

LEAR RULES OF PROCEDURE SECTION 8 PARA.2 SCDDA

SCOPE OF APPLICATION

The purpose of these rules of procedure is to transparently present our complaint procedure within the meaning of Section 8 para. 2 German Supply Chain Due Diligence Act. These rules of procedure apply to any person that would like to make a complaint about human-rights related and environmental risks or violations in Lear Corporation's supply chain, which have arisen as a result of Lear's business activities or that of Lear's suppliers. This complaint procedure is open to employees, employees of Lear's suppliers or any other interested third party.

TO MAKE A REPORT

Reports can be made via telephone, email or online, as described below. Reports via Lear's Helpline or the Lear Complaint Web Form can be made anonymously. Receipt of the complaint is confirmed to the reporting person.

- **Lear Helpline:** The Helpline is available at any time of the day every day of the year. The Helpline can be used at no cost using the toll-free number provided [here](#). The phone will be answered in the local language (if required with the help of a translator). Lear has retained a third-party provider to accept, verify, transcribe and log all calls received on the Helpline. The operator will walk the reporting person through the process by asking questions and discussing the facts. If the reporting person chooses to stay anonymous, the operator will supply a case number and ask the anonymous reporting person to call back within a specified period of time. This will allow the investigating person to ask the operator additional questions, if necessary, without giving up the operator's anonymity. The completed report will be sent to the responsible Lear team.
- **Lear Complaint Web Form:** The Lear Complaint Web Form can be accessed [here](#) and is available in several languages such as English, Chinese, French, German, Japanese, Korean, Spanish, and others. Once the form is completed and submitted it will be sent to the responsible Lear team.
- **Email:** A report can also be submitted via email to Compliance@lear.com. The email should ideally include as much detail as possible about the reported matter, including the name(s) of the person(s) involved in the matter, what occurred, when it occurred, and where it occurred. The email should also include any documentation available to substantiate the claim, as well as contact information for the reporting person, unless they wish to stay anonymous. The contact information, if provided, is only used to ask additional questions to help the investigation and to let the reporting person know the status of the investigation as appropriate.
- **App:** A report can also be submitted with the mobile phone app by scanning the QR code that can be accessed [here](#) or on posters located in Lear's facilities.
- **Mail:** A report can be submitted via mail to Lear's Chief Compliance Officer at Lear Corporation, 21557 Telegraph Rd., Southfield, MI 48033.

- **Other:** Lear employees can also contact Lear's Chief Compliance Officer, General Counsel or Local Legal Counsel.

PROCEDURE

Once the complaint is received through one of the reporting mechanisms, the responsible Lear team will review each complaint. If it is decided that there is evidence of misconduct or possibility of a violation of human-rights related and/or environmental risks or violations in Lear's supply chain, the complaint will be officially logged and given a case number. The responsible Lear team will commence investigating the complaint. Once the investigation has been finalized, the Lear team will make a decision as to whether a risk or violation has occurred, and if so, decide which preventive or remedial actions will be taken.

Once the investigation is concluded, a report will be filed on the findings of the investigation, including recommendations for potential measures. The responsible Lear team will meet at least monthly to discuss the investigation findings and make recommendations to the appropriate local management. Local management will report back to the responsible Lear team on the actions taken, if any, from the recommendation.

The responsible Lear team will send a notification to the complainant explaining the outcome of the investigation, as appropriate.

Depending on the nature of the complaint, the responsible Lear team will determine whether any additional action is warranted.

RESPONSIBILITIES

The complaint procedure is overseen and managed by Lear's Ethics & Compliance department and Lear's Human Rights Officer and its/their designee. It is their responsibility to ensure every complaint (i) has been appropriately reported and/or disclosed, (ii) is promptly and professionally managed, and (iii) is thoroughly, confidentially, and appropriately investigated.

Any Lear investigator or other Lear employee responsible for the investigation of a report is ensured to act independently and impartially.

CONFIDENTIALITY AND ANTI-RETALIATION

Each complaint will be treated confidentially throughout the entire process. The substance of each complaint will only be disclosed to the extent necessary to analyze, investigate and resolve such complaint and only to those individuals who need access to such information for the purpose of assisting in the analysis, investigation, or resolution of the complaint. All Lear representatives involved in the investigation process will be required to uphold the strictest of confidentiality standards.

In accordance with Lear's Global Anti-Retaliation Policy which can be accessed [here](#), Lear will not in its own sphere of influence tolerate retaliation against anyone who reports a potential violation or who participates in an investigation.