

MATERIAL HANDLING

The Human Rights Policy applies to Toyota Material Handling UK, the entities that it owns, the entities in which it holds a majority interest, and the facilities that it manages.

Toyota Material Handling UK respects human rights. We are committed to identify, prevent, and mitigate adverse human rights impacts resulting from or caused by our business activities before or if they occur through human rights due diligence and mitigation processes.

1.0 Community and Stakeholder Engagement

At Toyota we recognise our impact on the communities in which we operate. We are committed to engaging with stakeholders to ensure that we are listening to, learning from, and considering their views as we conduct our business. Where appropriate, we are committed to engaging in dialogue with stakeholders on human rights and ensure all of our suppliers sign up to our Code of Conduct.

Toyota's Human Rights Statement and Policy outlines our commitment to decent working conditions and social dialogue, which is reflected in the Group's operations and practices.

To sustain the link between social progress and economic growth, this Working Conditions and Social Dialogue Policy aims to:

- Reaffirm our commitment to strict adherence to the law in the countries in which it operates, considering the various economic and social conditions, legislative frameworks, and labour relations systems.
- Set forth the principles and practises that will be used as a basic level of working conditions and trade union freedom, as well as in its interactions with employees, suppliers, customers, and the social context in which it operates.
- Create spaces for effective communication and open dialogue, through which we support a culture of respect, dialogue, and cooperation with the legitimate representatives of our team member.
- Address issues regarded to be essential principles and rights at work.
- Abolition of all types of forced or involuntary labour, the abolition of child labour, and the eradication of employment and occupation discrimination.

2.0 Valuing Diversity

The Company values the diversity of the people with whom we work and the contributions they make. We have a long-standing commitment to equal opportunity and intolerance of discrimination and harassment. We are dedicated to maintaining workplaces that are free from discrimination or harassment based on race, sex, colour, national or social origin, religion, age, disability, sexual orientation, political opinion, or any other status protected by applicable law. The basis for recruitment, hiring, placement, training, compensation, and advancement at the Company is

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qualifications, performance, skills, and experience. Regardless of personal characteristics or status, the Company does not tolerate disrespectful or inappropriate behaviour, unfair treatment, or retaliation of any kind. Harassment is unacceptable in the workplace and in any work-related circumstance outside the workplace. These principles apply not only to Company team members but also to the business partners with whom we work.

3.0 Freedom of Association and Collective Bargaining

The Company respects our team member's right to join, form or not to join a labour union without fear of reprisal, intimidation, or harassment. Where team member's team members are represented by a legally recognised union, we are committed to establishing a constructive dialogue with their freely chosen representatives. The Company is committed to bargaining in good faith with such representatives.

4.0 Safe and Healthy Workplace

The Company provides a safe and healthy workplace and complies with applicable safety and health laws, regulations, and internal requirements. We are dedicated to maintaining a productive workplace by minimising the risk of accidents, injury, and exposure to health risks. We are committed to engaging with our team members to continually improve health and safety in our workplaces, including the identification of hazards and remediation of health and safety issues.

5.0 Workplace Security

The Company is committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for team members are provided as needed and will be maintained with respect for team member privacy and dignity.

6.0 Forced Labour and Human Trafficking

The Company prohibits the use of all forms of forced labour, including prison labour, indentured labour, bonded labour, military labour, slave labour and any form of human trafficking.

7.0 Child Labour

The Company prohibits the hiring of individuals that are under 18 years of age for positions in which hazardous work is required.

8.0 Work Hours, Wages and Benefits

The Company compensates team members competitively relative to the industry and local labour market. We operate in full compliance with applicable wage, work hours, overtime and benefits. The company operates a policy for all our team members to receive at least the living wage as part of their normal basic salary.

MATERIAL HANDLING**9.0 Our Commitment**

Our Human Rights Policy applies to Toyota Material Handling UK, the entities that we own, the entities in which we hold a majority interest, and the facilities that we manage. It includes the following twelve components:

1. Respect for Human Rights
2. Community & Stakeholder Engagement
3. Diversity & Inclusion
4. Freedom of Association & Collective Bargaining
5. Safe & Healthy Workplace
6. Workplace Security
7. Forced Labour and Human Trafficking
8. Child Labour
9. Work Hours, Wages & Benefits
10. Land Rights & Water Resources
11. Healthy Lifestyles
12. Guidance & Reporting for Team members

10.0 Reporting of Wrong-doings - 0808-234-0207 – www.toyota-industries.ethicspoint.com

At Toyota Material Handling UK, it is every team member's responsibility to maintain a work environment that reflects respect for human rights and is free from all discrimination and harassment, aligned with our Human Rights Policy.

If any person believes that someone is violating the Human Rights Policy and/or the law, they are asked to report it immediately to a member of Human Resources or use the ethics contact.

The Code of Conduct Helpline and website are confidential and easy to use. The helpline and website are operated by Navex, a leading provider of this type of service. With each method of reporting, a team member has the option of providing their name and contact information, or they may remain anonymous. All persons calling and providing a report to the operator or filing a report via the Website will be assigned a report number, a PIN and a contact date. If the team member learns additional information or would like to supplement their initial report, they can call or log back in with their report number and PIN and provide the additional information.

The Code of Conduct Helpline is designed to handle a wide range of reports and questions about matters that may threaten our Company's good reputation. The Compliance helpline and website are not meant to replace your day-to-day communication with leaders. The below detail areas where a team member could report.

- Theft, fraud, other form of dishonesty
- Violence or threatening behaviour
- Harassment or discrimination

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- Violations of the Code of Conduct
- Accounting or financial irregularities
- On-the-job drug or alcohol abuse
- Violations of laws
- Violations of regulations
- Violations of policies/procedures

11.0 The Future

The Compliance Team will continually review and evaluate our policy on Human Rights and strengthen our approach in line with our company values. This Human Rights statement consolidates our existing commitments and provide clarity on our processes and procedures.



Michelle Clark
Director – HR and QHSE