely disclose useful information about management, financial, environmental preservation, and social contribution to our stakeholders, and also work toward maintaining and developing a sound relationship with these stakeholders through open and fair communication.

Management and protection of confidential information

We obtain confidential information and personal information of all business partners, third parties, employees, and other individuals or organizations in a legitimate manner. We strictly control the obtained information, use it appropriately, and protect it (including protective measures against cyber attacks).

2. Consideration to Human Rights, Labor, and Safety and Health

Respect for personality and human rights

We respect the human rights and personality of individuals when hiring employees, and never discriminate against people for any reason, including gender, age, nationality, race, ethnic group, ideology, religion, sexual orientation, gender identity, handicap, marital status, or number of children.

Prohibition of forced labor and child labor

We comply with the laws and regulations of each country and region in which we do business, and we are never involved in forced labor, child labor, or human trafficking in any way.

Appropriate work hour control

We comply with the laws and regulations about employee work hours (including overtime work) of each country and region in which we do business.

Appropriate wage payment

We comply with the laws and regulations about minimum wages, overtime work, payroll deductions, piece wages, benefits packages, and the like of each country and region in which we do business.

Respect for diversity

We position diversity and inclusion as one of our major business foundations, and promote diversification activities.



Prohibition of harassment

We do not allow any form of harassment, including power harassment, sexual harassment, and peer pressure, that violates the dignity of individuals.

Freedom of association

We recognize employees' right to freely organize associations in compliance with the applicable laws, and to engage in collective bargaining.

Safe and healthy work environment

We assign the highest priority to ensuring job-related safety and health to ensure that everyone can work with security, prevent accidents and disasters, and help employees improve their health.

3. Quality and safety assurance

Social utility of products and services

We understand user needs and provide products and services useful for society.

Quality assurance of products and services

We provide products and services of high quality at the optimal cost acceptable to users.

Safety assurance of products and services

We provide products and services that comply with the safety regulations and the like of each country and region in which we do business.

Provision of appropriate and easy-to-understand information

We provide appropriate information about products and services to help users rationally select products and services.

4. Consideration to the global environment

Environmental initiatives

We aim to realize sustainable coexistence between humans and the Earth, continuously make improvements, comply with environmental-related laws of each country and region in which we do business, and maximize environmental performance.



Reduction of greenhouse gas emissions

We develop products and services that reduce greenhouse gas emissions, and that reduce greenhouse gas emissions over the entire life cycle including at our business sites. Aiming for carbon neutrality, we work with our suppliers to formulate and promote comprehensive plans to reduce emissions, including energy saving, equipment improvement, material replacement, and introduction of renewable energy.

Prevention of environmental pollution

We comply with the laws and regulations about the prevention of air, water, and soil pollution of each country and region in which we do business, and take the appropriate measures.

Resource saving and waste reduction

We comply with the laws and regulations about proper waste treatment, recycling, and the like of each country and region in which we do business, and reduce the final disposal volume of waste by effectively using resources.

Chemical substance control

We comply with the laws and regulations of each country and region in which we do business, control chemical substances (discontinuance, reduction, etc.), and do not use prohibited substances in products or production processes.

Conservation of biodiversity

Through biodiversity-oriented business activities, we are working to develop a sustainable society in which humans live in harmony with nature.

5. Mutual development based on mutual trust

Locally oriented social contribution

We recognize the social problems of individual regions and work to realize a sustainable society for the growth and development of international and regional communities.

6. Dissemination to your suppliers

We ask our suppliers to fully disseminate these guidelines to their own suppliers on the basis of its main message, and make efforts to promote and disseminate the activities for sustainability.





TOYOTA TECHNICAL DEVELOPMENT CORPORATION

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