



Lear Corporation

Ejército Nacional 6525
Col. Del Marquez
Cd. Juarez Chih, Mexico
Tel: (656) 688-11-00
+1 (915) 787-32-00

Dear Supplier,

Lear Corporation, its subsidiaries, and affiliates, hereinafter collectively referred to as "Lear", continually establishes partnerships with leading suppliers and distributors for various expenses not considered part of direct production (e.g., parts, services, consumables, etc.) in accordance with corporate and compliance policies.

Please be advised that any work requested by Lear from the supplier must have an approved purchase order or written authorization from a representative of the Purchasing department before such product or service is provided. Any goods or services provided without the existence of an approved purchase order shall be at the sole risk of the supplier. A copy of a requisition in process should not be considered as a substitute for a purchase order, since it does not represent any contractual obligation for the provision of the good or service.

In addition to the above, all quotations generated by your company must be entered electronically in the COUPA system or be directed to Lear's Purchasing representative, provided that the quotation request is specified in writing, the validity of the quotation must be specified without sharing information with plant users.

All material must be delivered to the receipt area of the plants since it is strictly forbidden to enter material without notifying the "Materials" area for registration.

Additionally, you are formally notified of the following policies, applicable to all collaborators, employees, and any other person or entity that acts on behalf of Lear, as well as any client, supplier, carrier or third party that has any type of commercial or contractual relationship with Lear, whether national or international, and that, therefore, are called to assume behaviors typical of the organizational culture in accordance with our Code of Conduct and Business Ethics.

Money Laundering Prevention Policy

Lear recognizes the exposure of its operations to acts such as Money Laundering, as well as the legal and financial consequences that these vulnerable activities could cause to the company. For this reason, it is essential to adhere to the protocols described in the internal Code of Conduct and Ethics, as well as the applicable regulation "*Ley Federal para la Prevención e Identificación de Operaciones con Recursos de Procedencia Ilícita*" (LFPIORPI) in all activities related to the administration and operation of our organization. All Lear's operations and its collaborators have the responsibility to establish and maintain controls for the prevention of money laundering and to report suspicious actions. It is essential that Lear's internal and external collaborators firmly adopt compliance with this policy.

Zero Tolerance and Corruption Policy

Lear conducts its business through a management model based on socially responsible principles, guidelines, and objectives, for which it adopts the "Zero Tolerance" policy against Fraud, Corruption and Bribery as an unwavering policy in the organization; to this end, it takes the necessary measures to prevent and combat these behaviors, permanently seeking to implement appropriate mechanisms, systems and controls that allow their prevention, detection, and timely treatment.

Employees, and any other person or entity acting on behalf of Lear, must act and base their decisions on a position of "Zero Tolerance to Fraud, Corruption and Bribery"; therefore, they do not participate in any form of fraud, bribery, or corrupt practices, directly or indirectly, and take the necessary measures to combat them, regardless of any form or typology. Lear generates an environment of mutual collaboration and respect for common interests within the scope of the relationships of trust established with the different stakeholders; it does not maintain business relationships of any kind with employees, administrators, directors, suppliers, contractors or third parties who have been convicted of illicit activities related to fraud, corruption or bribery.

As part of the commitment to follow Lear's internal policies and best practice guidelines related to ethics and integrity, we present the standard for handling possible situations related to Conflict of Interest, which is mandatory for all Lear Corporation's business partners.

Conflict of Interest

In accordance with the Code of Conduct, all employees, suppliers and third parties involved in Lear's operations are expected to avoid engaging in activities that conflict or appear to conflict with the interests of the company and its shareholders. A conflict situation may arise when any

individual or company takes actions or has an interest that could make it difficult for the individual to perform his or her work activities for the company in an objective and effective manner. Prompt and full disclosure is always the appropriate first step in identifying and resolving potential conflicts of interest or potential problems. If you become aware of an actual or potential conflict of interest, you should bring it to the attention of Lear's compliance line representative.

Contact

If you need more information or report a compliance situation related with this policy, please call:

Compliance Line

Email: *compliance@lear.com*

Tel: 800 000 3929 (México)

Tel: 2217-0417 (Honduras)

Tel: 866-908-7240 (USA)

Actions

Lear will take the necessary legal, contractual, and labor actions in the event of non-compliance with this policy by company employees and any person acting on behalf of or for Lear, as well as any other third party involved that has a business relationship with the company and will be sanctioned with labor or contractual termination as applicable. Lear will not limit itself in using all legal remedies to protect its interests.

Business Conduct and Ethics League Link

<https://www.lear.com/suppliers/supplier-sustainability-policy>

Incidents that can be reported:

- a) Request of business partners for "favors, remuneration (bribes)" to do business with Lear.
- b) Requests services/material without purchase order or prior authorization from Purchasing.
- c) Requiring gifts/entertainment in exchange for doing business with Lear.
- d) Unfair competitive behavior.
- e) Operations financed with resources of illicit origin.
- f) Products or services sold with costs not in accordance with the market value.

Acceptance

By signing this document, you agree to follow this policy, its content, scope, and conditions, and we would appreciate it if you would make this information available to all levels of your organization.

In case of any doubts or questions, please contact the Non-Production Purchasing Department.

Sincerely,

Non-production Purchasing Department

Acknowledgement confirmation

Date: _____

Receiver: _____

Legal entity: _____

Name, date, and signature of the supplier's Legal Representative

Name, date, and signature of the Lear Representative
