

Procedure

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* - only in case of company-wide procedures

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1. Field of application ➡ Who should follow the procedure: entire company, department?

The procedure applies to the entire TMMP organisation, i.e. to all Employees, Associates and Members of the Management Board of TMMP. This provision does not exclude the group of persons

entitled to make a Whistleblower Report who are referred to under Article 4(1) of the Act of 24 June 2024 on the Protection of Whistleblowers.

2. Definitions *What is the meaning of the terms used in the procedure?*

2.1 Employee – any person employed by TMMP under an employment contract as well as any person employed by a TOYOTA GROUP company other than TMMP who has been seconded by the relevant employer to work on the premises of TMMP for a definite period of time.

2.2 Associate – any person other than an Employee who performs work or provides services to TMMP, including:

- temporary worker, apprentice, trainee, volunteer, former employee
- person providing work on a basis other than employment relationship, including under a civil law contract, and also under B2B model,
- contractor, subcontractor, supplier or service provider, including persons carrying out work under their supervision,
- entrepreneur, proxy, shareholder or partner.

This definition does not exclude the group of persons entitled to make a Whistleblower Report who are referred to under Article 4(1) of the Act of 24 June 2024 on the Protection of Whistleblowers.

2.3 Whistleblower – a current or former Employee or Associate, or a person who is or has been applying to TMMP to become an Employee or Associate (including, but not limited to: a candidate involved in the recruitment process), if he/she makes a Whistleblower Report.

2.4 Whistleblower Report – an oral or written notification (internal report) of a suspected or existing Violation that has occurred or is likely to occur at TMMP or of an attempt to conceal such a Violation, made in accordance with this Procedure.

2.5 Violation – violation of generally applicable law, according to the categories listed in Article 3(1) of the Act of 24 June 2024 on the Protection of Whistleblowers, or of internal regulations in force at TMMP, including in particular the Code of Conduct.

2.6 Person-of-Trust – person designated by the Management Board of TMMP, holding his/her office for an indefinite period of time (until revoked), responsible for receiving Whistleblower Reports, communicating with Whistleblowers and taking Follow-up Actions to the extent set out in this Procedure.

2.7 Follow-up Actions – actions taken by TMMP in order to assess the veracity of the information contained in the Whistleblower Report and to address the Violations.

2.8 Compliance Committee - temporary group appointed by the Person-of-Trust in the cases and under the terms of this Procedure to assess the Whistleblower Report and carry out Follow-up Actions.

2.9 Investigation Proceedings – all actions taken to clarify the circumstances of the Whistleblower Reports made, including actions such as: arranging a meeting in order to hear

the Employee or Associate, who is the subject of the Report, or witnesses, conducting evidentiary proceedings, analysing claims, undertaking corrective actions.

2.10 TMMP's Code of Conduct – Code of Conduct in force at TMMP.

2.11 Reporting channel – technical and organisational solutions allowing to make a Whistleblower Report.

2.12 Retaliation – direct or indirect action or omission in a work-related context, which is caused by a Whistleblower Report or public disclosure, and which violates or may violate the rights of the Whistleblower or is likely to cause unwarranted harm to the Whistleblower.

3 **Scope** ➡ *What does the procedure refer and apply to?*

3.1 This procedure governs:

- channels and methods of making Whistleblower Reports used at TMMP,
- procedure for dealing with information on reported Violations,
- standardised way of conducting Follow-up Actions within TMMP.

3.2 Reports may be made by Whistleblowers, including in particular by any Employee or Associate.

3.3 Violations may include:

- a) violations of generally applicable law in accordance with the categories listed in Article 3(1) of the Act of 24 June 2024 on the Protection of Whistleblowers,
- b) violations of the TMMP's Code of Conduct, including regulations on the prevention of corruption and conflict of interest,
- c) other internal regulations of TMMP, including in particular regulations on bullying, discrimination, harassment or sexual harassment and the Work Regulations.

3.4 Violations can relate to events and relationships within TMMP as well as events and relationships with third parties (business partners, agents, customers, suppliers, representatives of public administration bodies, etc.).

3.5 All reported violations shall be dealt with in accordance with this procedure. However, only the violations described in item 3.3. a) above are subject to the Act of 24 June 2024 on the Protection of Whistleblowers.

4 **Related documents / references** ➡ *Which other documents relate to/concern/describe the procedure?*

4.1 [TMMP's Code of Conduct](#).

4.2 [Guide to the TMMP's Code of Conduct](#), summarising the information on the Code of Conduct and this procedure,

The above documents are available on [NaszaToyota.pl website](https://naszaToyota.pl).

5 Responsibility ➡ *Who is responsible for creating/reviewing/updating the procedure?*

The Head of the Legal Department in cooperation with the Business Partner Department shall be responsible for creating, reviewing and updating this procedure.

The procedure comes into force after 7 days from the date of its announcement in the manner accepted to the company.

6 Procedure description ➡ *What is the content, wording, individual steps of the procedure?***6.1 GENERAL RULES**

- a) All superiors are obliged to make available to their Employees both this procedure and the TMMP's Code of Conduct as well as other internal regulations in force at TMMP that Employees are expected to observe. In case of Associates, the superiors of departments, with which these Associates work on an ongoing basis, have an obligation to make the aforementioned documents available to them.
- b) All Employees and Associates are required to familiarise themselves with the basic principles arising from the documents referred to in item 6.1 a) above.
- c) The Head of the Business Partner Department acts as the Person-of-Trust (the appointment to this function requires the approval of TMMP Management Board). This function can also be held by other person designated by the TMMP Management Board.
- d) The Head of the Legal Department or an employee designated by him/her is responsible for providing information and training materials on this procedure and the TMMP's Code of Conduct to all new Employees and Associates, including managers, within 3 months of their employment.
- e) The Legal Department is required to conduct an annual campaign in September-November to promote the TMMP's Code of Conduct and this procedure, as well as to conduct an awareness survey of Employees and Associates on the above documents. The survey methods shall be adapted as required. According to the results of these surveys, the Head of the Legal Department or an employee designated by him/her shall take remedial measures, including awareness-raising activities.
- f) Persons applying for work at TMMP on the basis of an employment or other legal relationship or for provision of services to TMMP shall be informed of this procedure at the beginning of the recruitment process or negotiations preceding the conclusion of a contract.
- g) All persons involved - on the part of TMMP - in the process of receiving Whistleblower Reports and implementation of Follow-up Actions in accordance with this procedure are required to familiarise themselves with the regulations on personal data protection and internal regulations of TMMP applicable in respect of principles of personal data protection, as well as to be aware of the currently applicable legislation in this regard.

6.2 DESCRIPTION OF THE PROCESS

6.2.1 Reporting channels

- A. Reports specified in item 3.3 should be addressed directly to the Person-of-Trust.
 - by sending them to the e-mail address zaufanie@toyotapl.com (the Head of IS Department acting as e-mail administrator is obliged to prevent information from the indicated e-mail being read by anyone other than the Person-of-Trust),
 - via a dedicated external electronic communication channel
 - LOCAL SPEAK UP LINE: ttmp.whistlelink.com
 - GLOBAL SPEAK UP LINE: convercent.com
 - in the form of a meeting at the request of the Whistleblower.
- B. In case of Whistleblower Reports relating to a Person-of-Trust, Head or Manager of the Legal Department and Members of the Management Board of TMMP, a special procedure specified in items 6.2.6. and 6.2.7 below applies.
- C. Only Reports made in accordance with the procedure provided for in item A or B above shall be processed.
- D. Employees and Associates retain the ability to report any non-compliance within TMMP using the standard chain of command, i.e. by informing their immediate superior, senior superior or personnel of the Business Partner Department. However, such notifications will not be considered as Whistleblower Reports within the meaning of this procedure and shall not be processed within its framework. Use of the chain of command referred to above shall not prevent Whistleblower Report from being made under this procedure at a later date in the manner provided for in item A or B above.

6.2.2 Rules for making Whistleblower Reports:

- A. Whistleblower Reports should be made in good faith. The report should be based on reasonable grounds that allow the reporting person to believe that there has been a violation of the law or internal regulations of the TMMP in accordance with the provisions of point 3.3 of this procedure.
- B. **Content of Whistleblower Reports** - A Whistleblower Report should contain a clear and complete explanation of the subject-matter of the report, including at least:
 - detailed description of the violation;
 - date and place of violation or date and place where the information about the violation was obtained;
 - a description of the specific situation or circumstances giving rise to the possibility of a violation;
 - identification of the person or other party who is the subject of the Report or who is associated with the occurrence of the violation;
 - identification of a possible victim;
 - identification of possible witnesses to the violation of the law;

- identification of relevant evidence and information available to the Whistleblower that may be useful during evaluation and processing of the report.

C. Whistleblower Reports stating the name of the Whistleblower - TMMP encourages to make non-anonymous Whistleblower Reports as they allow, if necessary, to obtain additional information from the Whistleblower that may be necessary to implement effective and appropriate Follow-up Actions.

D. Anonymous Whistleblower Reports - TMMP also allows making anonymous Whistleblower Reports provided that such a Report will include information on, in particular, the person who allegedly committed the Violation, the business area / organisational unit of TMMP to which the Violation is related (e.g. administration, foundry etc.), and a detailed description of the situation including its time of occurrence and frequency.

Anonymous Whistleblower Reports that do not contain the above information and the information set out above in item B. "Content of Whistleblower Reports" shall not be processed.

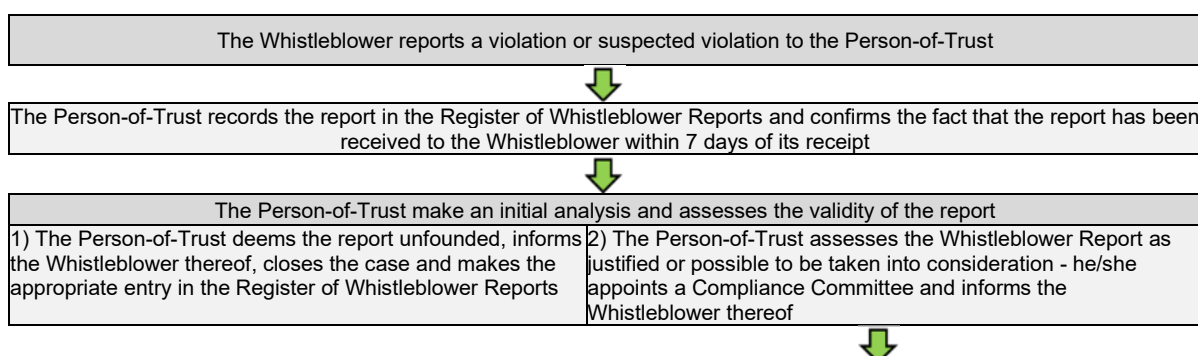
E. Form of reporting: Whistleblower Reports may be made orally or in writing.

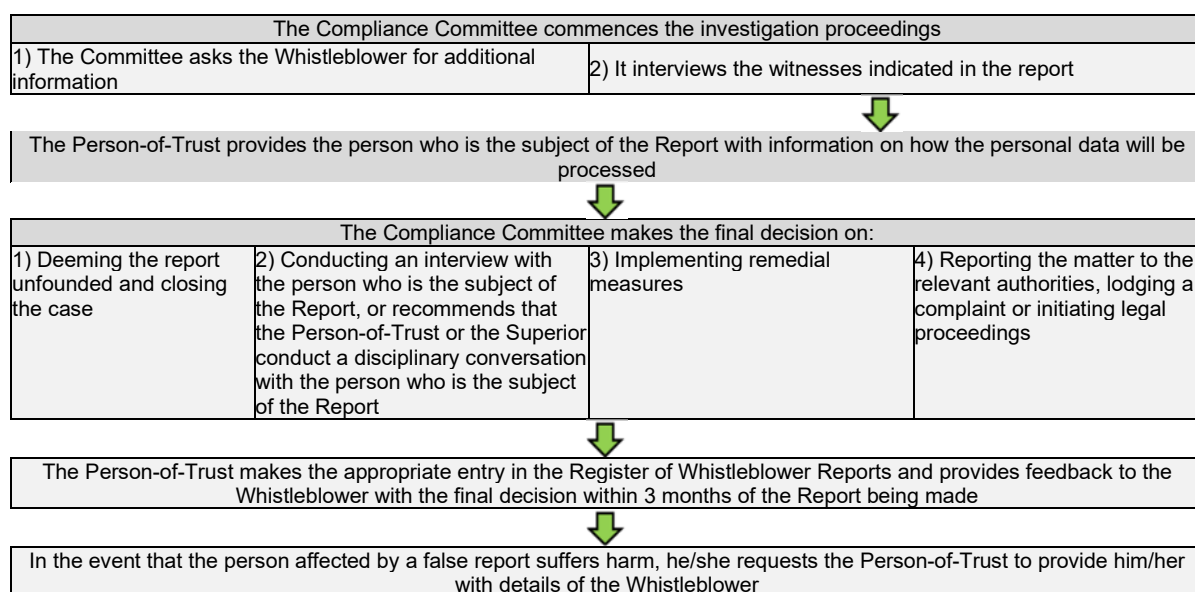
- **Written Whistleblower Reports** are made by e-mail or via a dedicated external electronic communication channel;
- **Oral reports** may be made
 - a) via voice communication systems implemented at TMMP - Local Speak Line;
 - b) or - at the request of the Whistleblower - during face-to-face meetings; such a meeting should be held within 14 days of the receipt of the aforementioned request.

Oral reports will be appropriately documented and, depending on the circumstances and the form of the report, this may be done through recording, making a transcript or minutes of the call/meeting by a Person-of-Trust. If a transcript of the call/meeting or the minutes documenting it is made, the Whistleblower may check, correct and approve such documents.

F. Contact details of the Person-of-Trust and information on the reporting channels used at TMMP are published on www.naszatoyota.pl, in the Guide to the Code of Conduct, on the TMMP website and on notice boards placed on the premises of TMMP.

6.2.3 Diagram showing the course of Whistleblowing and Follow-up processes





6.2.4 Unavailability of the Person-of-Trust

In the event of the unavailability of one of the Persons-of-Trust, the Head of the Business Partner Department from one of the Jelcz/Wałbrzych sites will take over the duties and activities arising from this procedure. In situations where Persons-of-Trust from both locations are absent, the Manager or Head of the Legal Department will perform this function until the Person-of-Trust returns.

6.2.5 Detailed description of the Whistleblowing and Follow-up processes.

- A. The Person-of-Trust shall undertake the Follow-Up Actions indicated below, and in doing so shall maintain confidentiality and impartiality (avoiding conflicts of interest) and exercise due diligence.
- B. The Person-of-Trust should review the submitted Whistleblower Report without undue delay and, in cooperation with the Head or Manager of the Legal Department, make an entry in the Register of Whistleblower Reports.
- C. The Person-of-Trust should inform the Whistleblower of the fact of that the Whistleblower Report has been received within 7 days from the date of receipt of the Report, in addition by sending the information on the processing of personal data, attached hereto as Appendix no. 1, to the Whistleblower, unless the Whistleblower has not provided a contact address to which the aforementioned confirmation should be sent. If the Whistleblower has provided his/her e-mail address, the above information will be communicated electronically; otherwise the communication will take place via the same route as the Report, if communication via this route is possible. The provisions of this section do not apply in the case of anonymous Whistleblower Reports where the Whistleblower has not provided a contact address.
- D. As part of the Follow-up Actions, the Person-of-Trust makes an initial analysis of the Report to determine whether a Violation has occurred or may have occurred. If necessary, the Person-of-Trust may seek support and/or additional information from the Manager or Head of the Legal

Department or the personnel from the Business Partner Department responsible for supervising the area, to which the report relates.

- E. After an initial review of the Report, the Person-of-Trust decides whether the Report is justified or not. If, on the basis of the contents of the Report, it is not possible to make a decision in this respect, the Person-of-Trust may, if possible, request additional information from the Whistleblower (if possible) or interview witnesses indicated by the Whistleblower.
- F. The Person-of-Trust may deem the Whistleblower Report unfounded where it is indisputably false, its contents do not correspond to the scope set out in item 3.3 of this procedure or it is impossible to obtain the information necessary for conducting the investigation (e.g. in the case of an anonymous report not containing sufficient data). In such a situation, no further action is taken. The Person-of-Trust makes a corresponding entry in the Register of Whistleblower Reports and the process regarding this matter is closed. The Person-of-Trust informs the Whistleblower of his/her decision. The Person-of-Trust also informs the person who is the subject of the Whistleblower Report that such a Report has been received and that it has been found to be unjustified, providing him/her at the same time with the information on the processing of personal data attached hereto as Appendix no. 2. Data on witnesses of other persons indicated in the Report are not recorded in the Register of Whistleblower Reports or, if they are placed earlier, are deleted immediately.
- G. If the Person-of-Trust considers the Report justified or possible to be taken into consideration, then he/she appoints a Compliance Committee, which may be composed of Assistant Manager or Manager from Legal Department, persons holding the positions of Assistant General Manager and higher-ranking ones, as well as superiors of the Whistleblower holding the positions of Manager and higher-ranking ones. If necessary, The Committee may also include selected person from among the TMMP employees and a representative of an external legal office acting as an external consultant. The Compliance Committee shall have the opportunity to consult external experts and seek their opinion on the reported violation in order to resolve the matter in the best possible way. The Person-of-Trust decides on the composition of the committee on a case-by-case basis being guided by the principle of avoiding conflicts of interest - so as to ensure that the Compliance Committee is impartial and will ensure confidentiality. The Person-of-Trust shall inform the Whistleblower of his/her decision regarding the appointment of the Compliance Committee. Each member of the appointed Compliance Committee must submit a confidentiality statement attached here to as Appendix no. 4 before learning the details of the report and before taking any action.
- H. The Compliance Committee commences the investigation proceedings and carries out further Follow-up Actions. If necessary, it may decide to:
- request additional information from the Whistleblower; the implementation of this decision is the responsibility of the Person-of-Trust who directly contacts the Whistleblower,
 - interview witnesses indicated in the Whistleblower Report or other persons involved in the situation to which the Report relates. In such situations, the Person-of-Trust shall promptly provide the aforementioned persons with information on how the personal data will be processed, which is attached as Appendix no. 2 to this procedure.

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- I. The Person-of-Trust provides the person who is the subject of the Report with information on how his/her personal data will be processed. The information is attached as Appendix no. 2 to this procedure.
- J. The Compliance Committee makes the final decision on further steps and follow-up actions, i.e. on:
 - deeming the report unfounded and closing the case,
 - carrying out the Investigation Proceedings, under which appropriate actions will be taken, including interviewing the person who is the subject of the Report, in accordance with the relevant internal procedures of TMMP,
 - taking corrective actions such as having a disciplinary conversation by the Person-of-Trust or superior with the person who is the subject of the Report, or imposing a regulatory sanction,
 - implementing remedial measures to eliminate the irregularities identified or prevent recurrence of Violations in the future,
 - if necessary, reporting the matter to the relevant authorities, lodging a complaint or initiating legal proceedings.

Based on the decision of the Compliance Committee, the Person-of-Trust provides feedback to the Whistleblower and, in cooperation with the designated person from the Legal Department, makes an appropriate entry in the Register of Whistleblower Reports. The Whistleblower should be provided with feedback on the final decision regarding the Report within 3 months of the date of confirmation of receipt of the Report, or - if the confirmation referred to in item 6.2.5 c is not provided - within 3 months after the expiry of 7 days from the date of making the internal report. The above does not apply if the Whistleblower has not provided a contact address for feedback.

- K. The Person-of-Trust, in cooperation with the Manager or Head of the Legal Department, is responsible for implementing the decision of the Compliance Committee as regards the application of remedial actions.

6.2.6 Whistleblower Reports concerning the Person-of-Trust or Manager or Head of the Legal Department.

- A. If the Person-of-Trust is the subject of a Whistleblower Report, the Report should be submitted directly to the e-mail address of the Manager or Head of the Legal Department, bypassing the reporting channels specified in the procedure. If the Manager or Head of the Legal Department is subject of a Whistleblower Report, the Report should be submitted directly to the e-mail address of the Person-of-Trust, bypassing the reporting channels specified in the procedure. The content of such a report should meet the minimum requirements set out in item 6.2.2 B.
- B. The Person-of-Trust or Manager or Head of the Legal Department who received a Whistleblower Report:
 - takes - on the basis of this procedure - Follow-up Actions referred to in item 6.2.5. If the Manager or Head of Legal receives a Whistleblower Report, he/she will have the powers of a Person-of-Trust;

- if the Person-of-Trust and Manager or Head of the Legal Department is the subject of a Whistleblower Report, the person responsible for processing the Report must immediately inform the TMMP Management Board of the fact that such a report has been submitted;
- once the data has been anonymised, he/she consults the relevant TME Department and takes actions in accordance with the provisions of this procedure.

6.2.7 Whistleblower Reports concerning TMMP Board Members

- A. If a Member of the Management Board of TMMP is subject of a Whistleblower Report, the Person-of-Trust immediately informs the TME Compliance Officer of such a Report and/or forwards the Report in accordance with the TME/TMC Whistleblowing Procedure using dedicated channels (Global Speak-up line).
- B. Further follow-up actions are taken by the Person-of-Trust, including the appointment of a Compliance Committee, carried out with the involvement and in consultation with the TME Compliance Officer, based on the provisions of this procedure.

6.3 CONFIDENTIALITY OF REPORTED INFORMATION AND PROTECTION OF THE IDENTITY OF WHISTLEBLOWERS

- a) The contents of the information covered by a Whistleblower Report and any information collected in connection with its assessment and Follow-up Actions are confidential. This applies in particular to information on the identity of the Whistleblower, the person who is the subject of the Whistleblower Report, as well as third parties indicated in the Report. The protection of confidentiality applies in particular to information from which the identity of such persons can be directly or indirectly identified.
- b) All persons involved on the part of TMMP in the process of accepting Whistleblower Reports and in undertaking Follow-up Actions are obliged to keep the information referred to in item 6.3a) secret, even after the termination of the employment relationship or other legal relationship under which they performed work or provided services to TMMP.
- c) In order to ensure confidentiality of the Whistleblower's identity, his/her data shall be known to the Person-of-Trust, Head and Manager of the Legal Department and, in the case indicated in item 6.2.6 above - to Members of the Management Board of TMMP. Other persons shall not have access to this data. The team appointed to conduct the investigation proceedings, i.e. the Compliance Committee, is only entitled to learn the identity of the Whistleblower if it is necessary for conducting the investigation properly - decisions in this regard are made by the Person-of-Trust. If additional information is required from the Whistleblower, the Person-of-Trust is the only person who contacts the Whistleblower (except in the case described in item 6.2.6 when the Person-of-Trust is the subject of the Whistleblower Report).

- d) The obligation of keeping the identity of the Whistleblower confidential does not apply if the Whistleblower has given express consent to the disclosure of his/her identity.
- e) The obligation of confidentiality referred to in item 6.3 shall not apply if and to the extent that disclosure of the information is required by generally applicable law.
- f) In case of Whistleblower Reports made in a foreign language, when the involvement of a translation agency is required for the correct handling of the case, the confidentiality of the translation shall be guaranteed in the contract concluded with the translation agency.
- g) The purpose of maintaining confidentiality is to guarantee the sense of security of the Whistleblower and to minimise the risk of retaliation or reprisals. If a situation arises where the personal data of the Whistleblower has been disclosed in an unauthorised manner, the Person-of-Trust, in cooperation with the Head and/or Manager of the Legal Department, is obliged to take immediate actions to protect the Whistleblower.

6.4 PROTECTION OF THE WHISTLEBLOWER

- a) The Whistleblower is not responsible for the correctness of the assessment of a particular Violation - persons appointed in accordance with this procedure will analyse and assess whether the Whistleblower Report is justified. However, the Whistleblower should act in good faith, which means that he/she should have reasonable grounds to believe that the information that is the subject of the Report is true at the time of making the Report and that the information constitutes information on the Violation.
- b) No retaliatory action or attempts or threats of such action may be taken against the Whistleblower. The scope of retaliation is set out in Article 12 et seq. of the Act of 24 June 2024 on the Protection of Whistleblowers.
- c) Retaliation may not be used against anyone who assists the Whistleblower in making a Whistleblower Report (this also applies to legal entities or other organisational units assisting the Whistleblower) or anyone associated with the Whistleblower, which shall be understood to include, in particular, family members of persons close to the Whistleblower.
- d) The Employer has the burden of proving that the action taken is not retaliatory.
- e) The Whistleblower should inform the Person-of-Trust of any possible retaliation against him/her or the persons referred to in item 6.4 above in connection with making the Report. The Person-of-Trust should promptly analyse this information (confirm the fact of retaliation) and take the necessary actions in order to protect the Whistleblower or the aforementioned persons and to draw consequences against those responsible for the retaliation.

6.5 Acting in bad faith, false accusations

- a) The deliberate falsification of the information contained in a Whistleblower Report (bad faith) may be treated as an unethical act or an act that falls under Article 57 of the Act of 24 June 2024 on the Protection of Whistleblowers.

- b) A person who makes a Whistleblower Report in bad faith (i.e. knowing that a violation of the law has not occurred or knowingly indicating false facts and/or directing suspicion at a person who has not committed a violation) shall not be subject to the protection provided for in the Procedure and in the Act of 24 June 2024 on the Protection of Whistleblowers.
- c) A person who has suffered damage due to a report made in the so-called bad faith has the right to claim compensation or damages for the infringement of personal rights from the Whistleblower who made such a report.
- d) After an in-depth analysis, in the event that it is undoubtedly established that the Whistleblower has intentionally included false information in the Report or has acted in bad faith to the detriment of the person, who is the subject of the Report, the Person-of-Trust shall make the Whistleblower's data available to the affected person upon request submitted in accordance with Article 15(1)(g) of the GDPR - information attached hereto as Appendix no. 3.

6.6 Information on external Whistleblower Reports

- a) In line with Toyota's values and policies, our aim is to increase the effectiveness of detecting non-compliances and taking effective action to address them. Hence, we encourage all our Employees and Associates to use the internal reporting procedure within the TMMP structures.
- b) If the Whistleblower considers that the violation is extremely serious or its scope goes beyond the internal structures of TMMP, he/she may also use the TMC Global Speak-up Line. In such circumstances, the processing of the Report and further Follow-up Actions will be carried out in consultation or with the direct involvement of the relevant persons from the TME/TMC Compliance Team.
- c) A violation may also be reported to the Ombudsman or a public authority, bypassing the internal Procedure, in particular when:
 - the Whistleblower has reasonable grounds to believe that the infringement of law is likely to pose a direct or obvious threat to the public interest, in particular, where there is a risk of irreparable harm;
 - no Follow-Up Actions were undertaken or no feedback was provided to the Employer within the deadline for providing feedback;
 - an internal Whistleblower Report was made and it is unlikely that the Employer will effectively address the violation due to particular circumstances of the case.
- d) Where appropriate, the Whistleblower may submit a Report to EU institutions, bodies, offices or agencies.
- e) A Report made to the Ombudsman or to a public body bypassing the internal reporting procedure shall not result in depriving the Whistleblower of the protection guaranteed by the provisions of the Act of 24 June 2024 on the Protection of Whistleblowers.

6.7 Complaints

In the event of a failure to ensure the confidentiality of the Whistleblower's data or any other violation of this procedure when processing a Whistleblower Report, the Whistleblower has the right to refer his/her concerns to the Manager of the Legal Department, GM P&C or directly to a Management Board Member of TMMP.

6.8 Register of Whistleblower Reports and Data Archiving

- a) Each Whistleblower Report, regardless of the form/channel of reporting and the course of Follow-Up Actions, is to be registered in the Register of Whistleblower Reports.
- b) The Legal Department, in cooperation with the Person-of-Trust, is responsible for keeping the Register of Whistleblower Reports. The Register of Whistleblower Reports must include at least the following information:
 - number of the Report,
 - subject of the Violation,
 - personal details of the Whistleblower and the person who is the subject of a Whistleblower Report, necessary for the identification of those persons (in case of Reports made anonymously, such data will not be processed),
 - Whistleblower's contact address (unless the Whistleblower has not provided contact details),
 - date on which the Report was made,
 - information on the Follow-up Actions taken,
 - date on which the case was closed.
- c) Entries in the Register of Whistleblower Reports are made on the basis of Reports received.
- d) The personal data and other information contained in the Register of Whistleblower Reports shall be retained for a period of 3 years after the end of the calendar year, in which the Follow-up Actions were completed, or after the completion of proceedings initiated by these actions.
- e) The Register of Whistleblower Reports is kept in electronic form and should be updated on a regular basis.
- f) The Head or Manager of the Legal Department shall make information from the Register of Whistleblower Reports available to authorised persons only.

7 Procedure storage ➡ *Where is the procedure stored?*

- Printed version: C&HR Legal documentation
- Electronic version: T:\TMMP\Procedures\ENG - English version\Company procedures\Corporate & HR Legal\MP-CHRL-2.1.1_Whistleblowing Procedure

Appendix no. 1

Information for the Applicant on the principles of personal data processing sent by Persons of Trust in the case of non-anonymous reports in response to the Report.

INFORMATION ON THE PROCESSING OF THE REPORTING PERSON'S PERSONAL DATA IN CONNECTION WITH THE WHISTLEBLOWING REPORT (INFORMATION OBLIGATION UNDER ART. 13 OF THE GDPR)		
DATA OF THE PERSONAL DATA CONTROLLER	The administrator of your personal data in connection with the report of irregularities is Toyota Motor Manufacturing Poland Sp. z o.o., registered office: 26 Uczniowska Street, 58-306 Wałbrzych ("TMMP").	
CONTACT DETAILS OF THE PERSONAL DATA CONTROLLER	You can contact the data administrator in matters related to the protection of your personal data by sending an e-mail to the address of our Data Protection Officer: iod@toyotapl.com or by sending a letter to the correspondence address: 26 Uczniowska Street, 58-306 Wałbrzych with the note: "DPO"]	
SCOPE OF PERSONAL DATA PROCESSING	<p>We only process personal data that is necessary to receive a whistleblowing report, assess it, conduct an investigation and take any follow-up action. If the notification includes data that is not necessary to carry out the above-mentioned activities, it will be deleted and will not be further processed.</p> <p>The scope of the processed data may vary, depending on the circumstances of the request. In particular, we may process the following categories of data:</p> <ul style="list-style-type: none"> • Your name • your position or information about the relationship that binds you or has been connected to TMMP (if you are not our employee or co-worker), • Your contact details: e.g. e-mail address, correspondence address, telephone number, • Your vote (with the proviso that the voice will be modulated and the employee receiving the report will only receive the report in the version after the modulation of the voice), • Details of the application, • Other data provided in the report, if necessary for the receipt or assessment of the report or taking possible follow-up action, including, if provided, sensitive data. 	
PURPOSES OF PROCESSING AND LEGAL BASIS FOR PROCESSING	<p>The processing of your personal data is carried out for the following purposes:</p> <p>1. fulfilment of obligations under the law, in particular the Whistleblower Protection Act, in particular:</p> <ul style="list-style-type: none"> - consideration of your irregularity report, including verification of its completeness and legitimacy, - conducting explanatory activities in connection with your report, - taking possible follow-up actions, - keeping a register of internal reports and storing documentation related to the report. 	<p>Legal basis:</p> <p>Ad. 1 – Article 6(1)(c) of the GDPR – fulfilment of obligations arising from the provisions of law, and in the scope of special category data – Article 9(2)(g) of the GDPR..</p>

	<p>2. pursuing our legitimate interests to the extent exceeding the obligations set out in the law, including in the case of reports to which the provisions of the Whistleblower Protection Act do not apply:</p> <ul style="list-style-type: none"> - consideration of your whistleblowing report, including verification of its completeness and legitimacy - conducting explanatory activities in connection with your report, - registering reports of irregularities, - taking possible follow-up actions, - keeping a register of internal reports and storing documentation related to the report. <p>3. Disclosure of your identity – if you give us explicit consent to it.</p> <p>4. establishing, investigating and defending against claims – which is the implementation of our legitimate interests – in particular if you knowingly provide false information in your report.</p>	<p>Ad. 2 - Article 6(1)(f) of the GDPR – legitimate interests of the controller</p> <p>Ad. 3 – art. 6 USt. 1 lit a) RODO – Twoja zgoda</p> <p>Ad. 4 – Article 6(1)(f) of the GDPR, and in the case of sensitive data, Article 9(2)(f) of the GDPR.</p>
DATA RETENTION PERIOD	Your personal data will be stored for a period of 3 years after the end of the calendar year in which the follow-up actions were completed, or after the end of the proceedings initiated by these actions (whichever is later).	
DATA RECIPIENTS	The recipients of your personal data may be entities providing us with a tool for receiving and recognizing reports, providing hosting services, IT or other services necessary to recognize a whistleblowing report and its registration. It may also be the person to whom your whistleblowing report relates, but only if an in-depth analysis shows that you made the report in bad faith, acting to the detriment of the employee to whom the report relates. In the event that you have given your explicit consent to the disclosure of your data, it may also be passed on to persons other than those authorized to handle the breach..	
DATA TRANSFERS OUTSIDE THE EEA	Your personal data will not be transferred outside the European Economic Area or to international organizations.	
RIGHTS OF THE DATA SUBJECT	<p>You have the right to:</p> <ul style="list-style-type: none"> • access to your personal data • rectify your personal data • Erasure of your personal data • restrict the processing of your personal data • transfer the Data (only if the basis for data processing is your consent) • object to the processing of your personal data • withdraw your consent to the processing of your personal data (whereby its withdrawal does not affect the lawfulness of the processing carried out until the consent is withdrawn). <p>In order to exercise the above rights, please contact the data controller. Contact details are indicated above..</p>	

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	You also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data – the President of the Office for Personal Data Protection.
INFORMATION ON THE VOLUNTARY NATURE OF PROVIDING DATA	Providing your personal data is voluntary.
ABOUT AUTOMATED DECISION-MAKING	Your personal data will not be used for automated decision-making.

Appendix no. 2

Information for the employee to whom the irregularity report relates, provided by Persons of Trust or for witnesses and other persons indicated in the report

INFORMATION ON THE PROCESSING OF PERSONAL DATA IN CONNECTION WITH A WHISTLEBLOWING – FOR DATA SUBJECTS AND WITNESSES (INFORMATION OBLIGATION UNDER ARTICLE 14 OF THE GDPR)		
DATA OF THE PERSONAL DATA CONTROLLER	The administrator of your personal data in connection with the report of irregularities is Toyota Motor Manufacturing Poland Sp. z o.o., registered office: 26 Uczniowska Street, 58-306 Wałbrzych ("TMMP").	
CONTACT DETAILS OF THE PERSONAL DATA CONTROLLER	You can contact the data administrator in matters related to the protection of your personal data by sending an e-mail to the address of our Data Protection Officer: iod@toyotapl.com or by sending a letter to the correspondence address: 26 Uczniowska Street, 58-306 Wałbrzych with the note: "DPO".	
METHOD OF OBTAINING INFORMATION / SOURCE OF DATA	We have obtained your personal data in connection with an investigation conducted in response to a report received as part of the Breach Reporting Procedure – the source of information could have been the reporting person, a witness to the incident or another person involved in the proceedings or who may have knowledge of the reported breach. The provisions of the Whistleblower Protection Act prohibit us from providing information about the identity of the person making the report, unless the whistleblower has expressly consented to the disclosure of the data or does not benefit from the protection afforded by the Whistleblower Protection Act (in particular if the whistleblower knowingly reported false information about irregularities).	
SCOPE OF PERSONAL DATA PROCESSING	We only process personal data that is necessary to assess the whistleblowing report, to carry out an investigation and to take follow-up action, if any. The scope of the processed data may vary, depending on the circumstances of the request. In particular, we may process the following categories of data: <ul style="list-style-type: none"> • Your name • Your position, • Contact details (e.g. e-mail, telephone number), • In the case of persons affected by the whistleblowing – details of the alleged irregularities and information on possible follow-ups, • In the case of witnesses and other persons named in the report – data on the information held by these persons related to the irregularities described in the report. • We may also process your sensitive data (special category data) – as long as it has been provided in the report or has been disclosed in the course of follow-up actions. 	
PURPOSES OF PROCESSING AND LEGAL BASIS FOR PROCESSING	The processing of your personal data is carried out for the following purposes: 1. fulfilment of obligations under the law, in particular the Whistleblower Protection Act, in particular: <ul style="list-style-type: none"> - conducting explanatory activities in connection with the report, - taking possible follow-up actions, 	Legal basis: Ad. 1 – Article 6(1)(c) of the GDPR – fulfilment of obligations arising from the provisions of law, and in the scope of special category data – Article 9(2)(g) of the GDPR.

	<p>- keeping a register of internal reports and storing documentation related to the report.</p> <p>2. pursuing our legitimate interests to the extent exceeding the obligations set out in the law, including in the case of reports to which the provisions of the Whistleblower Protection Act do not apply:</p> <p>- conducting explanatory activities in connection with the report,</p> <p>- taking possible follow-up actions,</p> <p>- keeping a register of internal reports and storing documentation related to the report.</p> <p>3. establishing, investigating and defending against claims – which is the implementation of our legitimate interests.</p>	<p>Ad. 2 - Article 6(1)(f) of the GDPR – legitimate interests of the controller</p> <p>Ad. 4 – Article 6(1)(f) of the GDPR, and in the case of sensitive data, Article 9(2)(f) of the GDPR.</p>
DATA RECIPIENTS	The recipients of your personal data may be entities providing us with a tool for receiving and recognizing reports, providing hosting services, IT or other services necessary to recognize a whistleblowing report and its registration.	
DATA RETENTION PERIOD	Your personal data will be stored for a period of 3 years after the end of the calendar year in which the follow-up actions were completed, or after the end of the proceedings initiated by these actions (whichever is later).	
DATA TRANSFERS OUTSIDE THE EEA	Your personal data will not be transferred outside the European Economic Area or to international organizations.	
RIGHTS OF THE DATA SUBJECT	<p>You have the right to:</p> <ul style="list-style-type: none"> • access to your personal data • rectify your personal data • Erase of your personal data • restrict the processing of your personal data • object to the processing of your personal data <p>In order to exercise the above rights, please contact the data controller. Contact details are indicated above.</p> <p>You also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data – the President of the Office for Personal Data Protection.</p>	
ABOUT AUTOMATED DECISION-MAKING	Your personal data will not be used for automated decision-making.	

Appendix no. 3

Information on the source of personal data provided in connection with the exercise of the right of access, by Persons of Trust only after an in-depth analysis and in the event of an undoubted finding that the Applicant acted in bad faith.

INFORMATION ON THE SOURCE OF DATA IN ACCORDANCE WITH	
SOURCE OF YOUR PERSONAL DATA IN CONNECTION WITH THE WHISTLEBLOWING REPORT	<p>In accordance with TMMP's policy, the personal data of whistleblowers is protected. An in-depth analysis showed that the Whistleblower acted in bad faith by reporting the irregularity concerning you, and the information contained in the report was not confirmed..</p> <p>Therefore, we provide you with the Applicant's personal data:</p> <p>Name :[x]</p> <p>Last Name: [x]</p> <p>Job title: [x]</p>

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Appendix no. 4

Confidentiality statement - to be signed by the Appointed Person by the person involved in the investigation

Confidentiality Statement

I, the undersigned, _____ hereby declare that in connection with the authorisation - granted to me on to process personal data within the scope specified in the said authorisation (hereinafter: **"Authorisation"**), as well as the fact that the person involved in the investigation appointed on _____ in accordance with the procedure entitled "Whistleblowing Procedure" (hereinafter: **"Procedure"**), I undertake to:

- maintain the confidentiality of the personal data (and the means of securing them) to which I will have access in connection with the performance of the tasks involving processing of personal data entrusted to me under the Authorisation, both during the term of this Authorisation and after its expiration/revocation;
- observe the procedures in force at TOYOTA MOTOR MANUFACTURING POLAND Sp. z o.o. (hereinafter: **"Company"**) concerning the protection of personal data;
- not to use personal data, to which I will have access in the course of activities carried out under the Authorisation, without the approval of Toyota Motor Manufacturing Poland Sp. z o.o.;
- keep confidential all information I have obtained in connection with my appointment by a person involved in the investigation (hereinafter **"Information"**) and not to disclose it without the written consent of the Company. The obligation of confidentiality is not limited in time;
- use or apply the Information solely for the purpose of acting in accordance with the Procedure;
- ensure that all Information received in tangible form is stored appropriately and securely while it is in custody with the Appointed Person by the person involved in the investigation;
- inform the Company immediately of any breach of obligations resulting from this statement and to take all necessary measures to eliminate the effects of the breach;
- not to disseminate information that constitutes a professional secret, as well as business secret of the Company within the meaning of Article 11(2) of the Act on Combating Unfair Competition.

I hereby declare that I have familiarised myself with the provisions concerning personal data protection, and in particular the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), and national provisions on the protection of personal data.

Signature of the Appointed Person by the person involved in the investigation