

Nissan
Corporate Social Responsibility
Guidelines for Suppliers

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Nissan Motor Co., Ltd.

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Introduction

In an ever-changing global business environment, customers and other stakeholders are highly concerned with how companies are addressing social and environmental issues, and various laws and regulations are being enacted in countries globally to prevent and resolve these issues.

We have steadily promoted various sustainability and CSR activities in our supply chain by sharing “The Renault-Nissan Purchasing Way” published in 2006 and the “Renault-Nissan Corporate Social Responsibility Guidelines for Suppliers” formulated in 2010 and revised in 2015 with our suppliers, and we have received a great deal of cooperation. As the alliance with Renault entered a new phase, we are pleased to reissue the Nissan Corporate Social Responsibility Guidelines for Suppliers.

You are direct contributors to our social and environmental performance, guardians of your own supply chain, but also major players in the transformation of the automobile industry and society as a whole.

Over and above compliance with the evolving regulatory and normative framework that is driving contractors to carry out and report on due diligence in their supply chain, the reissue of this document aims to reaffirm and to reinforce our commitment to furthering the positive impact that Nissan and our suppliers have on society as well as reducing or limiting the negative impact. Insofar as we are asking you, our suppliers, to accompany us in this process and to relay these guidelines in your own business relationships, we are striving for progress beyond our direct sphere of influence.

The diversification of our business and expansion into new territories across the globe, coupled with society’s growing and necessary focus on social and environmental issues have important repercussions on how we operate. They provide us with both challenges that we must overcome and opportunities that we must seize and then anchor in our processes.

We hope that this booklet will be a practical guide for you, our suppliers, on our approach to CSR and that it will help you to enhance your own CSR management.

We also encourage you to disseminate and promote the areas covered in this booklet through your own supply chain.

1. CSR Guidelines for Suppliers

1.1 Overview and Use of These Guidelines

These Guidelines aim to encourage our suppliers to review their corporate activities from a CSR perspective and to take clear action to further improve their CSR governance and performance where necessary. We have selected 26 specific items from five areas where expectations on supplier performance are especially high in the automobile industry.

1.2 CSR Areas and Items

1.2.1 Compliance

Compliance with the law

Comply with the laws in all countries and regions. Establish and deploy policies, strategies, codes of conduct, reporting systems, training programs and all other means necessary to ensure thorough, companywide compliance.

Compliance with competition laws

Comply with competition laws in all countries and regions. Do not engage in practices such as illegal monopolies, improper trade restrictions (cartels, bid rigging, etc.), unfair business practices or abuse of dominant positions.

Preventing corruption

Strive to forge transparent and fair relations with your suppliers and make sure political contributions and donations are in accordance with the laws in all countries and regions. Do not accept from or provide suppliers with gifts, services or hospitality intended to influence a business relationship or induce improper conduct.

Managing and safeguarding personal and confidential information

Obtain personal and/or confidential information about customers, third parties and employees only through legitimate methods. Rigorously control and protect this information and use it only within the appropriate scope and in accordance with the laws of all countries and regions.

Managing exports

Undertake appropriate procedures and management of exports of technologies and goods restricted by the laws and regulations of all countries and regions.

Protecting intellectual property

Protect intellectual property rights owned by or affiliated with your own company. Do not obtain third party intellectual property by unlawful means nor make improper use of it.

Eliminating Japanese anti-social forces based on the Government Guideline and ordinance in Japan

All staff members, including executives and employees, should eliminate and prevent any relationship and/or any business transaction with Japanese anti-social forces. This policy shall be clearly shared with all stakeholders and suppliers.

Responsible procurement of minerals

Require businesses to comply with laws regarding responsible procurement of minerals and to proceed their due diligence for conflict minerals. Indicate whether the minerals included in the materials or component parts, have social contagion pertaining to human rights or environment. If contagion is suspected or confirmed, identify and deploy actions for alternative sourcing or mineral substitution.

1.2.2 Safety and Quality

Providing products and services that meet customer needs

Identify customer needs in order to develop and provide socially effective products, in particular products that can be easily used by all of our customers. Provide products that save energy, save resources or limit their environmental impact.

Ensuring safety of products and services

Produce and provide products and services that meet or exceed the safety laws and regulations set by each country and region.

Ensuring quality of products and services

Establish and operate company-wide quality assurance mechanisms.

1.2.3 Human Rights and Labor

Discrimination

Do not discriminate in any aspect of employment (recruitment, employment, promotion, wages, dismissal, retirement, assignment of duties, disciplinary measures, etc.) on the basis of race, nationality, gender, religion, disability, age, background or any other legally prohibited reason.

Respecting human rights

Do not allow any form of harassment in the workplace on the basis of race, nationality, gender, religion, disability, age, background, position in the company, employment status or any other reason.

Prohibiting child labor

Do not permit the employment of minors who do not meet the legal minimum working age of each country and region and in all cases if minors are below the age of 15, in accordance with Nissan policy.

Prohibiting forced labor

Do not practice forced labor. Guarantee that all labor is voluntary and that employees are free to leave their jobs.

Remuneration

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

Working hours

Comply with the laws of each country and region regarding the setting of employees' working hours (including overtime) and the granting of scheduled days off and paid annual vacation time.

Dialogue and consultation with employees

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

Ensuring a safe and healthy working environment

Make the health and safety of workers the top priority and make every effort to prevent occupational accidents.

Details of Nissan CSR guidelines for human rights and labor:

- Global Code of Conduct http://www.nissan-global.com/EN/DOCUMENT/PDF/SR/2010/NISSAN_GCC_E.pdf
- Nissan Human Rights Policy Statement https://www.nissan-global.com/EN/SUSTAINABILITY/LIBRARY/HUMAN_RIGHTS/
- Nissan Global Guideline on Human Rights https://www.nissan-global.com/EN/SUSTAINABILITY/LIBRARY/HUMAN_RIGHTS_GUIDELINE/

1.2.4 Environment

Environmental management

Comply with current laws and try to anticipate changes or trends in law in each country or region. Build and continuously operate and improve companywide management scheme for pursuing a wide range of environmental activities. Record and report to Nissan, when the information is requested.

Reducing greenhouse gas emissions

Comply with current laws and try to anticipate changes or trends in law in each country or region. Manage greenhouse gas emissions from business activities and pursue reduction efforts. Strive to use energy effectively. Record and report to Nissan, when the data is requested.

Preventing air, water and soil pollution

Comply with current laws and try to anticipate changes or trends in law in each country or region of operation regarding the prevention of air, water and soil pollution. Prevent pollution by undertaking continuous monitoring and reduction of pollutants. Record and report to Nissan when the data is requested.

Saving resources and reducing waste

Comply with the laws of each country and region regarding proper disposal and recycling of waste. Strive to reduce water consumption as well as the amount of final

waste disposal by using resources effectively. Record and report to Nissan, when the data is requested.

Managing chemical substances

Comply with current laws and try to anticipate changes or trends in law in each country or region. Specify and safely manage chemical substances that have the potential to pollute the environment, present risks for employees or vehicle occupants. Do not include chemical substances prohibited by the laws of each country and region in products or use prohibited chemical substances in manufacturing processes. Record and report to the relevant authorities the amounts of emissions of chemical substances designated by the laws of each country and region. Record and report to Nissan, when the data is requested.

Ecosystem conservation

Exercise care regarding the impact of corporate activity and parts production, including raw material acquisition on the ecosystem.

Details of Nissan CSR guidelines for environment:

- NISSAN Green Purchasing Guidelines

https://www.nissan-global.com/EN/SUSTAINABILITY/LIBRARY/GREEN_PURCHASING/

1.2.5 Information Disclosure

Disclosing information to stakeholders

Disclose information on financial situation, results and business activities to stakeholders in a timely and appropriate manner. Strive to maintain and develop mutual understanding and relations of trust with stakeholders through open and fair communication.

2. Our call to suppliers

2.1 Ensure CSR compliance

2.1.1 Legal and regulatory compliance

Although, as previously described, societal demand to comply with laws and regulations, conventional wisdom and principles is increasing, certain suppliers are still facing accusations of CSR violations. Nissan requires suppliers to conform to the current CSR guidelines, especially as regards compliance to laws and regulations.

2.1.2 CSR organization and governance

In order to ensure full compliance with laws and regulations, Nissan requests suppliers to establish robust internal CSR organization and governance, and to raise awareness among internal Governance and Audit.

2.1.3 Supply chain promulgation

Nissan requests suppliers to promote CSR, especially as regards legal and regulatory compliance, throughout their supply chain and consignment suppliers.

2.2 Supplier CSR confirmation

In order to ensure suppliers' compliance with Nissan expectations:

- (i) mandatory CSR commitments have been included throughout Nissan purchasing processes, and
- (ii) Nissan may ask suppliers to take a CSR compliance assessment conducted by a third party, a certified organization recognized internationally, and selected by Nissan. Supplier shall take such assessment upon request as part of Nissan purchasing processes based on Nissan's internal risk profile assessment of supplier.

2.2.1 Commitment and contracting

Nissan requests the written commitment of suppliers to the current CSR guidelines

- By signing and returning the final page of this document;
- By acknowledging the CSR guidelines in the request for quotation form.
- Nissan's Master purchase agreement, Professional service agreement or other agreements require suppliers to abide by applicable laws and regulations.

2.2.2 Assessment

In order to ensure suppliers' compliance with Nissan expectations, Nissan may ask supplier to take a CSR compliance assessment conducted by a third party, a certified organization, recognized internationally, and selected by Nissan. Supplier shall take such assessment upon request as part of Nissan purchasing processes.

Within this framework:

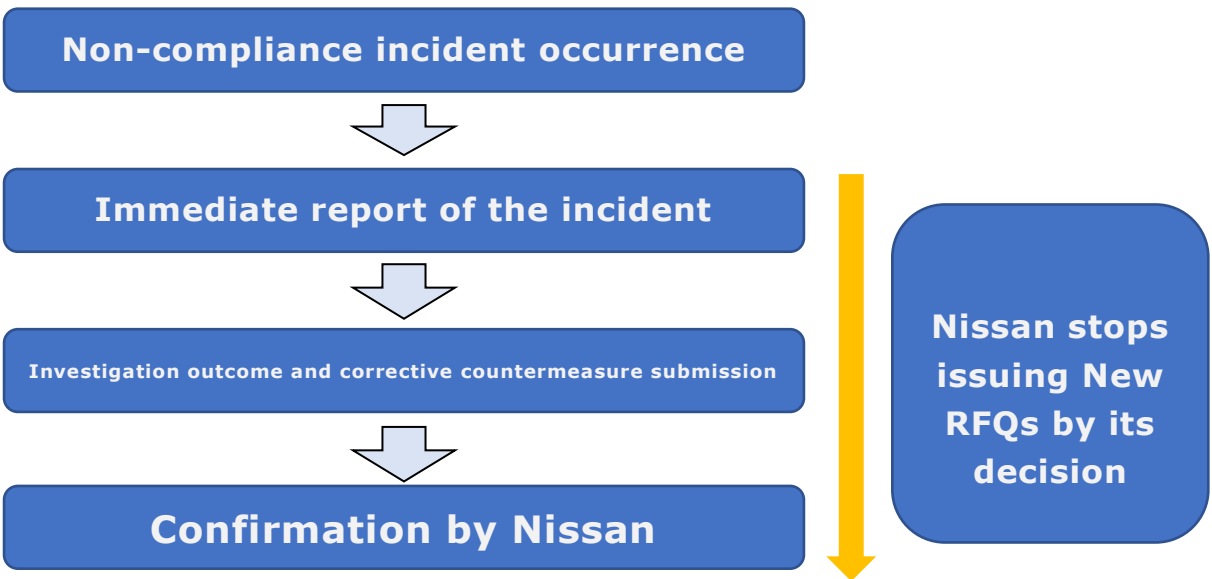
- Supplier groups for Nissan are assessed by a certified organization recognized internationally.

If assessment results do not meet Nissan CSR requirements, an action plan will be requested.

In case action plan proves inadequate and no clear improvement is observed, Nissan may suspend new RFQs to the supplier or exclude them from the purchasing panel until effective corrective countermeasures are implemented.

2.2.3 Actions in the event of non-compliance

If a supplier's activities do not conform to CSR guidelines, Nissan requests the supplier to immediately report full details of the non-compliant incident investigation outcome and corrective countermeasures deployed to prevent reoccurrence. Until corrective countermeasures are implemented, Nissan may temporarily suspend new RFQs to the supplier within Nissan's procurement activities or take other action, as appropriate.



In case economic damage is recognized by Nissan because of the event of

noncompliance, suppliers may be requested to pay reparations.

Further information on Nissan CSR policies and activities is available using the following link:

Nissan : <https://www.nissan-global.com/JP/SUSTAINABILITY/>

Supplementary Handbook.

Nissan Corporate Social Responsibility Guidelines for Suppliers	Supplement / Explanation
1.2.1 Compliance	
<p>Preventing corruption</p> <p>Strive to forge transparent and fair relations with your suppliers and make sure political contributions and donations are in accordance with the laws in all countries and regions. Do not accept from or provide suppliers with gifts, services or hospitality intended to influence a business relationship or induce improper conduct.</p>	<p>The phrase “Do not accept from or provide suppliers with gifts, services or hospitality” includes bribery by third parties. For example, this includes the provision of money or gifts to public or private officials for sales or payment of money in return for a reduction in customs duties or tax benefits by an outside agent or distributor acting on another company’s behalf.</p>
<p>Managing and safeguarding personal and confidential information</p> <p>Obtain personal and/or confidential information about customers, third parties and employees only through legitimate methods. Rigorously control and protect this information and use it only within the appropriate scope and in accordance with the laws of all countries and regions.</p>	<p>The acquisition, management, and use of personal information of customers, third parties, and employees will comply with privacy-related laws and regulations and personal information protection laws of all countries and regions.</p>
<p>Managing exports</p> <p>Undertake appropriate procedures and management of exports of technologies and goods restricted by the laws and regulations of all countries and regions.</p>	<p>The exports of technologies and goods restricted by the laws and regulations of all countries and regions also includes software.</p>
<p>Responsible procurement of minerals</p> <p>Require businesses to comply with laws regarding responsible procurement of minerals and to proceed their due diligence</p>	<p>For further details, please refer to our “Global Minerals Sourcing Policy Statement.”</p>

<p>for conflict minerals.</p> <p>Indicate whether the minerals included in the materials or component parts, have social contagion pertaining to human rights or environment. If contagion is suspected or confirmed, identify and deploy actions for alternative sourcing or mineral substitution.</p>	
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Nissan Corporate Social Responsibility Guidelines for Suppliers	Supplement / Explanation
<p>1.2.3 Human Rights / Labor</p>	
<p>Respecting human rights</p> <p>Do not allow any form of harassment in the workplace on the basis of race, nationality, gender, religion, disability, age, background, position in the company, employment status or any other reason.</p>	<p>To prevent harassment in the workplace, all employees must be treated with respect and dignity. Harassment includes any act of intimidation, harassment, retaliation, or violence against an employee, whether physical, sexual, verbal, or in any other form, even if it is not recognized as illegal in the jurisdiction. The same applies to corporal punishment and acts of mental or physical coercion.</p> <p>It is required to have processes in place that allow employees to report, notify, or consult anonymously, within the limits of the law, regarding conduct that violates respect for human rights. Employees are protected from any retaliation for reporting, notifying, or consulting using these processes and the existence of the processes should be communicated to employees.</p>
<p>Prohibiting child labor</p> <p>Do not permit the employment of minors who do not meet the legal minimum working age</p>	<p>The “minors who do not meet the legal minimum working age” refer to a person who is under the age for completing compulsory education or the</p>

<p>of each country and region and in all cases if minors are below the age of 15, in accordance with Nissan policy.</p>	<p>minimum age for employment in the country or region, whichever age is higher.</p> <p>Age verification must be conducted to prevent child labor, and corrective measures implemented if child labor is found.</p>
<p>Prohibiting forced labor</p> <p>Do not practice forced labor. Guarantee that all labor is voluntary and that employees are free to leave their jobs.</p>	<p>For all work to be voluntary, there must be no tolerance of forced, bonded (including debt bondage, recruitment fees, and other unacceptable financial costs of restraint), indentured labor, involuntary or exploitative prison labor, or any other similar labor or restrictions.</p> <p>To ensure that employees are free to leave their jobs, original government-issued identification cards, identification documents, and passports in the worker's possession will not be confiscated.</p>
<p>Remuneration</p> <p>Comply with the laws of each country and region regarding minimum wages, overtime, wage deductions, performance-based pay and other remuneration.</p>	<p>In the absence of laws regarding minimum wages, overtime, wage deductions, performance-based pay, and other remuneration, it is desirable to pay employees wages that ensure an adequate standard of living.</p>
<p>Working hours</p> <p>Comply with the laws of each country and region regarding the setting of employees' working hours (including overtime) and the granting of scheduled days off and paid annual vacation time.</p>	<p>All overtime should be treated as extra work and should be voluntary. Additionally, it is desirable to record and control working hours using reliable methods, and store data on working hours in a secure and appropriate manner.</p>
<p>Dialogue and consultation with employees</p> <p>Undertake sincere consultation and dialogue with employees or their representatives.</p>	<p>Sincere consultation and dialogue with employees or their representatives means respecting the right of all workers to bargain collectively of their own</p>

<p>Recognize employees' right to associate or not associate based on the laws of each country and region of operation.</p>	<p>volition and to participate in peaceful assembly, as well as the right of workers to refrain from doing so. In line with the recognition of the right of employees to associate or not to associate freely in accordance with the laws and regulations of the country or region in which they operate, measures must be taken to prohibit any form of intimidation, harassment, retaliation, or violence against employees who either exercise or refrain from exercising these rights.</p>
<p>Ensuring a safe and healthy working environment</p> <p>Make the health and safety of workers the top priority and make every effort to prevent occupational accidents.</p>	<p>To create a safe and healthy working environment, it is required to comply with all health and safety laws in the countries in which the company operates, and regularly review compliance with such laws and internal regulations. To set clear and measurable health and safety goals (e.g., zero fatal accidents, etc.) on a company-wide level, and provide training on specific health and safety measures is also required. In addition, lessons learned from health and safety incidents are used to formulate countermeasures to prevent recurrences.</p> <p>To make the health and safety of workers the top priority, employees under the age of 18 should not be assigned to hazardous work (work that may endanger their health or safety).</p>

Reference

- Responsible Business Alliance (RBA) Code of Conduct
- International Labour Organization (ILO) Core Labour Standards

SUPPLIER COMMITMENT

Nissan requests that all suppliers who receive the CSR Guidelines submit the “Supplier Commitment” form signed by a legal representative.

By signing this form, the supplier acknowledges having read and accepted all the aforementioned terms and conditions as regards all services or parts ordered by or delivered to Nissan.

The supplier recognizes that Nissan encourages dissemination of the principles included in the present guidelines throughout his own supply chain.

Company name:
Nissan supplier account number(s):
Address:
Signatory's name:
Signatory's function:
Signatory's email address:
Date:
Signature:

Please return the signed form and scanned copy to Nissan Purchasing contact specified in the attachment.



Nissan Motor Co.,Ltd.
CSR Group, Sustainability Development Department
Purchasing Administration Department