

Sustainability Guideline for Suppliers

Version 6

Established July/01/2010

Revised Date:

Version2 January/01/2014

Version3 October/01/2017

Version4 April/01/2019

Version5 May/01/2022

Version6 June/01/2025

Yamaha Motor Co., Ltd.

Contents

1. Introduction

2. Position and Overview of the Guideline

3. Basic Items

- 1) Safety and Quality
- 2) Human Rights
- 3) Working Environment
- 4) Consideration for the Environment
- 5) Risk Management (Business Continuity Plan)
- 6) Thorough Compliance
- 7) Appropriate Information Disclosure

4. Sustainability Self-Assessment Questionnaire

5. To Suppliers

1. Introduction

Yamaha Motor Group's corporate mission is to be a "Kando creating company." We aim to offer the people all over the world joy, amazement, elation, fulfillment and happiness through our products and services while maintaining harmony with society and the global environment. To achieve this, we will leverage the empathy arising from connections between people as an engine for creating new value. As a company trusted by society, we will, under appropriate corporate governance, contribute to the resolution of social issues and sustainable development through innovative and diverse products and services, in ways that take the unique style of Yamaha.

- We will comply with international rules, laws and ordinances, and at the same time, we will work to prevent corruption, and execute our operations with fairness and integrity.

- We will respect human rights, will not discriminate, and will not use child labor or carry out forced labor under any form.

- We will value our relationships with our stakeholders and disclose information in a timely and appropriate manner. These targets aim at clarifying our issues that belong to not only our customers and our suppliers but also to our employees and the society, making our company trustworthy to stakeholders around the world.

In accordance with the Company's policy, the Procurement Center established "Sustainability Guideline for Suppliers" and has been working to ensure that it is understood by all suppliers.

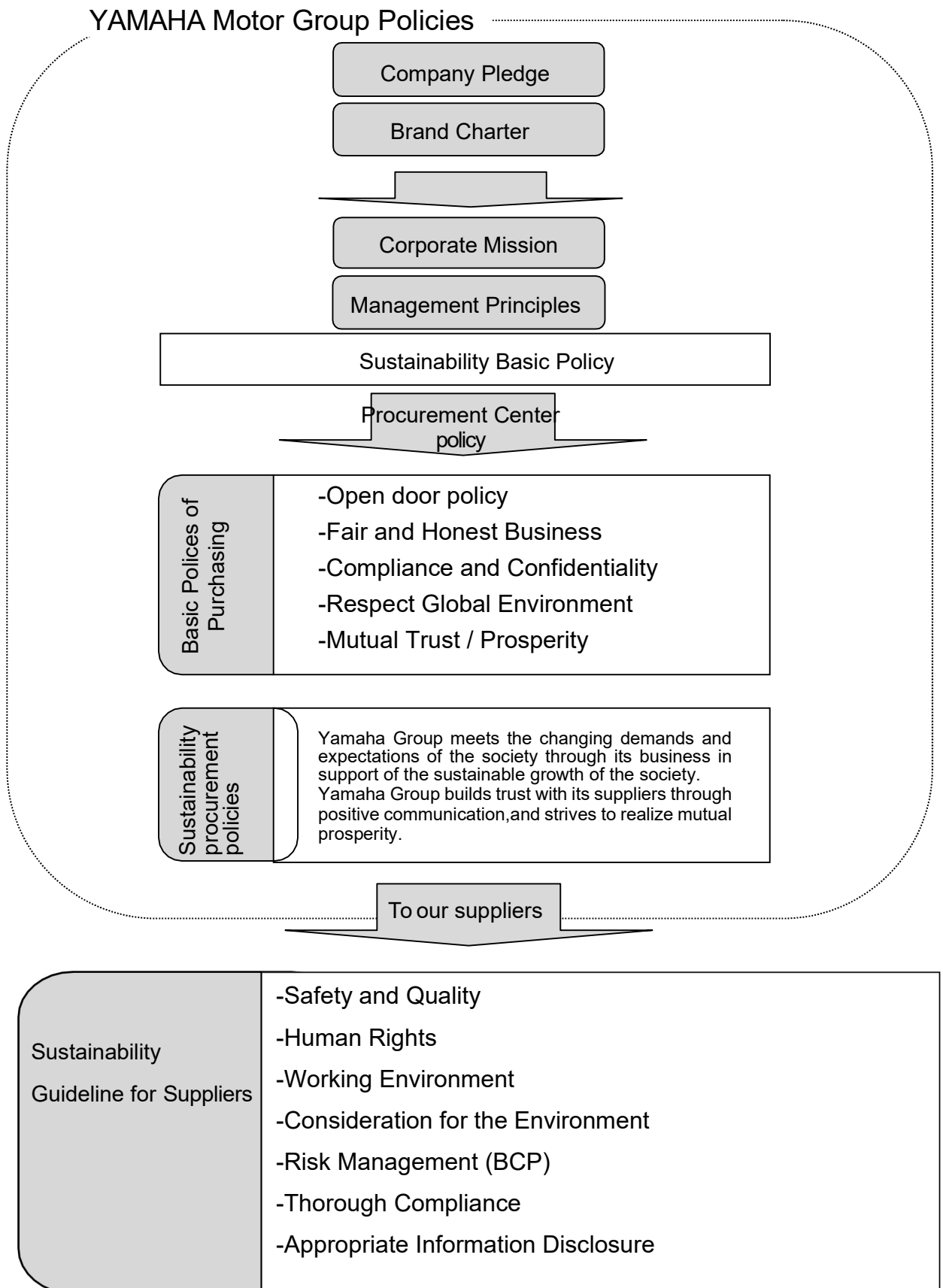
The environment around the company changes year by year, and we have reviewed and revised the guideline to meet the expectations and demands of the international community. Based on this guideline, we will be working on sustainability-promoting initiatives throughout the supply chain, such as due diligence, global environmental preservation and carbon neutrality.

Our suppliers are invited to refer to this guideline once again, undertake self-assessment, promote the PDCA cycle, and engage in sustainability promotion activities based on the idea that the whole supply chain is participating.

Tatsuya Masuda

Executive Officer
Procurement Center
Yamaha Motor Co., Ltd.

2. Position and Overview of the Guideline



3. Basic Items

1) Safety and Quality

- Providing products and services that meet customer needs

Identify customer needs in order to develop and provide products which have social benefits*.

*For example, products that can be easily used by anyone, regardless of age, gender, or disability. Products that are environmentally friendly, such as energy-saving, resource-saving, and environmental conservation.

- Providing appropriate information about products and services

Provide appropriate information of products and services to consumers and customers.

- Ensuring the safety of products and services

Produce and provide products and services that meet safety laws and regulations in each country and region.

- Ensuring and enhancing of the quality of products and services

Establish and operate company-wide quality assurance mechanisms. Build a cooperative system such as sharing information on our efforts and know-hows for quality assurance to the extent possible, and promote initiatives to enhance the quality.

2) Human Rights

- Respect human rights

Do not allow any form of harassment in the workplace based on race, nationality, gender, religion or any other reason.

- Elimination of discrimination

Do not discriminate on the basis of race, ethnicity, nationality of origin, religion, gender or any other legally prohibited reason in any aspect of employment*

*Job application process, hiring, promotion, wages, dismissal, resignation /retirement, job assignment, punishment disciplinary action, etc.

- Prohibiting child labor

Do not permit the employment of children(*)who do not meet the legal minimum working age of each country or region, and do not engage young workers in hazardous or harmful work(*).

*The International Labor Organization (ILO) Convention on Minimum Age for Admission to Employment (Minimum Age Convention) defines the minimum age for employment as the age at which compulsory education ends and prohibits children under 15 years of age (14 years in developing countries) from working. The Convention also prohibits the employment of young workers under the age of 18 for jobs that may harm their health, safety, or morals.

- Prohibiting forced and compulsory labor

Ensure that all work that all labor perform are voluntary and that employees are free to leave their jobs or terminate their employment. We do not engage in forced labor, including exploitative, coercive, or slave labor, or inhumane labor such as prison labor.

- Non-use of conflict minerals *

Aim to not use raw materials that may cause social issues such as human rights violation by identifying the place of origin and supply chain and take appropriate measures.

*Minerals originating from conflict areas that directly or indirectly contribute to financing armed groups.
(Mainly referring to the four minerals: tin, tantalum, tungsten gold, cobalt etc.)

- Decent wages

Comply with the applicable laws and regulations of each country and region regarding minimum wages, overtime hours, wage deduction, performance-based pay and other remuneration.

*This includes notification of employment conditions (Wages, welfare, etc. Provide in a language that foreign employees can understand).

- Appropriate working hour management

Comply with the applicable laws and regulations of each country and region regarding the determination of employees' working hours (including overtime) and granting of

scheduled holidays and annual paid leave.

*This includes notification of employment conditions (Job description, working hours, holidays, etc. Provide in a language that foreign employees can understand).

- Dialogue and consultation with employees

Undertake sincere consultation and dialogue with employees or their representatives. Recognize employees' right to freely associate, or not associate, based on the laws and regulations of each country and region of operation.

- Establishment of a grievance mechanism

Strive to establish a grievance mechanism that includes measures such as establishing a consultation desk where stakeholders involved in issues related to the environment (air pollutants, industrial wastewater discharge or leakage, etc.) and human rights (working conditions, harassment, etc.) can consult, ensuring the confidentiality of informants, and protecting them from retaliation and other disadvantages.

- Human Rights Management Practices

In order to conduct business operations that respect human rights in accordance with international norms and the laws and regulations of each country and region, strive to implement human rights management practices, including establishing appropriate internal systems and company-wide mechanisms, performing due diligence, and continuously operating and improving those systems.

3) Working Environment

- Maintaining a safe and healthy working environment**

Make the health and safety of workers the top priority and strive to prevent occupational accidents.

- Safety measures for machinery equipment**

Ensure that all equipment complies with safety laws and regulations and other necessary requirements. Identify hazardous areas and implement safety measures. Identify and assess sources of danger, and continuously work to reduce and minimize risk.

- Maintenance and providing of work environment**

Provide safe, healthy, and comfortable spaces and environments in terms of workplace and dormitory facilities.

- Work-related accidents and illness**

Monitor the occurrence of work-related accidents and illness and clarify the response and appropriate measures to be taken in the event of the accident.

- Communication on health and safety**

Proactively disseminate information on health and safety in the workplace, not only at the time of employment or at the start of work. Update information on a regular basis and make efforts to disseminate information to prevent accidents.

Ensure that information is understandable for all employees, such as considering the language and location when displaying or posting the information.

4) Consideration for the Environment

- Practicing environmental management

In order to promote a wide range of environmental activities, strive to implement environmental management practices, including complying with the laws and regulations of each country and region, establishing appropriate internal systems and company-wide management mechanisms, performing due diligence, and continuously operating and improving our systems.

- Reducing greenhouse gas emissions

Manage greenhouse gas emissions in our business activities and pursue reduction efforts for contributing to the mitigation of climate change. Moreover, strive to use energy effectively.

- Preventing air, water and soil pollution

Comply with the applicable laws and regulations of each country and region regarding the prevention of air, water and soil pollution. Moreover, prevent pollution by undertaking continuous monitoring and reduction of pollutants.

- Saving resources and reducing waste

Comply with the applicable laws and regulations of each country and region regarding proper disposal and recycling of waste. Moreover, strive to reduce the amount of final waste disposal by using resources effectively.

- Appropriate chemical substances management

Specify and safely manage chemical substances that have the potential for serious impact on human health and pollute the environment.

Do not include chemical substances prohibited by the laws and regulations of each country and region in products. Do not use prohibited chemical substances in any step of the manufacturing process.

Regarding chemical substances which have restriction by the laws or regulations, record and report to the relevant authorities the amount of chemical substances emissions designated by the applicable laws and regulations of each country and region.

In addition, manage chemical substances that are specified in the “Green Procurement Guidelines”

- Biodiversity conservation

Examine the direct and indirect impacts of our business activities on ecosystems, and address to conserve biodiversity and its sustainable use.

5) Risk Management Practice

- Emergency preparedness

Develop your basic policies and action guidelines for emergencies(*1) and consider how to respond(*2) to various types of emergencies in advance. Clarify responsibilities and authority for emergencies.

In addition, measures will be implemented, such as creating procedures and rules, maintaining equipment to minimize damage in the event of an accident or fire, providing training, and installing and inspecting disaster prevention equipment.

*1: Natural disasters (earthquakes, tsunamis, torrential rain, floods, etc.), fires, explosions, leaks of chemical substances (hazardous substances), work-related accidents, etc.

*2: Confirming evacuation routes and procedures, securing means of communication with the external parties, confirming information necessary for reporting to and procedures with administrative organizations, etc.

- Emergency response

The reporting flow in the occurrence of an emergency should be clear, and a mechanism that enable timely and appropriate communication should be in place. Further, build a system that can provide instructions based on the information that comes from this communication mechanism

- PDCA for crisis management

Evaluation and analysis of the crisis management performance should be conducted after the emergency response is finished, and that know-how should be accumulated. And the mechanism to develop a PDCA cycle should be established.

- Critical raw materials identification

Identify raw materials and critical raw materials (*) that are dependent on a specific supplier for the production of a product, which is considered high-risk for production suspension if the supply is disrupted.

*Raw materials that are dependent on the supply from a single supplier and are produced at a single site at the supplier.

6) Thorough Compliance

- Compliance with the laws

Comply with the laws and regulations of each country and region as well as their underlying intentions. Establish policies, mechanisms and action guidelines for ensuring and verifying legal compliance and provide training and education.

- Establishment of an internal whistleblowing system

Strive to establish an internal whistleblowing system that includes measures such as establishing a contact point for reporting business concerns such as suspected violations of laws and regulations, ensuring the confidentiality of whistleblowers, and protecting them from retaliation and other disadvantages.

- Fair trade

Comply with the competition laws of each country or region. Do not engage in practices such as illegal monopolization, improper trade restrictions (cartels, bid rigging, etc.), unfair trade practices or abuse of dominant positions.

- Preventing corruption

Comply with applicable laws and regulations concerning political donations or contributions and strive to build transparent and fair relationships with political and government agencies.

Do not engage in the giving or receiving of gifts, entertainment or money to business partners or public officers (including deemed public officers*) in order to acquire or maintain unjust interest or wrongful preferential treatment.

* Employees of national or state-owned organizations (companies, organizations such as national universities, independent administrative institutions), international public organizations (such as United Nations-related organizations), etc.

- Conflict of interest

Do not take any action for personal gain that would damage the company's interest or give rise to a misunderstanding of the company. Take necessary actions to avoid conflict of interest between the individual and the company.

- Prohibition of insider trading

Do not take any actions for personal benefit, such as buying or selling stocks based on non-public information obtained in the course of one's duties

- Managing and safeguarding personal and confidential information

Obtain personal or confidential information concerning employees, customers and business partners only by legitimate methods. Manage and protect such information rigorously, and use it only within the scope allowed.

Provide appropriate access rights to personal and confidential information and strive to

reduce the risk of unauthorized access and loss or theft of such information.

Operate the information system appropriately, regularly monitor whether adequate measures are implemented against viruses and vulnerabilities, and implement timely and appropriate countermeasures if any deficiencies are found.

- Thorough security trade control

Take appropriate procedures and control over the import or export of technologies and products restricted by the laws and regulations of each country and region.

In addition, take into consideration the potential for military diversion of products, confirm their destination and intended use, and check for any possible violation of laws and regulations.

- Protecting intellectual property

Protect all intellectual property rights(*) owned by or affiliated with your company. In addition, do not obtain third-party intellectual property by unlawful methods nor make improper use of it.

*Patents, Utility model rights, Design rights, Trademark rights, Copyrights, etc.

7) Appropriate Information Disclosure

- Timely and appropriate information disclosure to stakeholders

Disclose information on financial situation, business results, and business activities to stakeholders in a timely and appropriate manner. And strive to maintain and develop mutual understanding and trusting relationship with stakeholders through open and fair communication.

4. Sustainability Self-Assessment Questionnaire (SAQ)

A Sustainability Self-Assessment Questionnaire was prepared for suppliers to use to self-diagnose and improve their sustainability operations.

Based on this guideline, please conduct a self-assessment, implement any necessary improvements, and maintain ongoing operation.

*Check sheet template attached separately

5. To Suppliers

We believe that we can contribute to the realization of a sustainable society through your understanding and commitment to practice the contents of this “Sustainability Guideline for Suppliers”. In particular we ask you to thoroughly comply with the following items.

1) Legal and regulatory compliance

You are required to comply with the laws and regulations, conventional wisdom and principles.

We ask you, all suppliers to conform to the current “Sustainability Guideline for Suppliers”.

2) Establish Sustainability mechanism

In order to promote the “Sustainability Guideline for Suppliers”, we ask you to establish and develop an internal Sustainability mechanism and continually improve its operation for creating a corporate culture that avoids violations.

3) Assessment of Sustainability activities and confirmation of compliance status

In order to evaluate and confirm that suppliers are complying with the “Sustainability Guideline for Suppliers”, we may ask suppliers to submit relevant data and documents, and conduct on-site inspections.

4) Thorough Dissemination of Information to the Supply Chain

We ask you, all suppliers to actively promote the “Sustainability Guideline for Suppliers” throughout your own supply chain and consignment suppliers.

5) Consensus confirmation of the guideline

We ask you to submit “Commitment for Sustainability Guideline for Suppliers” to confirm that you understand and agree to the contents of this guideline.

6) Action in the event of non-compliance

In the event of any violation or serious incident in the business activities of our suppliers, we request suppliers to immediately report to us, and then we will request you to provide us the full details of the investigation, including its cause and results. In addition, we request suppliers to submit in detail the countermeasures to prevent a recurrence. If appropriate measures are not taken, we may take actions such as suspending the issuance of new RFQs.

Commitment for “Sustainability Guideline for Suppliers”

We request that all suppliers who receive the “Sustainability Guideline for Suppliers” submit the Commitment form signed by a legal representative.

By signing this Commitment form, the supplier acknowledges having read and accept all the aforementioned terms and conditions as regards all parts, materials and services which will be delivered to us.

Company name:	
Yamaha Motor Supplier Code:	
Signatory's name:	
Signatory's Title:	
Signatory's Email Address:	
Date:	
Signature:	

*Please submit this signed form to the person in charge of procurement.

*We may request you to confirm the latest version of the Sustainability Self-Assessment Questionnaire (SAQ) at the time of submission. We appreciate your cooperation at that time.