



***SUZUKI***  
***Supplier***  
***Sustainability***  
***Guidelines***



November 2025

Suzuki Motor Corporation

# Contents

1. Introduction	-----	3
2. Sustainability of Suzuki Group	-----	4~6
( 2-1. ) Sustainability Policy		
( 2-2. ) Corporate Philosophy and Basic Policy on Respect for Human Rights		
( 2-3. ) Policy for Stakeholders		
3. Procurement Policy of Suzuki Group	-----	7
( 3-1. ) Three Basic Policy		
4. Suzuki Supplier Sustainability Guidelines	-----	8~12
( 4-1. ) Safety and Quality		
( 4-2. ) Human Rights and Labor		
( 4-3. ) Environment		
( 4-4. ) Responsible Sourcing of Raw Materials and Minerals		
( 4-5. ) Compliance		
( 4-6. ) Establishment of Governance Structure		
5. Requests to Our Suppliers	-----	13

# 1. Introduction

Since 2016, when the first edition of these guidelines (SUZUKI CSR Guidelines for Suppliers) was published by Suzuki Motor Corporation (hereinafter referred to as “Suzuki”), the environment surrounding the supply chain has changed significantly up to the present day.

While many companies have incorporated the SDGs (Sustainable Development Goals), which were adopted by the United Nations in 2015 as goals for solving social issues, into their management, environmental and human rights-related laws and regulations have also been enacted one after another, and there are also increasing calls for the disclosure of non-financial information, such as GHG (greenhouse gas emissions) and human rights measures throughout the supply chain.

This trend can be seen as a call for companies to pursue so-called “sustainable management”, which balances the resolution of social issues with the corporate growth from a long-term perspective.

Considering these changes, Suzuki would like to inform you to strengthen sustainability initiatives that the name of the guidelines has been changed from the conventional “CSR (Corporate Social Responsibility) Guidelines” to “Sustainability Guidelines” and some of the contents have been revised.

Suzuki aims to be a company that continues to be needed by people and society by both solving social issues and achieving corporate growth, providing valuable products that are closely connected to people’s lives, which is summed up in our Mission Statement of “focusing on the customer”.

To realize this corporate philosophy, Suzuki promotes “responsible sourcing in the supply chain” that considers the environment and human rights and aims to contribute to solving global issues by engaging in sustainable procurement activities.

Suzuki will fulfill our responsibilities for that goal through mutual understanding and trusting relationships with our suppliers, while we will continue to place primary importance on the prosperous coexistence with them worldwide.

Suzuki kindly requests our suppliers to review these guidelines, share our approach, and cooperate in enhancing corporate value and mutual development through sustainable management. We also request that you encourage their suppliers to promote similar activities as a solution to issues throughout the supply chain.

November 2025  
Procurement Strategy  
Suzuki Motor Corporation

## 2. Sustainability of Suzuki Group

To provide products of superior value that are closely connected to people's lives from the customer's point of view, as stated in our Mission Statement, the Suzuki Group emphasizes our Philosophy of Conduct: “Sho-Sho-Kei-Tan-Bi” (Smaller, Fewer, Lighter, Shorter, Beauty) and “Genba, Genbutsu, Genjitsu, Genri, Gensoku” (Actual Place, Actual thing, Actual Situation, Fundamental Principle, Fundamental Rule) and leverages the agility of “YARAMAIKA” (Entrepreneurial Spirit) by focusing on the customer needs and on-site conditions in our product manufacturing.

And from the point of view of “E” (Environment), “S” (Social), “G” (Governance), we aim to contribute to solving social issues through the development and popularization of compact mobility with low environmental impact.

### 2-1. Sustainability Policy

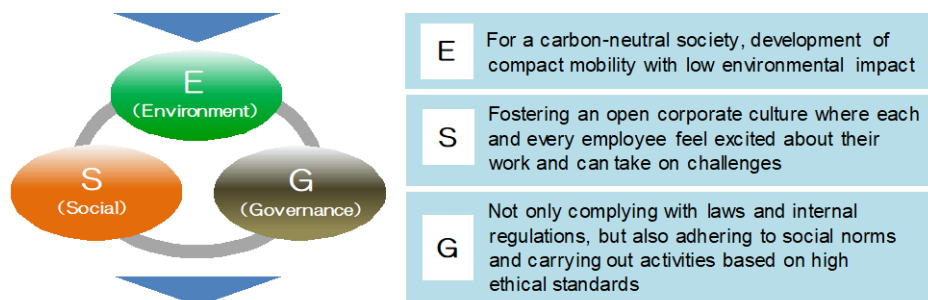
The Suzuki Group has up to now contributed to the social and economic development of many countries through the development and popularization of various types of products, including the environmentally friendly, compact automobiles that are our specialty. It started in 1908 when founder Michio Suzuki had a desire to solve the problems of its customers.

In our global development, we focus on growing together with the countries and regions in which we operate, and promote local production overseas, job creation and industry growth.

To continue for the Suzuki Group to be an irreplaceable presence in people's lives and society, we will contribute to a sustainable future of the earth and people by both solving social issues including environment, human rights and achieving corporate growth.

*We will continue to take on new challenges to become an infrastructure-oriented company. That leads to personal and corporate growth.*

**Providing products of superior value that are closely connected to people's lives from the customer's point of view**



**Aiming to be a company that continues to be needed by people and society**

## 2-2. Corporate Philosophy and Basic Policy on Respect for Human Rights

To promote the sustainability-related activities, the Suzuki Group will continue to thoroughly follow the Mission Statement and the Philosophy of Conduct which consist of our Corporate Philosophy.

The Suzuki Group believes that respect for human rights is fundamental to all our global corporate activities. To ensure its thorough implementation, the Suzuki Group has established the "Basic Policy on Respect for Human Rights", positioning it as the highest-level policy concerning human rights within the Suzuki Group.

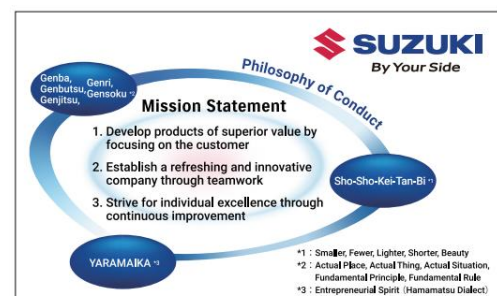
### 1) Corporate Philosophy

#### ● Mission Statement

1. Develop products of superior value by focusing on the customer
2. Establish a refreshing and innovative company through teamwork
3. Strive for individual excellence through continuous improvement

#### ● Philosophy of Conduct

- “Sho-Sho-Kei-Tan-Bi” (Smaller, Fewer, Lighter, Shorter, Beauty)
- “Genba, Genbutsu, Genjitsu, Genri, Gensoku” (Actual Place, Actual thing, Actual Situation, Fundamental Principle, Fundamental Rule)
- “YARAMAIKA” (Entrepreneurial Spirit)



### 2) Basic Policy on Respect for Human Rights

The Suzuki Group positions the following as human rights issues to focus on in its business activities and advances efforts to respect human rights.

In addition to these human rights issues, if potential or actual adverse impacts on human rights are identified in the value chain, we will take necessary actions to mitigate and remedy those impacts.

#### ● Addressing Human Rights Risks

- (1) Human Rights Due Diligence
- (2) Remedy
- (3) Education
- (4) Stakeholder Engagement
- (5) Disclosure of Information

[※Hyperlink : Suzuki Group's Basic Policy on Respect for Human Rights](#)

## 2-3. Policy for Stakeholders

To provide products of superior value that are closely connected to people's lives from the customer's point of view, which is the goal of the Suzuki Group, it is essential for us to earn the trust, support, and understanding of our activities from society.

Through information disclosure, dialogue, and appropriate collaboration with our stakeholders, we aim to maintain transparency, earn the trust of all, and be a company that contributes to the international community.

- **For customer satisfaction**

While keeping in step with the times and taking the opinions of the public into full consideration, we use our knowledge and skills to create useful products of real value that satisfy the customer. And we do our best to provide quick, reliable and stress-free sales and after sales services in order to enhance customer satisfaction.

- **For prosperous coexistence**

We cooperate with our business partners on even ground to maintain confidential and prosperous relationships for manufacturing “worthwhile” products.

- **For comfortable and worthwhile workplaces**

We create a workplace based on the following points that allows for employee self-improvement and advancement.

- ① Create a safe and healthy workplace for employees.
- ② Create a system that fairly evaluates and supports those who want to take the initiative in advancing their careers.
- ③ Create a good and stable employer-employee relationship.

■ **Topics: Human capital enhancement— Health management promotion**

Efforts to maintain and promote the health of employees are said to lead to improved vitality and productivity, as well as improved business performance and organizational value.

Guided by the catchphrase, “Happy customers are created by happy employees!”, Team Suzuki has worked together on health management initiatives to ensure we can provide products that delight our customers. We also encourage our suppliers to enhance their corporate value through health and productivity management activities.

**Examples**

- Interviewing management
- Publishing the “Health & Management News”
- Promotion of vegetable intake
- Initiatives to promote habitual exercise
- Initiative to prevent secondhand smoking

- **For improvement of corporate value**

We disclose information promptly, appropriately and fairly and strive to improve our corporate value.

- **For global environmental conservation**

We acknowledge that activities in environmental conservation are the most important part of business management. Environmental conservation is promoted in accordance with our “Suzuki Global Environment Charter” through our business activities and products in order to achieve a society with sustainable development.

- **For a community-friendly company**

We contribute to the development of social community through positive communications with local communities and social action programs, and act as a responsible member of society.

### 3. Procurement Policy of Suzuki Group

To achieve our Mission Statement of “developing valuable products by focusing on the customer's needs”, the Suzuki Group aims to provide infrastructure that is closely connected to people's lives by mastering compact mobility, and to continue to be an indispensable presence that supports people's prosperous lives and local communities.

Based on this philosophy, the Suzuki Group will strive to conduct fair and equitable transactions in our procurement activities by providing a wide range of opportunities for entry, regardless of company size, business record, nationality, or region. We will work to create competitive products by cooperating with our suppliers on an equal footing and leveraging each other's strengths.

#### 3-1. Three basic policies

##### 1) Sustainable relationships

The Suzuki Group aims to build trusting relationships with our suppliers and achieve mutual prosperity through the establishment of sustainable business relationships. To that end, we regard mutual communication as the most important factor, and we will strive for mutual understanding by communicating with our suppliers at every opportunity.

##### 2) Global procurement

We will accelerate global procurement activities by working with our production bases worldwide. Previously, procurement activities were carried out mainly at individual production bases, but we have shifted to a more global approach to procure the most suitable parts at competitive prices and supply them where they are needed.

##### 3) Sustainable procurement

Recognizing that earning the trust of society is essential for the sustainable growth and development of the Suzuki Group, we aim not only to comply with laws, regulations, and internal rules, but also to conduct activities based on high ethical standards. In the supply chain, we will promote compliance with laws and regulations, respect for human rights, and environmental conservation, and pursue procurement activities that take corporate social responsibility into consideration.

#### ● Procurement policy of Suzuki Group for responsible sourcing of raw materials and minerals

In addition, when conducting surveys of the supply chain for these minerals, the Suzuki Group refers to the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas stipulated by the Organization for Economic Co-operation and Development (OECD) and uses questionnaires, "Conflict Minerals Reporting Template" (CMRT) and "Extended Minerals Reporting Template" (EMRT) provided by the Responsible Minerals Initiative (RMI) to conduct ongoing due diligence. If the Suzuki Group identifies a problem, we will take the necessary steps to address it.

In these activities, the Suzuki Group will cooperate with our customers, suppliers, industry associations, and other stakeholders, and strive to disclose information.



## 4. Suzuki Supplier Sustainability Guidelines

These guidelines summarize the basic items that we kindly request our suppliers to comply with to achieve sustainable management, and we position them as a tool to form a common understanding of sustainability with our suppliers.

In pursuit of implementing sustainable management, we kindly request all our suppliers to engage in the activities in consideration of each item of “ESG” outlined below and disseminate these Guidelines to their respective suppliers to promote "responsible sourcing in the supply chain".

### 4–1. Safety / Quality

- **Providing products and services that meet customers’ needs**  
Develop and provide “socially useful products\*”, while understanding the customers’ needs.  
\*Socially useful products:  
Products which are easy for anyone to use irrespective of age, gender, and disability; or which are environmentally friendly in terms of energy-saving and resource/environmental conservation.
- **Sharing appropriate information about products and services**  
Provide customers with appropriate information related to products and services.
- **Ensuring safety of products and services**  
Produce and provide our customers with products and services that meet the safety laws and regulations prescribed in each country and region.
- **Ensuring quality of products and services**  
Establish and manage company-wide system to ensure good quality.

### 4–2. Human Rights / Labor

- **Eliminating discrimination**  
Do not tolerate any form of discrimination on the grounds of personal attribute or condition, such as age, nationality, race, ethnicity, color, language, religion, beliefs, political opinion, social origin, sexual orientation, gender identity, health status, and disability, or other matters which are unrelated to business in any employment situation\*.  
\* Any employment situation:  
recruitment, hiring, promotion, wages, dismissal, retirement, work assignment, punitive action, or another situation
- **Prohibiting harassment**  
Produce and provide our customers with products and services that meet the safety laws and regulations prescribed in each country and region.
- **Prohibiting child labor**  
Establish and manage company-wide system to ensure good quality.



- **Prohibiting forced labor**  
Do not tolerate forced labor. Ensure that labor is voluntary and that employees are free to leave their employment.  
Ensure appropriate working conditions and environment for migrant and foreign workers and prohibit discriminatory treatment on the grounds of being a migrant or a foreigner.
- **Wages**  
Comply with the laws and regulations of each country and region regarding minimum wages, overtime pay, wage deductions, piece-rate pay, equal pay for equal work, and other benefits. Pay wages at a level necessary for employees and their families to live with dignity (living wage)
- **Working hours**  
Comply with the laws and regulations of each country and region regarding the determination of Workers' working hours (including overtime), granting of holidays and annual paid leave, and other related matters.  
Not only comply with the laws and regulations but also work to reduce excessive working hours.
- **Dialogue and consultation with employees**  
Engage in sincere dialogue and consultation with representatives of employees or employees themselves.  
Recognize the right of employees to freely choose whether to associate in accordance with the laws in each country and region.
- **Safe and healthy working environment**  
Strive to give the highest priority to the safety and health of employees and to the prevention of occupational accidents.

#### 4—3. Environment

Establish company-wide system to manage and improve continuously with a view to responding to the following environmental issues as well as comply with the laws and regulations in each country and region.

Please refer to “Suzuki Green Procurement Guideline” for further details.

※[Hyperlink : Suzuki Green Procurement Guideline](#)

- Establishment of Environmental Management System
- Reducing greenhouse gas emission
- Preventing air, water, and soil pollution
- Saving resources and reducing waste
- Managing chemical substances
- Conservation of biodiversity

※[Hyperlink : Biodiversity Guideline](#)

#### 4 – 4. Responsible Sourcing of Raw Materials and Minerals

- **Avoiding the use of raw materials and minerals which may cause social issues**

With the aim of avoiding the use of raw materials and minerals\* which may cause social issues such as human rights abuses and environmental destruction, strive to conduct due diligence and take necessary steps for improvement if there are concerns.

\*Tin, tantalum, tungsten, gold, cobalt, lithium, nickel, natural graphite, natural rubber, or other related materials

#### 4 – 5. Compliance

- **Compliance with laws and respect for international norms**

Comply with the laws of each country and region and respect international norms.

Develop and implement the necessary systems for ensuring compliance such as policy, organization, a code of conduct, a whistleblowing system, and a training program.

- **Compliance with competition laws**

Comply with the competition laws in each country and region, and do not engage in such conducts as private monopoly, unfair restraint of transaction (including cartel, bid rigging), unfair trade practices, or abuse of superior bargaining position.

- **Preventing corruption**

Make political donations in accordance with the laws in each country and region and strive to build transparent and fair relationships with political organizations and the government.

Do not offer or accept entertainment, gifts, money to or from business partners for the purpose of securing and maintaining unfair privileges and preferential treatment.

Clarify and monitor the implementation of policies and procedures to comply with anti-corruption laws and regulations.

- **Refusing relations with antisocial forces**

Thoroughly refuse any relationships with antisocial forces\* and organizations which threaten the order and safety of civil society.

\* Antisocial forces:

Any group or individual pursuing illicit financial gain by violence, power, and fraudulence

- **Safeguarding confidential information**  
Rigorously safeguard our confidential information and ensure appropriate use.  
Acquire information concerning customers and third parties from authorized person through legitimate means and confirm that the scope of use and other applicable conditions, ensure that the information is used strictly within the authorized scope, and refrain from any actions that may infringe upon the rights of customers and third parties.  
Acquire personal information concerning customers, third parties, and employees only through legitimate means and rigorously safeguard the acquired information, which is used within appropriate scope to ensure the protection of individual privacy.
- **Managing export trading**  
Follow appropriate procedures to control exportation of technology and products regulated by the laws in each country and region.

#### 4—6. Establishment of Governance Structure

- **Establishment of management system**  
Strive to establish a management system for implementing each item of these Guidelines, and the system shall be managed appropriately and improved continuously.
- **Establishment of reporting system**  
Establish and operate a compliance hotline for employees to report and consult on violations of laws/regulations and these Guidelines.
- **Disclosure of information to stakeholders**  
Not only strive to disclose information on financial status, business performance and business activities to stakeholders in a timely and appropriate manner, but also maintain and develop mutual understanding, relationships of trust with stakeholders through open and fair communication.

## 5. Requests to Our Suppliers

In this section, the Suzuki Group has specified the matters that we kindly request our suppliers to enhance the effectiveness of each item described in section 4, "Suzuki Supplier Sustainability Guidelines" as follows.

The Suzuki Group kindly request our suppliers' cooperation in realizing Suzuki's goal of "responsible sourcing in the supply chain".

### ① Compliance with Guidelines

The Suzuki Group kindly request our suppliers to comply with the preceding section 4, "Suzuki Supplier Sustainability Guidelines".

In addition, we kindly request our suppliers to cooperate in disseminating these Guidelines or our suppliers' equivalent ones in line with the purpose of these Guidelines to their respective suppliers and cascade this flow to the entire supply chain.

### ② Request for continuous operation and improvement

The Suzuki Group kindly request our suppliers to formulate policies related to sustainability, build internal systems, conduct educational activities for their employees and suppliers, and conduct fact-finding surveys, followed by the continuous operation and improvement.

### ③ Request for cooperation in survey from Suzuki

The Suzuki Group kindly request our suppliers' cooperation in sustainability-related surveys. If necessary, we may conduct on-site (factory) surveys.

### ④ Reporting of possible Guidelines violations to Suzuki

In the event of potential violation of the Guidelines, please immediately report it to us and take measures to prevent and improve it.

### ⑤ If no progress is observed in addressing the Guidelines violations

If our suppliers do not cooperate in improvement in response to the above violation, we may take measures such as suspending transactions.



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Procurement Strategy  
November 2025