

## TAKATA Conduct Guidelines

TAKATA has developed its business globally and has gained the trust of its customers and society in order to pursue dreams. These TAKATA Conduct Guidelines are a collection of the efforts that it makes on a daily basis.

TAKATA encourages each of you to share the TAKATA Conduct Guidelines and to work together to promote efforts to make TAKATA earn even greater trust from its customers and society.

### Compliance

TAKATA has continuously strived to strengthen its compliance regime.

**I, as an associate of TAKATA, will faithfully respect all laws, internal rules and social norms.**

#### 1. Respect for the Law

● **Proper understanding of the law**

I will properly understand and abide by the content and spirit of the relevant law, and will take the necessary course of action.

● **What to do in case of unclear interpretation**

If there is anything unclear about the interpretation of the law, I will consult with the legal department so that I properly understand it.

● **What to do if the law has been violated**

If I discover any act that is, or may be, in violation of the law, I will report it to, make a proposal to, or consult with, my supervisor, the legal department or the Internal Hotline.

● **Report/notification to government agencies**

I will make appropriate reports and notifications to government agencies as required by law.

#### 2. Observing Internal Rules

● **Proper understanding of internal rules**

I will properly understand and abide by the content and spirit of the relevant internal rules, and take the necessary course of action if any revision is made to the internal rules.

● **What to do in case of unclear interpretation**

If there is anything unclear about the interpretation of an internal rule, I will consult with the department that created the rule so that I properly understand it.

● **What to do if a rule has been violated**

If I discover any act that is, or may be, in violation of an internal rule, I will report it to, make a proposal to, or consult with, my supervisor or the Internal Hotline.

● **Report/notification**

I will make appropriate reports and notifications as required by internal rules.

## TAKATA Conduct Guidelines

### 3. Observing Social Norms

- As a member of society, I will behave ethically and in accordance with the common sense of the community.
- I will have no contact or involvement with any antisocial forces.

### Quality of Products

TAKATA supplies products of the highest quality as a company that manufactures products that could affect people's lives.

**I, as an associate of TAKATA, fully understand the quality control process of products and will work consistently to focus on placing the highest priority on the performance and safety of products through all stages from development to sales to customers.**

### Traffic Safety

TAKATA desires that one day, "there will be no victims of traffic accidents".

**I, as an associate of TAKATA, will abide by traffic rules and drive safety.**

### Environmental Protection

TAKATA contributes to environmental protection through environmentally-friendly and socially-friendly manufacturing, in order to achieve a sustainable society since the Earth's resources are limited.

From the point of view of a company's social responsibility, TAKATA strives to build a recycling-based society which has a small environmental burden.

**I, as an associate of TAKATA, will increase my knowledge and insight into the environment and society and will take actions to try to achieve a sustainable society.**

### Management of Information

TAKATA appropriately manages various types of information in order to properly conduct its business.

**I, as an associate of TAKATA, will appropriately handle information concerning our businesses in accordance with applicable laws, regulations and internal and external rules.**

## TAKATA Conduct Guidelines

### ● Handling of confidential information and personal information

I will handle confidential information and personal information in accordance with applicable laws, regulations and internal and external rules to prevent the loss or leakage of such information.

### ● Handling of data

With a clear understanding that various test results and other data constitutes TAKATA's property that objectively demonstrates the quality of its products, I will appropriately and accurately record such data in writing in accordance with internal and external rules.

## Health and Safety

As a company that manufactures products that could affect people's lives, TAKATA gives the highest priority to safety in the workplace. In order to maintain a work environment in which each person working for TAKATA can work feeling assured, TAKATA appropriately manages risks associated to the work environment and creates a safe and healthy workplace.

**I, as an associate of TAKATA, will comply with internal and external rules, and will strive to maintain a safe and healthy workplace and to prevent and mitigate disasters.**

### ● Maintaining a safe and comfortable work environment

I will make every effort to maintain an orderly, well-organized and clean workplace.

### ● Disaster Prevention

I will strive to properly manage work and areas that are unsafe to prevent disasters. If I discover any anomaly or defect in the workplace, I will strive to take remedial action and report to my supervisor immediately.

### ● What to do in case of a disaster

If a disaster occurs, I will place maximum priority on the protection of human life and will strive to mitigate any damage caused by the disaster.

### ● Emergency Contacts

I will make sure that I am aware of the procedures to be taken and the emergency contacts to use when a disaster occurs, so that I will be able to respond to any emergency immediately.

## Respect for Human Rights

TAKATA continues to be a company that respects human rights and which is sincere and fair.

**I, as an associate of TAKATA, will respect human rights, and will not commit any discriminatory act or any act of harassment.**

## TAKATA Conduct Guidelines

### ● Prohibition of Discrimination

I will not use any discriminatory words or engage in any action or behavior towards any person regarding his or her personal attributes or characteristics.

### ● Prohibition of Harassment

I will not commit any harassment of any kind or form, such as by causing a person to have unpleasant feelings against one's will through sexual words or behavior, or by inflicting psychological and physical violence against one's will, by taking unfair advantage of my authority at work.

## Business Transactions

TAKATA, as a fair and sound company which operates its business under free competition, complies with all applicable laws, regulations and internal and external rules, and strives to carry out long-term and progressive business transactions based on fair and sound relationships with business partners.

**I, as an associate of TAKATA, will comply with all applicable laws, regulations and internal and external rules and will maintain fair and sound relationships with business partners.**

### ● Prohibition on excessive gifts and benefits

In our dealings with business partners, I will neither offer nor accept gifts or benefits beyond that normally considered appropriate.

### ● Prohibition on improper use of position or authority

I will not use my position or my authority inappropriately to exact improper benefits from business partners, nor will I give business partners any improper benefits.

### ● Prohibition on cartel

I will not form any agreement or consensus which restricts competition with any competitors.

## Relationship with Politics and Public Administration

As an independent company, TAKATA will maintain a healthy relationship with politics (political bodies and politicians) and the public administration (administrative bodies and government officials).

**I, as an associate of TAKATA, will deal fairly and openly with respect to politics and the public administration by complying with the applicable laws and regulations and societal common sense.**

## TAKATA Conduct Guidelines

### ● Prohibition on gifts and benefits

I will not offer any domestic, foreign or international politicians or government officials any gifts or entertainment that are prohibited by any laws or regulations or that exceed commercial norms or limits that are generally accepted by society.

### Contribution to Society

TAKATA strives to contribute to society through its business activities, such as the provision of products and services, and engages in social activities in order to fulfill its social responsibilities as a corporate citizen.

**I, as an associate of TAKATA, understand TAKATA's philosophy concerning contributions to society and will strive to fulfill the role that is expected of me in the community.**

### Communication

TAKATA strives to make appropriate communication with society by globally fulfilling its duty of accountability to its stakeholders.

**I, as an associate of TAKATA, will value good communication.**

Revised on November 1, 2016  
Takata Corporation Compliance Committee