

Anti-Harassment Policy

At Woven by Toyota we want our workforce to represent the diverse needs of customers around the world by having an inclusive environment to foster collaboration and innovation. Our anti-harassment policy is in service of creating an inclusive culture.

Woven by Toyota North America, Inc. (the "Company") will take all reasonable steps to prevent harassment in violation of policy and/or applicable law. In addition to prohibiting other forms of unlawful discrimination, the Company maintains a strict policy prohibiting harassment based on race or ethnicity (including but not limited to hair texture and protective hairstyles), color, national origin, immigration or citizenship status, ancestry, religion or religious creed, age, sex, gender, gender identity or expression, transgender status, marital, familiar or partnership status, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality or asexuality), medical condition (including HIV/AIDS and Hepatitis infection), or physical or mental disability (including actual and perceived disability, and use of a trained guide dog or service animal by a person with a disability), pregnancy, perceived pregnancy and pregnancy related conditions, lactation accommodation, caregiver status, genetic characteristics, political activities or affiliation, arrest or conviction record, pre-employment marijuana testing, credit history, salary history, unemployment status, status as a victim of domestic violence, assault, sex offenses or stalking, military and veteran status, or any other classification protected by local, state, or federal law. All such harassment is prohibited by policy and/or applicable law. The Company's anti-harassment policy applies to all employees and independent contractors involved in the operations of the Company and prohibits harassment by any Company employee, including supervisors and co-workers, or independent contractors.

The Company's anti-harassment policy also protects employees from harassment by clients, vendors, or others doing business with the Company. If harassment occurs on the job by someone not employed by the Company, the procedures in this policy should be followed as if the harasser were an employee of the Company.

Sexual Harassment

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Improper language such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or

- obscene letters, notes or invitations.
- Verbal sexual advances or propositions.
- Physical conduct such as touching, assault, impeding or blocking movements. •

Retaliation for reporting harassment or threatening to report harassment.

It is a violation of this policy and/or applicable law for anyone, of any sex, on the basis of their sex, or actual or perceived sexual orientation to harass. Sexual harassment on the job is prohibited and unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Company.

National Origin, Race and Other Forms of Harassment

Similar to sexual harassment, national origin, race and other forms of harassment can occur through verbal, physical or other activity directed at employees in protected categories. It can occur when co-workers and/or supervisors use slurs or epithets referring, for example, to the national origin, or race, or sexual orientation of an employee. Or it may occur through other kinds of activity, such as placing graphic images negatively connected to the race of an employee on or near the employee's desk, locker or work location. All such activity is strictly prohibited under the Company's anti-harassment policy. If any employee is uncertain as to what conduct is prohibited under this policy, he or she should contact Human Resources (HR) immediately.

Preventing Harassment

We expect all employees to act in a professional manner at all times. We also encourage all employees to address (if they feel comfortable) any issues directly with the person who may be causing the issue. If they do not feel comfortable with handling the issues on their own or if they cannot resolve issues themselves the following is the Company's guideline.

The Company's Complaint Procedure

Employees who believe they have been harassed, discriminated, or retaliated against on the job, or are aware of harassment or discrimination at work, including by persons doing business with or for the Company, must report. Employees may provide a written or oral complaint to their supervisors or HR as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors and managers must immediately refer all harassment, discrimination, and retaliation complaints to HR. There is nothing in this policy that precludes any person from utilizing the Woven Planet Speak Up Line for reporting any issues to the Company

The Company's complaint procedure provides for an immediate, thorough, impartial and objective investigation of any discrimination, retaliation, sexual or other harassment claim, appropriate disciplinary action against one found to have engaged in prohibited discrimination, retaliation, or harassment, and appropriate remedies to any victim of discrimination, retaliation, or harassment.

In accordance with this policy and/or applicable law, all incidents of sexual or other harassment, discrimination, or retaliation that are reported or observed must and will be investigated, even if the alleged victim expresses a desire that the Company not investigate. HR will immediately undertake or direct an effective, thorough and objective investigation of the discrimination, retaliation, or harassment allegations. The investigation will be completed and a determination regarding the discrimination, retaliation, or harassment alleged will be made and communicated to the employee(s) who made the accusations. If the Company determines that discrimination, retaliation, or harassment has occurred, the Company will take effective remedial action commensurate with the circumstances. Appropriate action will

also be taken to deter any future discrimination, retaliation, or harassment.

If a complaint of discrimination, retaliation, or harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken and the Company will communicate to the complainant that action has been taken to prevent further discrimination, retaliation, or harassment.

Independent contractors should use this Complaint Procedure for any claim of discrimination, retaliation, or harassment.

No Retaliation

The Company will not tolerate retaliation against any individual because he or she has made a complaint, filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment discrimination statutes or at other hearings regarding protected employee rights, such as an application for unemployment benefits. Anyone engaging in retaliation is subject to discipline up to and including termination. If you feel that you are being retaliated against for any reason, please notify them immediately. If you are unclear as to what kind of activity may be prohibited retaliation, contact HR immediately for more information.

Investigation Procedure

If you believe that you have been discriminated or retaliated against or you have been harassed by a co-worker, supervisor, agent, vendor or customer; have witnessed possible discrimination, retaliation and/or harassment; or if you believe that the Company or another employee has violated any applicable law in the conduct of the Company's business, you have a duty to immediately bring the incident(s) to the attention of HR. The description of the incident(s) can be given verbally or in writing.

While the Company cannot guarantee the confidentiality of your complaint, it will be treated discreetly and addressed appropriately.

Allegations will be addressed through an impartial, timely, and thorough investigation. Confidentiality will be maintained to the extent possible, although cannot be guaranteed, as the Company may determine that some information must or should be disclosed depending on the nature of the complaint and investigation and any resulting remedial measures. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that discrimination, retaliation, harassment and/or a violation of law has occurred. It is the obligation of all employees to cooperate fully in the investigation process. The persons involved will be advised of the determination if appropriate.

If any employee believes that the above procedure has not resolved a complaint of discrimination or harassment, that employee may contact the US Equal Employment Opportunity Commission or their local employment agency, such as the California Department of Fair Employment and Housing (DFEH), the New York State Division of Human Rights, the New York City Commission on Human Rights, the Washington State Human Rights Commission, the Illinois Department of Human Rights or Illinois Human Rights Commission, or any other applicable local employment agency. No action will be taken against any employee in any manner for filing a complaint with, or otherwise participating in an investigation.

Policy & Procedure for Resolution of Employee Concerns

If you have any concerns regarding your employment, we ask that you take the following steps. First, you should discuss the problem with your supervisor and try to resolve it. If (1) your supervisor is not available; (2) you believe it would be inappropriate to discuss your problem with your supervisor; or (3) a satisfactory solution cannot be reached between you and your supervisor, you should contact HR. If a satisfactory solution cannot be reached between you and HR or you believe it would be inappropriate to discuss the matter with HR, you may contact Legal. There is nothing in this policy that precludes any person from

utilizing the Woven Planet Speak Up Line for reporting any issues to the Company.

False Claims of Harassment, Discrimination or Retaliation

Any employee who makes false claims of any sort will be disciplined according to Company policy and practice.

Liability for Sexual or Other Harassment

Any employee of the Company, whether co-worker, supervisor or manager, who is found to have engaged in harassment in violation of this policy and/or applicable law is subject to disciplinary action up to and including termination from employment, and may be found personally liable.