

***This communication is being provided by Lear Corporation and its affiliates to all production suppliers of goods and services.***

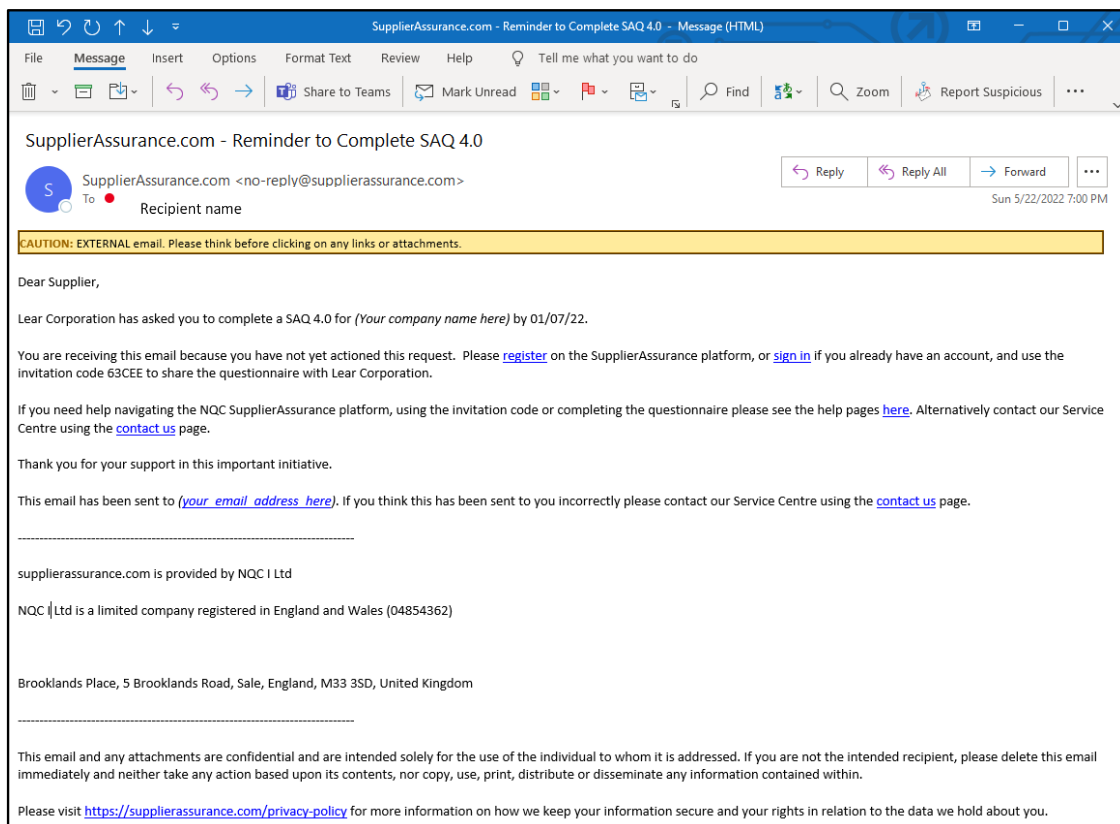
Date: June 1, 2022

**Subject: Self-Assessment Questionnaire (SAQ 4.0) Initiative and Policy Update**

Dear Valued Supplier,

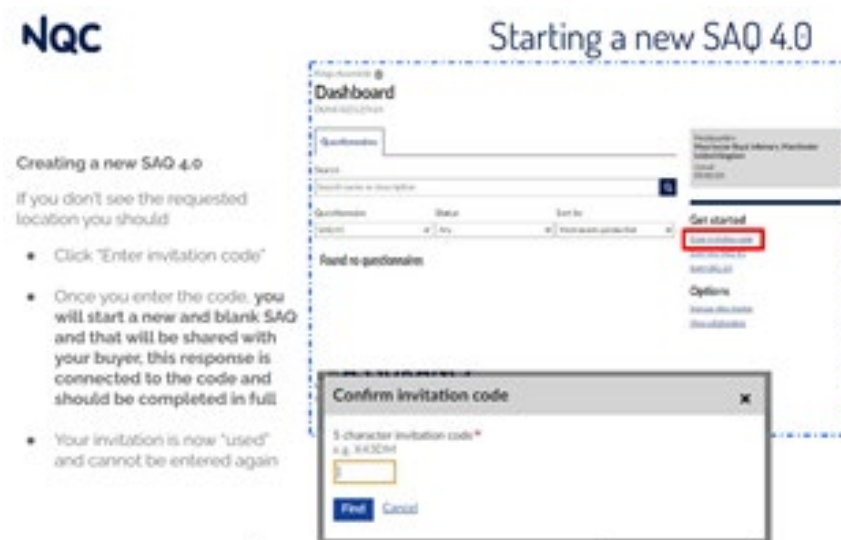
Thank you for your continued support and participation in Lear’s supply chain sustainability initiative. As Lear continues its sustainability journey, it is important that we reinforce our established performance metrics which are consistent with global best practices. Recently Lear revised its policies and communicated that we require suppliers to complete SAQ 4.0 (Administered by NQC) before they can be considered for new business awards. The purpose of this letter is to reinforce that message and to communicate that **effective July 1, 2022, production suppliers to Lear will not be eligible to win new business until they have satisfactorily completed a self-assessment questionnaire.**

Since January 2021, Lear has sent multiple notifications to the supply base requesting SAQ 4.0 completion. For suppliers that have not responded or are not familiar with NQC or the SAQ process, following is an example of the email notification that was sent to your organization.



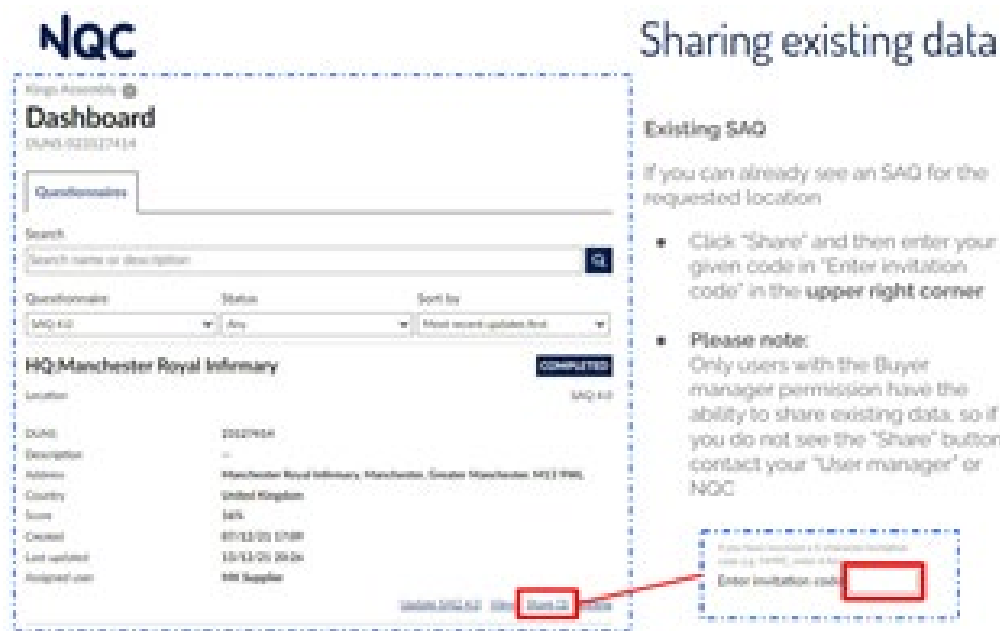
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In the email suppliers were asked to register on the NQC Supplier Assurance Platform. Once in the platform, suppliers that have not completed an SAQ, would see the following screen, and be prompted to enter the invitation code that was provided in the invitation email, and subsequently to begin the questionnaire.



**If your company has previously registered on the platform and completed an SAQ, it is only required to add Lear's invitation code and share the existing SAQ.**

Example:



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In closing, all production suppliers to Lear Corporation are required to complete and submit SAQ 4.0 by July 1, 2022. **Suppliers that have not completed SAQ 4.0 by July 1, 2022, will not be eligible for new business and will subsequently be on “new business hold” until the requirement is met.** Additionally, Lear requires a minimum average SAQ score of 70%. If a supplier score is below this threshold, a corrective action plan must be submitted and approved by Lear.

For further assistance with the SAQ process, please visit <https://supplierassurance.com/contact>, where NQC has online support available to assist you on a 24 h/7-day basis.

For more information regarding Lear’s policies, please visit [www.lear.com/sustainability](http://www.lear.com/sustainability) or <https://www.lear.com/suppliers/web-guides> under Supplier Development for specific policies.

Lastly contact [sustainability@lear.com](mailto:sustainability@lear.com), where Lear’s ESG team can provide additional support.

Sincerely,



**Ron Boyer**  
Vice President, Social and Supply Chain Sustainability  
Lear Corporation