

Code of conduct

TOYOTA

MOTOR MANUFACTURING CZECH



The Code of Conduct is a basic document describing the principles of ethical behavior of employees of Toyota Motor Manufacturing Czech Republic, s.r.o. (hereinafter referred to as "TMMCZ"). Its goal is to establish a unified understanding for our jointly shared values in daily work. The Code of Conduct is a binding document for all employees.

One of the principles on which the Code of Conduct is based, is the fact that employees are aware that their actions may expose themselves, as well as their employer, to criminal, administrative or civil penalties. Therefore, they act in such a way so that there is no violation of legal and internal regulations, and no crime is committed. The employer does not tolerate any violation to the Code of Conduct and may consider it as a serious violation of work duties. The Code of Conduct is an expression of our commitment to ethical behavior towards colleagues and partners.

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1. Purpose of the Code of Conduct

Since the founding of TOYOTA in 1937, we have been constantly striving for the development of society through our production, the provision of high-quality products, innovative products and services. We have created a corporate philosophy to be passed down from generation to generation, and each of us is expected to put these principles into practice and pass them on to future colleagues.

One of TOYOTA's main goals is employee satisfaction. With this Code of Conduct, we want to ensure proper behavior and fair dealing for everyone. The purpose of the Code of Conduct is to comply with generally recognized ethical principles, the letter and spirit of regional, national and international laws, to behave humbly, honestly and with integrity. With this commitment in mind, TMMCZ has developed this document to define as clearly as possible the correct ethical behavior of each employee and associate, at all levels within the entire company.



This Code of Conduct is based on the Code of Conduct of Toyota Motor Europe (hereinafter referred to as "TME"), with necessary modifications based on applicable local laws.

2. The main principles at TOYOTA

The main principles at TOYOTA are:

- ✓ We respect the language and laws of every nation and act openly and fairly.
- ✓ We respect the culture and customs of each individual.
- ✓ We manufacture safe products and improve their quality.
- ✓ We create and develop advanced technologies and provide products and services that meet the needs of customers around the world.
- ✓ We promote a company culture that enhances individual creativity and the value of teamwork while honoring mutual trust and respect between employees and management.
- ✓ We strive for growth through innovative management.
- ✓ We work with business partners to achieve stable, long-term growth and cooperation, and we are also open to new partnerships

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3. Introduction to the Code of Conduct

3.1. Compliance with the Code of Conduct

The code of Conduct must be observed by all TMMCZ employees, regardless of their function, salary classification, position, length of service or type of employment contract.

Our behavior within the company must always be in accordance with the company's requirements. If we have any doubts or questions regarding the meaning or consequences of a breach of the Code of Conduct, we will contact our supervisor, HR partner or the Ombudsman.

This document may be modified based on changes to the applicable rules and regulations of TMMCZ. Any changes to the Code of Conduct will be published on the MojeToyota intranet for review.

3.2. Obligations with the fulfillment of the Code of Conduct

We are committed to comply with and fulfill the requirements set out in TMMCZ's Code of Conduct and comply with the rules that govern it or the instructions that apply to our work. If we witness a violation of the Code of Conduct, we will report this fact to our superior, HR partner or Ombudsman, who will investigate the situation.

4. People inside the TMMCZ company

We are a company of several cultures and languages. We all have our experiences, knowledge, and opinions. We enrich each other with them and together we form a strong and experienced team. We respect each other which means that we recognize the personality of others, the right to have a different way of thinking, a different opinion, a different perception, or vision of reality. We are tolerant and we listen.

We respect all colleagues regardless of their nationality, race, religion, gender, sexual orientation, language, age, social background, property, marital status or position and we reject any form of discrimination.

We strive for mutual trust and respect and do not tolerate any form of workplace intimidation, bullying, sexual harassment or other inappropriate behavior.

We support cooperation and help others; we respect their work and opinions. We honor the traditions and culture of our country and respect the culture of other countries.

We follow the principles of 4S* to create a suitable working environment for everyone. The 4S rules for the office can be found on the MojeToyota intranet, and the 4S rules for production will be provided by the shop manager. We adhere to the principles of decent behavior and do our best not to disturb others in their work (e.g., by talking loudly or listening to music), so we turn off the ringer and set vibrate on our mobile phones.

**meaning of the 4S principle in Japanese with translation - SEIRI: sort; SEITON: set in order; SEISO: shine; SEIKETSU: standardize*

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Together we create a safe, healthy and pleasant working environment. The TMMCZ company has established systems and guidelines to prevent accidents at the workplace. It is absolutely forbidden to use or be under the influence of drugs and/or alcohol in the entire TMMCZ area.

We maintain correct and decent relations with each other. We support cooperation and resolve potential disputes calmly and objectively.

We perform our work to the best of our knowledge and ability, with the utmost professionalism and courtesy.

We cooperate with each other to achieve our tasks and goals effectively and efficiently. We strive to increase the capabilities of individuals and society as a whole. Those in a managerial role supervise, guide and support their subordinates and teamwork.

We strive for innovative thinking and continuous improvement, work efficiency and the personal growth of every company employee.

As employees, we participate in creating the good name of the company, its products and services, including in our non-work activities.

Managers maintain an equal attitude towards their juniors, the main emphasis in their selection, evaluation and development is on the results and quality of the work performed. They also enable their further development to make work more efficient, support the use of acquired skills and knowledge in practice. They are responsible for fully integrating their juniors into work teams. They are role models not only in applying the Code of Conduct.

Superordinate:

- ✓ Is a role model for subordinates and colleagues.
- ✓ Is objective and fair to all subordinates.
- ✓ respects subordinates (does not humiliate them, is not arrogant, vulgar and does not bother them in any way).
- ✓ If necessary, is ready to help subordinates in solving the problem.
- ✓ In the event of rule violation, deals with each individual violation in the same way, regardless of feelings.
- ✓ Does not favor subordinates based on feeling.

Subordinate:

- ✓ Respects authority and supports cooperation with superordinate.
- ✓ Respects superordinate (does not humiliate them, is not arrogant, vulgar and does not bother them in any way).
- ✓ Is a role model for his colleagues.
- ✓ Asks his superordinate for help in solving the problem if needed.

4.1. A harmonious and safe working environment



During the performance of our work, we move in a production environment and work with various tools, devices and technologies. In order to ensure a safe workplace, it is necessary to know and follow health and safety rules and to be an example to others in this respect. We know how to move around in our workplace, we use prescribed protective equipment and adhere to work standards.

We understand that safety always comes first. We participate in activities that increase workplace safety and reduce the risk of injury. If we notice that a colleague is not following the rules or procedures, we will bring it to their attention.

We follow the STOP-CALL-WAIT rule. We inform others about all accidents and dangerous situations. We protect our own health and safety and do not expose other workers to dangerous situations. More information can be found in safety procedures and Safety manuals.

5. TMMCZ and company

Our company maintains close relations with other organizations and aims to be an honest company trusted by both local and international organizations and companies. At TMMCZ, we strive to communicate openly and honestly with all stakeholders and engage in activities that contribute to the sustainable development of local organizations and society as a whole.

5.1. External communication – provision of information

TMMCZ strives to be an open company that other companies can trust. We disclose accurate and timely information through our public relations communications activities with the goal of being transparent. TMMCZ appreciates and respects constructive criticism from stakeholders, to which it tries to give adequate and quick feedback.

TMMCZ strives to improve its reputation and gain the trust of local organizations and companies by participating in local events and organizing factory tours, special events and activities.

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It is prohibited to issue external publications, communications, contributions or any public statement on behalf of TOYOTA, in any context (e.g. interview, public speaking or presentation, journal or book publication/article, student work, social media, conference, seminar or workshop) without the prior consent of the representative of the press department of the company or the executive of TMMCZ. Permission must be sought well in advance of intended external publication or communication.

In general, TMMCZ's views on public policy or industry issues are communicated only by a representative of the company's press department or a TMMCZ executive.

5.2. Politics, religion and the fight against corruption

In our company, we strive to build and maintain transparent and fair relations with public authorities and always strictly follow proper procedures, laws and anti-corruption policy.

Provided that this does not prevent employees from fulfilling their job duties, TMMCZ respects the freedom of employees to engage in political activities and does not interfere with the religious activities of individuals.

Our society is neither political nor religious. All political and religious activity is prohibited on the premises of the company. We do not engage in political and/or religious activities that interfere with our work or the work of other persons/employees/co-workers.

Political and religious activities are a private matter for each employee, which we respect. The employee is free to engage in these activities outside of working hours. Any activity associated with the agitation of other employees for religious or political associations, groups, activities, etc. on the premises of the TMMCZ company is prohibited.

5.3. Traffic safety



Our company strives to contribute to a safe society, primarily through the production of safe cars.

As a car manufacturing company, we consider it our responsibility to lead by example in road safety by obeying the rules of the road, whether for private or work purposes, and always follow the rules of the road.

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6. Our activities in the company

In our company, we strive to provide high-quality products and services that meet the demands of customers around the world, as well as to maintain the highest standards of health, safety and environment.

We should remember that any function within the company is related to business activities as a whole and any unlawful conduct or conduct that is contrary to the policy and rules of TMMCZ is prohibited.

6.1. Compliance with laws and internal regulations

TMMCZ acts in accordance with applicable laws, adheres to the principles and rules of the company, observes healthy social norms in the work context and takes appropriate measures against any illegal, criminal or other acts that are contrary to the principles and rules of the company.

Every employee at TMMCZ is obliged to comply with the applicable laws, policies and rules of the company and to observe healthy social norms in all aspects of their work.

In the event that an employee is asked or pressured to act contrary to legal regulations, internal regulations or the instructions of a superior or another employee, he is obliged to refuse such action and report it to his superior, HR partner or Ombudsman for verification.

6.1.1. Compliance with local, national and international laws and regulations

We comply with all applicable laws and regulations in the country where we operate. It is the responsibility of each of us to familiarize ourselves with the laws applicable to our work and to act in accordance with them.

- ✓ We are familiar with the legislative requirements within our work content.
- ✓ We comply with these legislative requirements.
- ✓ We inform a supervisor or relevant department of any violation or threatened violation of the law in our work.
- ✓ We ascertain and transmit reliable and correct accounting data, information and indicators.

6.1.2. Compliance with internal rules and standards

In our work we must always act in accordance with the obligations and expectations set out in the Work Regulations and the Code of Conduct, therefore we comply with all legal and internal regulations and instructions of the employer, which are a superstructure of the legislative framework and specify our obligations in the TMMCZ environment. We also commit to this when signing the employment contract. Standardization of work through work procedures and other regulations is a basic principle of the TOYOTA production system, and compliance with them is a prerequisite for effective management and functioning of the entire company.

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Each of us has a role in the company. We each take part in the production of our product. To be able to guarantee its quality and at the same time a safe working environment at our workplaces, work instructions must be followed.

6.1.3. Support of compliance with laws, company regulations and directives

We do not tolerate any actions or events that violate laws or regulations and company policies, whether by other employees/associates or any business partner. We will take appropriate action against such violations by other employees/associates and emphasize the importance of compliance, both within the company and in dealings with business partners.

6.2. Management and use of company property, resources and confidential information, protection of rights of third parties and confidential information – protection of personal data and privacy

TMMCZ owns a wide range of tangible and intangible assets, which are valuable and important for the successful functioning of the entire company. TMMCZ has firm control over this property to prevent it from being lost, stolen or used illegally or without authorization.

TMMCZ strives to protect the confidentiality of its sensitive information (e.g. trade secret) and uses this information in an appropriate manner. At the same time, TMMCZ does not tolerate illegal use of other parties' property or unauthorized use of other parties' confidential information.

TMMCZ employees should adequately manage and protect the company's property.



6.2.1. Protection of the tangible assets of the company

We use company tangible assets only for work purposes and in strict accordance with company procedures. We may not use, make available to others, or allow others to use Company tangible property for personal or other non-work purposes unless such use is expressly and formally approved in advance by the Company. We also prevent the misuse, loss or theft of tangible company assets by strictly following rules and procedures regarding the handling of tangible assets. We also consider the furniture or any equipment of the TMMCZ company to be company property, which we do not destroy or pollute with anything. We use bulletin boards designed for this purpose to transmit and publish information.

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6.2.2. Protecting sensitive company information and maintaining confidentiality

Most of the information and data of the TMMCZ company are sensitive or confidential in nature and must not be made available to others except those who are authorized to use them. Therefore, we follow TMMCZ's rules for the use of confidential and sensitive information and do everything in our power to prevent the leakage of such information. Even after the termination of our employment (for any reason) with TMMCZ, we will not disclose any confidential information and data that we obtained during our employment with TMMCZ.



We do not disclose any confidential information about TOYOTA, its business partners and affiliates to anyone inside or outside the company. The above applies to all confidential information and data in any form, including company information and data, business, technical or financial information of TOYOTA and information about business partners, whether current or potential, regarding the development of new technologies or products, fluctuations in sales, profits or dividends; about which the company has not yet made an official public statement.

We do not abuse our position, the employer's property or equipment, our work time or information we learn at work for our own private interests or the interests of third parties.

6.2.3. Protection of third-party information and protection of personal data

Employees who come into contact with the personal data of employees and third parties in the performance of their work duties are obliged to handle personal data in accordance with Regulation (EU) No. 2016/679 of the European Parliament and of the Council on the protection of individuals in connection with the processing of personal data and on the free movement of such data (general data protection regulation - GDPR, hereinafter referred to as the "regulation"), by Act No. 110/2019 Coll., on the processing of personal data, by Act No. 111/2019 Coll., which amends certain laws by adopting the Personal Data Processing Act.

6.2.4. Conflict of interest

We all protect the legitimate interests, good name and reputation of TOYOTA, associates and third parties. We actively avoid a conflict of personal or family interests with the interests of the employer.

A conflict of interest may not always be obvious at first glance. If we have any questions about a potential conflict of interest, we will consult with our supervisor or the Legal Department. A prompt and complete disclosure of the facts is always the most appropriate first step toward identifying

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and resolving any potential conflict of interest. If we become aware of an existing or potential conflict of interest, it is our responsibility to bring it to the attention of our supervisor or the legal department.

6.2.5. Protection of competition

Competition laws protect free enterprise and promote fair and honest competition. At TOYOTA, we seek competitive advantage through superior work performance, never through unethical or illegal practices. Theft or illegal acquisition of proprietary information or solicitation of former or current employees of other companies to disclose information is prohibited. If we inadvertently obtain proprietary information from competitors, suppliers or other third parties, we treat it as confidential and do not use it for business purposes. In addition, we must report this situation to the legal department immediately. We are expected to comply with applicable local and international competition laws.



6.3. Giving and receiving gifts

The term "gift" does not only mean a physical object (such as a pen or a mug), but also any service, invitation or benefit offered by business partners (such as a ticket to a football match). It is not permitted to give or receive any money, including cash, money order, interest-free or low-interest loans, or other unusual monetary payments for private activities.

6.3.1. Giving gifts

The goal of giving gifts to, for example, business partners should be a symbolic expression of thanks for good cooperation. The value of the gift depends on the position and type of cooperation.

6.3.2. Accepting gifts

We can accept a gift if it does not jeopardize our impartiality in business decision-making and our relationship with our business partner. Also, in the case when it is only a courtesy gift without any privileges, only as a thank you for good cooperation. If the value of the donation exceeds 1,500 Czech crowns, it must be approved by the general manager of the department. If the acceptance of the gift is not approved, then we should return the gift to the relevant business partner. If a refund is not possible, then the manager will decide how the donation will be handled (for example, it will be donated to charity or used as a prize in a competition). If we receive an invitation from business partners to a certain social event, we can only participate in it if we confirm with our general manager the acceptability of our participation.

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6.4. Representing the company

By becoming an employee of TMMCZ, we also become its representative. In the work environment (also applies to business trips) and outside it, we represent the company, support its good name, are loyal and do not harm the company or employees through inappropriate communication. This also applies to behavior on social networks and within corporate e-mail communication, when we always follow the principles of decent behavior, standards and rules of internal regulations.

All activities on social networks are public expression, therefore it is necessary to observe specific rules, even during these activities: anything we publish, like or share on social networks must not damage the good name of the company and TOYOTA employees. We must not publish information we obtain at work on social networks before it is officially published.

Therefore, in our dealings with business partners or any third party, we represent the company correctly and provide relevant information (truthful, understandable, with an emphasis on the protection of confidential information).

Violation of these rules may be prosecuted according to internal regulations.

6.5. Our customers

All of us who work at TMMCZ have our customers. For all of us, the customer comes first. Customer is someone to whom we hand over the result of our work. In manufacturing, it is the person on the next process to whom we are responsible for ensuring that our operations are carried out flawlessly according to the work procedure. In the office, it can be a colleague, a superior or another department. Finally, we all contribute our part to the production of our product – the car. And we all have a responsibility to ensure that our product is flawless and achieves a high level of safety, reliability, and ecology. We are here for the customer, delivering a flawless product, providing truthful information, listening to, and responding to their feedback.



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6.6. Compliance with contracts

As employees of TMM CZ, we must honor the company's contractual obligations towards business partners.

We pay due attention to the terms and conditions of all contracts that we conclude with our business partners and ensure compliance with the contractual terms and conditions. We comply with applicable laws, in particular Civil Code No. 89/2012 Coll., Labor Code No. 262/2006 Coll. and other related regulations. When negotiating a contract, we will carefully check all applicable laws in advance, or we will seek legal support in time.

6.7. Security support

One of the most important pillars of TOYOTA is the production of safe vehicles. Working with our suppliers and retailers, we strive to develop, design and manufacture vehicles that have been rigorously inspected for the safety and comfort of our customers. We are proud to offer excellent after-sales service to our customers and to the public. The needs of our customers always come first and have the highest priority.

6.8. Social responsibility and environmental protection

We are a socially responsible company. We strive to support local traditions and create new projects based on the needs of the region. We try to use our resources effectively and participate in activities aimed at solving social and societal problems. We are also actively engaged in philanthropic activities and support our employees in volunteering activities.

We focus on the areas of road safety, the environment and education. We minimize our energy consumption, promote waste sorting, and reduce the impact of our business on the environment. At the same time, we are committed to meeting the goals of reducing carbon dioxide emissions, achieving carbon neutrality in 2030, and eliminating carbon dioxide emissions to zero in 2040.



6.9. Research and Development

To provide innovative, safe and superior quality products and services that meet the demands of customers around the world, TOYOTA has established research and development centers around the world that employ people that excel in their innovative abilities. TOYOTA cooperates with universities and institutes in research and development of advanced technologies.

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TOYOTA's goal is to develop and manufacture vehicles that meet customer needs and to support continuous improvement in our production.

7. The role of the Ombudsman and violations of the Code of Conduct

Every TMMCZ employee has the right to submit an initiative or complaint related to an unclear or non-observed company procedure, non-compliance with the work rules or the Code of Conduct (e.g. failure to conduct an evaluation interview, misuse of TMMCZ property, a request for an explanation of a transfer to another department, failure to provide time off for moving, and other).

7.1. Who is the Ombudsman?

The TMMCZ company has appointed a person within the company - the Ombudsman, who is responsible for solving serious violations of the Code of Conduct, if they are not solved by another department within the TMMCZ, and is responsible for the following activities:

- ✓ Provides support and advice on issues of serious violations of the Code of Conduct or dealing with them.
- ✓ Provides support and advice in amending the Code of Conduct.
- ✓ Addresses specific or suspected serious violations of the Code of Conduct.
- ✓ Forwards information that has been reported to the Ombudsman to executive management and the HR department.
- ✓ Submits an anonymized report to the TME headquarters every three months on the number and nature of resolved cases of violations of European Union law (according to Directive 1937/2019 on the protection of persons who report violations of Union law).
- ✓ Submits a report for the general manager of HR TMMCZ.

The Ombudsman also deals with:

- ✓ Discrimination
- ✓ Harassment
- ✓ Corruption
- ✓ Theft
- ✓ Bullying
- ✓ Abuse of the position of a senior employee
- ✓ Misuse of information and know-how

More information can be found on the MojeToyota intranet and in the directive HRCA-MP-060 - Corporate Ombudsman and his role in handling complaints in accordance with the directive on whistleblowing. This document describes processes and procedures for whistleblowing within the company, as well as how whistleblowers can raise whistleblowers or make complaints under EU Directive 2019/1937 on the protection of whistleblowers. We can contact the Ombudsman, for example, via email: ombudsman@toyotacz.com or we can arrange a personal meeting (outside of our working hours).

7.2. Reporting a violation of the Code of Conduct

Any suspected violation of the Code of Conduct, rules of business conduct or any applicable law will be thoroughly investigated and appropriate action will be taken.

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The report will be accepted from any person, regardless of whether he is an employee of TMMCZ, and if the person so wishes, he can remain anonymous. All reports of suspected policy violations will be thoroughly investigated and, where possible and appropriate, the person who reported the violation will be notified of the outcome of the investigation. TMMCZ undertakes that no one who, in good faith, reports an issue regarding a suspected violation of the Code of Conduct will be harassed, retaliated against, or face adverse employment consequences as a result of reporting the issue. This commitment also includes the prohibition of preventing employees from reporting a problem or participating in an investigation.

If we are aware of a violation of TMMCZ's Code of Conduct or suspect a violation of the law, it is our duty to report such a problem.

7.3. Procedures for violations of the Code of Conduct

Violation of the Code of Conduct

The employee contacts his supervisor/HR Partner/Ombudsman and reports a suspected violation of the Code of Conduct.



Opening a case

At a joint meeting with the employee, the supervising employee/HR Partner/Ombudsman, we will share the facts of the reported violation and if we conclude that the initiative relates to the Code of Conduct, the case will be investigated.



If it is not a violation of the Code of Conduct, we will close the case at the meeting.

Investigation of the case

Depending on the decision on the involvement of other persons (supervisor, juniors, witnesses, etc.) and confirmation of the next procedure and responsibilities, further meetings follow where the case is discussed.



Case closed

The employee who violated the Code of Conduct is further subject to disciplinary proceedings according to the directive "Rules for disciplinary proceedings and termination of employment at TMMCZ" - HRCA-MP-018. If it is possible and appropriate, information about the resolution of the case will be given to the person who forwarded the initiative for resolution.

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8. Choosing suitable clothing

Choosing clothing everyday is primarily the result of your personal decision and choice, but it is also necessary to think about the environment in which we work and the occasion for which we get dressed. Based on this, we will choose what is suitable or unsuitable.

We dress in such a way as to create a tasteful impression, so as not to provoke or shock, and we pay close attention to personal hygiene. We dress according to the occasion (important visit, business meeting, etc.). Clothing should be clean, safe and should not express a careless attitude to work.

It is the responsibility of the TMMCZ employee who organizes the visit to ensure compliance with the visitor's dress code.

Work clothing:

Work clothing, i.e. TOYOTA long pants and a T-shirt provided by the employer (incl. T-shirts from QCC, Ekiden, Beat festival, etc.), are required for work on TMMCZ production lines. Work clothes are suitable for wearing in office spaces and can also be worn during transport to and from work. In order to enter the production, employees who do not work on production lines as standard must be dressed in such a way as to meet the safety and quality requirements of the given shop. (e.g. long trousers, safety vest, hearing protection, etc.). If we need to touch or manipulate a car, we must avoid parts of clothing that could damage the body, such as studs or other metal objects. We must not wear a watch, metal belt clips, etc.



Office clothing:

If we choose "civilian" clothes for the office, we must understand that shorts and tank tops with exposed shoulders are not suitable for men. Women should not choose provocative clothing, transparent clothing or revealing underwear. As for footwear, beach shoes or slippers are unsuitable for both men and women.

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EXAMPLES OF SUITABLE OFFICE CLOTHING:



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EXAMPLES OF UNSUITABLE OFFICE CLOTHING:



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9. Rules for meetings and sending invitations to meetings

The purpose of creating these meeting rules was to standardize the rules for booking and arranging meetings at TMMCZ so that meetings are efficient.

We always invite only the necessary persons to the meetings under the designation "obligatory". Under the designation "optional", we invite people who do not have to attend the meeting (i.e., it is up to them to consider whether their participation is necessary).

In the calendar we find a free date for the meeting (if it is not possible to find free time, we will ask the person when they are available). We never send a double reservation (double booking) without prior agreement.

We always fill in the subject of the invitation and put the purpose of the meeting and the necessary preparation in the text. The invitation should be sent well in advance before the date of the meeting (at least one day in advance; if we send an application for a meeting later, a personal agreement is required). In the invitation attachment, we do not provide any confidential information.

When we receive an invitation to the meetings, we respond to it as soon as possible and if we are available at the proposed time, we will send "received".

If we are not sure whether the meeting is intended for us or whether we will be able to attend, we will send "tentative".

If we are not available within the required date, we will send "declined". We will always send the sender justification for the refusal.

In the event of a change of confirmed response (for example, if we find that we must take part in a meeting with a higher priority), we will send the reaction as soon as possible and propose another option to solve the matter.

When planning a meeting outside the shop or outside the office, we also plan the time for the transfer depending on the situation. The organizer of the meeting makes sure that its program ends five minutes before the planned end of the meeting so that the participants can move to the next meeting.

We reserve a meeting room for meetings (if required) and do not use it without a prior reservation.

The room selection should be made according to the necessary size and equipment, not based on the distance, and the reservation should be carried out from the calendar of the organizer. If another person makes the reservation, the organizer name should be put into the subject (for possible contact in the case of some changes).

We go to meetings on time, otherwise we apologize and suggest a solution (wait, start without us, move the meeting, etc.). After the meeting we clean the tables and chairs, wipe the bulletin boards, log out from the PC, turn off the TV monitor, light and air conditioning. If we find that any advices

in a meeting room are insufficient or damaged, we will report this to Facility (Facility Support TMMCZ).

If we forward an invitation to a meeting to someone else, we inform the meeting organizer for the preparation of documents, chairs in the meeting room, etc.

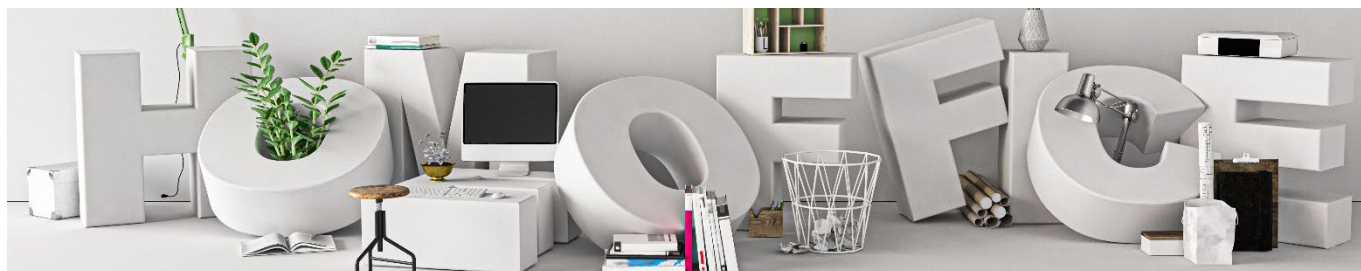
We do not send attachments containing personal information or confidential information due to the risk of misuse in the public calendar.

In case of rescheduling a meeting attended by more people, we send a new date of the meeting according to the availability of attendees. If we do not find a suitable date, we will discuss the solution personally or by phone with the participant.

If the meeting is cancelled, we will also cancel the meeting room reservation.

9.1. Automatic reply out of office and remote work

If we are out of the office for more than a day, we always set up an automatic reply in Outlook including contact details of another competent person (whom we inform in advance) and indicate the date of return. We will also indicate in the calendar that we will be out of the office (we will use the Show time as/Out of office option - purple color). If we work remotely on a given day, we will use the Show time as/Work elsewhere option in the calendar.



9.2. MS Teams online and MS Video Conference

Thanks to MS Teams we can work effectively regardless of where we are and what equipment we work with. During meetings via MS Teams, we can send colleagues files, share screen content, or work on common documents.

When planning online meetings/video conferencing, we follow the same instructions that are described in chapter 9. about ensuring meetings, but with the difference that we put a link to connect to online negotiations/video conference (in the upper left part of the panel created: Teams meeting) or send it directly in MS Teams).

If we are currently not speaking at the meeting, we turn off the microphone to limit any unwanted sounds and thus to not disturb the course of the whole event.

If we are planning any meeting, it is important to choose the appropriate type of communication. We will consider well in advance whether online meetings, video conferencing or personal meeting are appropriate according to the topic discussed.



Code of conduct

TOYOTA

MOTOR MANUFACTURING CZECH