

SpeakUp Guidelines

Our SpeakUp guidelines, as part of Whistleblowing policy

Scope

The SpeakUp guidelines describes how you can speak up about suspected breaches of our Code of Conduct, Social Policy and/or ethics. Furthermore, it describes the process, so that you know what to expect. The SpeakUp guidelines applies to all employees and other key stakeholders.

The SpeakUp Office

The SpeakUp Office consists of the members of our Suzuki Garphyttan Global HR Office and the Payroll administrator in Garphyttan, Sweden. The SpeakUp Office is responsible for the execution of the SpeakUp guidelines and the handling of questions and SpeakUp reports.

All reports coming in through the SpeakUp system will be made available to the SpeakUp Office. The SpeakUp Office registers, monitors and is responsible for solid, confidential, and precise fact-finding.

All members of the SpeakUp Office are protected against non-retaliation themselves.

When do I speak up?

As soon as possible, or as soon as you suspect, or have information about, a violation of our Code of Conduct, company values or potentially illegal and/or dishonest practices.

How do I speak up?

You will find links and details on the last page of this document.

The SpeakUp system is an external and independent service provider. You can speak up in your own language, via phone app or via website at any time.

You can decide to remain anonymous. If you have chosen to be anonymous, no one at the company (no matter role or department) will be able to find out your identity, as the SpeakUp is an external system.

The SpeakUp office makes an evaluation of who needs to be involved in the matter in order to (if necessary) begin an investigation. This could be, for example, the responsible department manager or an external part. The local Site Manager and local HR Manager will always be involved, as long as they are not part of the report.

You can speak up, provide feedback, or ask your questions in a variety of ways. The Speak Up system should not entirely replace the direct dialogue that forms the foundation of our transparent company culture. For many matters, it can be a good first step to talk to the person involved directly.

However, we recognize that this is not always easy to do. If this is not possible, or if you do not feel comfortable doing so, please turn to the SpeakUp channels as described below:

1. Speak up to your manager or your manager's manager.
If this is not possible, or you do not feel comfortable doing so:
2. Speak up to your local HR
If this is not possible, or you do not feel comfortable doing so:
3. Speak up via the "SpeakUp" system.

I spoke up. Now what?

If you submit a report, the SpeakUp Office (our Global HR office) will send you an acknowledgement of receipt within seven days. Your report will be evaluated and assessed, and the appropriate course of action will be determined. Sometimes you will be asked follow-up questions. You will receive feedback within (ultimately) three months after the acknowledgement of receipt.

You will be informed on the status of the complaint. Please note that we may not always be able to give you details of the outcome of the investigation for reasons of confidentiality, privacy and the legal rights of the involved parties. All parties involved, including the accused, are entitled to confidentiality. Therefore, if you participate in or learn about an investigation, you must keep the matter confidential.

Please note that not all issues raised will automatically lead to a formal investigation. Sometimes following another course of action is better for all parties involved (e.g. mediation). Furthermore, sometimes there is insufficient information for an adequate investigation to take place and there is no possibility of obtaining further information.

Contact details & Useful Links

The SpeakUp Office is the main point of contact for any questions.

Link to our channels:

- You can use the **app** via your smartphone or tablet: **SpeakUp by People Intouch**. The app is already installed on your company smartphone.
- You can also make your report via this link to the **webpage**:
<https://suzukigarphyttan.speakup.report/en-GB/misconduct/home>