

Purchase Order Terms and Conditions

These Terms and Conditions together with a purchase order form comprise the agreement ("Agreement"). Any document of the Suppliers which purports to modify the Agreement does not apply unless expressly accepted in writing by Toyota Romania SRL.

If there is any conflict between the terms of this Agreement and any other written and signed agreement between the parties relating to the Goods or Services, then the terms of the other agreement will apply to the exclusion of the terms of this Agreement.

1. Interpretation

All references to the following expressions in the Agreement shall, unless the context otherwise requires, have the following meanings

1.1 **Affiliate** of Inchcape means any legal entity, directly or indirectly owned and/or controlled by Inchcape Plc, a company governed by the laws of the UK, England & Wales and having an office at 22a, St. James's Square, London, SW1Y 5LP (Inchcape). Affiliate of Toyota Romania SRL means any legal entity, directly or indirectly owned and/or controlled by Toyota Romania SRL.

1.2 **Confidential Information** means any and all tangible and intangible information disclosed hereunder, including but not limited to: software, data, specifications, standards and know-how of any nature such as technical, scientific, engineering, commercial, financial, marketing or organizational, which (i) is marked as "confidential, "proprietary" or with some similar indication; (ii) is expressly advised by the disclosing party to be confidential through some contemporaneous oral or written means; or (iii) which the receiving party would reasonably construe to be of a confidential nature considering the circumstances of its disclosure and/or the nature of the information. The definition of Confidential Information shall, however, not include information which (i) at the time of disclosure is part of the public domain, or which thereafter comes into the public domain through no fault of the receiving party, (ii) at the time of disclosure was already in the legitimate possession of the receiving party without any confidentiality restrictions, as evidenced by written records (iii) was developed by employees or agents of the receiving party independently of and without reference to any Confidential Information communicated to the receiving party ; and (iv) which is properly received by the receiving party from a third party which has the right to disclose such information.

1.3 **Effective Date** has the meaning given to it in the purchase order.

1.4 **"Goods or Services"** means any goods or services supplied or provided by the Supplier.

1.5 **Inchcape Group** means Inchcape and its Affiliates, Toyota Romania SRL is part of the Inchcape Group.

1.6 **Intellectual Property Rights** means patents, trademarks, service marks, trade or business names, domain names, registered designs, layout design rights, registered designs, semiconductor topography rights, database rights, copyrights, rights in computer software, rights protecting trade secrets and confidential information, rights protecting goodwill and reputation and other similar or corresponding proprietary rights and all applications for the same, whether presently existing or created in the future, anywhere in the world, whether registered or unregistered, and all rights to sue, recover damages and obtain relief or other remedies for any past, current or future infringement, misappropriate or violation of

any of the foregoing rights. Service Levels mean the service levels detailed in purchase order or otherwise agreed in writing between the parties.

1.7 **Service Levels** mean the service levels detailed in purchase order or otherwise agreed in writing between the parties.

1.8 **Works** means any and all inventions, processes, methods, prototypes, works of authorship, drawings, logos, developments, concepts, improvements, documents, articles, reports and/or any other materials whether or not patentable, copyrightable or subject to other forms of protection.

2 Term

2.1 This Agreement shall commence on the Effective Date and continue for the period stated in the purchase order. If no period is stated, the Agreement shall continue until the Goods or Services have been properly delivered in accordance with this Agreement. Thereafter the Agreement will automatically expire. Notwithstanding the foregoing, Clauses 8 to **Error! Reference source not found.** (inclusive) shall survive termination or expiration of this Agreement.

3 Goods and Services

3.1 The Supplier will supply the Goods and Services: (a) using all reasonable skill and care; and (b) in compliance with: (i) the requirements of this Agreement; (ii) all policies that Toyota Romania SRL provides to Supplier in writing from time to time; (ii) in accordance with any Service Levels; and (iii) all applicable laws.

3.2 The Supplier shall comply with all reasonable directions from time to time given to it by Toyota Romania SRL and shall comply and ensure the compliance of its employees and representatives with any policies and guidelines provided or informed by Toyota Romania SRL. The Supplier agrees to work and co-operate with any servant or agent or other consultant of Toyota Romania SRL and adhere strictly to any rules or guidelines given by Toyota Romania SRL in respect of the provision of the Goods and Services.

3.3 The Supplier shall not delegate, subcontract or otherwise arrange for a third party to perform any part of this Agreement without the prior written consent of Toyota Romania SRL (save for the delivery of Goods whereby any such third party appointed by the Supplier shall be deemed to be acting as an authorised agent of the Supplier). The Supplier is at all times liable to Toyota Romania SRL for the acts, defaults and neglects of any subcontractor, or any employee or agent of a subcontractor, as if they were the acts, defaults or neglects of the Supplier.

3.4 The Supplier shall keep Toyota Romania SRL informed of its provision of the Goods and Services as requested from time to time by Toyota Romania SRL and make available any necessary related documentation (as determined conclusively by Toyota Romania SRL) for inspection.

3.5 The Supplier represents and warrants to Toyota Romania SRL, on an ongoing basis, that the Goods and Services will not include or give access to any material which is: (a) in any way harmful to Toyota Romania SRL or its systems; (b) contains any open source (or similar) software; (c) is offensive, blasphemous, obscene, defamatory or illegal; and/or (d) breaches any applicable laws.

3.6 The Supplier further represents and warrants that the Goods shall (a) correspond to the description communicated by Toyota Romania SRL in writing; (b) be free from any material defects in design, material and workmanship; and (c) be of satisfactory quality and fit for the purpose which has been held out by Toyota Romania SRL.

4 Packaging and Delivery

4.1 The Supplier shall, at its expense mark Goods with the purchase order number, crate, package or otherwise prepare goods for shipment in accordance with Toyota Romania SRL's instructions and otherwise will ensure safe and secure delivery to Toyota Romania SRL. The Supplier will include a packing slip with the shipment of Goods.

4.2 Goods are to be shipped to the delivery point set out in the purchase order by the due date set out in the purchase order.

4.3 The time for delivery shall be of the essence. If the Supplier does not comply with the delivery schedule, Toyota Romania SRL may cancel the purchase order without liability.

5 Inspection and Acceptance

5.1 Goods shall be deemed not to have been accepted until Toyota Romania SRL has inspected the Goods, conducted acceptance tests and signified its acceptance.

5.2 If Toyota Romania SRL determines that supplied Goods in whole or part do not conform to the Agreement it may, at its sole discretion and without prejudice to any other remedies available to it, cancel the Agreement in whole or in part and/or (i) return (at the Supplier's expense) the whole or any part of the Goods for repair, replacement or credit; (ii) repair the Goods at the Supplier's expense; or (c) require the Supplier to fix any defects.

5.3 If Toyota Romania SRL determines that supplied Services do not conform to the Agreement in whole or in part, it may, without prejudice to any other remedies available to it: (i) require the Supplier to supply the Services again at the Supplier's cost; or (ii) arrange to have the Services supplied by a different supplier at the Supplier's cost; or (iii) require the Supplier to provide it with a credit equal to the price of the Services.

5.4 Where the Supplier is supplying Goods to specifications, Toyota Romania SRL reserves the right to inspect these items and Supplier's facilities at reasonable times during any stage of manufacture.

6 Title and Risk

6.1 Risk of loss or damage for Goods shall pass to Toyota Romania SRL at the delivery point specified in the purchase order. Title to the Goods shall pass to Toyota Romania SRL on valid delivery of the Goods from the Supplier.

7 Fees, Invoicing and Payment

7.1 Packing, boxing, crating, delivery freight or insurance) will not be paid by Toyota Romania SRL unless provided for in the purchase order.

7.2 Prices shown on a purchase order are not subject to escalation or variation for any reason whatsoever unless agreed to in writing by Toyota Romania SRL.

7.3 Supplier represents and warrants that the prices quoted in a purchase order shall not be in excess of Supplier's list,

catalogue or published prices.

7.4 Invoices for Goods are to be submitted electronically via the Coupa platform and must show the purchase order number. Accounts will be settled 60 days from receipt of the Supplier's invoice.

7.5 In the case of Services, the Supplier shall invoice Toyota Romania SRL electronically via the Coupa platform for the Services provided on a monthly basis, unless otherwise specifically stated in the purchase order. The invoices shall contain a specification of the Services performed and, if applicable, a specification over the expenses for which Toyota Romania SRL is reimbursing the Supplier during the period in question. Payment shall be made by Toyota Romania SRL within 60 days from receipt of correct invoice.

7.6 Toyota Romania SRL will not pay for Services performed or Goods supplied by the Supplier in excess of the Agreement. Excess Goods will be returned at the Supplier's expense.

8 Except as otherwise specified in a purchase order, the price includes all local or foreign taxes (including any goods and service tax), stamp duties and other governmental charges.

8.1 Toyota Romania SRL is entitled to set off any amount owing at any time by Supplier.

8.2 All invoices are to be submitted only after completion and acceptance of the relevant Goods and Services.

9 Confidentiality

9.1 Unless otherwise stated in the Agreement, the Supplier shall not disclose the existence of the Agreement without the prior written consent of Toyota Romania SRL.

9.2 The Supplier shall not use the name or logos of Toyota Romania SRL or any of the Inchcape Group for advertisement or publicity of any type, whether written or oral, without the prior written consent of Toyota Romania SRL. Similarly, the Supplier shall not communicate with any third party on any matter relating to the Agreement or the business relationship between the parties without the express written consent of Toyota Romania SRL. As damages alone are agreed not to be an adequate remedy for such breach the Supplier agrees that any other legal remedy at the Supplier's cost in full may be sought by Toyota Romania SRL where Toyota Romania SRL reasonably believes the Supplier may breach this Clause **9Error! Reference source not found..**

9.3 Each party shall not and shall procure that its employees, agents, sub-contractors and anyone instructed to carry out services on its behalf, shall not, during the term of the Agreement or at any time thereafter disclose any Confidential Information supplied by the other to any person or use any such information, except for the sole purpose of the performance of the Agreement.

9.4 The restrictions in Clause 9.3 shall not apply to (i) the disclosure of information where required by law or order of regulatory authority (provided that to the extent permitted by such law or order, the disclosing party notifies the other of such requirement in advance); (ii) information which is made public other than through a breach of this clause; or (iii) information in a party's possession or provided to a party without obligations of confidence.

10 Intellectual Property Rights and Indemnity

10.1 The Supplier grants to Toyota Romania SRL an irrevocable, non- exclusive, transferable, royalty-free licence (with the

right to sub-licence), to use background intellectual property rights in connection with the Goods and Services and for the use, repair, maintenance, upgrade or modification of the Goods and Services.

10.2 The Supplier agrees and acknowledges that any and all rights title and interests (including Intellectual Property Rights) in and to all Works made, created, developed, written, reduced to practice, produced or conceived by the Supplier, in whole or in part, either solely or jointly with others, as a result of or in connection with the provision of the Goods and Services under this Agreement ("Toyota Romania SRL Property") upon receipt of full payment of the Fees to the Supplier shall vest and remain at all times in Toyota Romania SRL. The Supplier assigns to Toyota Romania SRL all rights title and/or interest in and to the Toyota Romania SRL Property to which the Supplier is or may be entitled to by virtue of or pursuant to any of the laws in force in any part of the world.

10.3 At the request of Toyota Romania SRL, the Supplier shall give and supply all such information, data, drawings and assistance as may be necessary to enable Toyota Romania SRL to exploit the Toyota Romania SRL Property and shall execute all documents and do all such things, which may be necessary or desirable for obtaining, registering or otherwise protecting or recording or enforcing the Toyota Romania SRL Property in such parts of the world as may be specified by Toyota Romania SRL and for vesting the same in Toyota Romania SRL for the full term of such rights.

10.4 The Supplier acknowledges that, except as provided by law, no further fees other than that provided for in this Agreement, is or may become due to the Supplier in respect of its compliance with this Clause.

10.5 The Supplier shall indemnify and hold harmless Toyota Romania SRL, its Affiliates, Inchcape Group and their respective officers, directors, employees and agents ("Toyota Romania SRL Indemnitees") against any action brought or threatened against the Toyota Romania SRL Indemnitees based on a claim that the Goods or Services or any provision of the Goods or Services infringes any Intellectual Property Rights of any third party or constitutes misappropriation or unlawful disclosure or use of any third party's trade secrets or confidential information; and/or a breach of Clause 9 or 10.

11 Personal Data Protection

11.1 In case either the Supplier will process any personal data on behalf of Toyota Romania SRL, the Supplier shall at all times comply with the provisions and obligations imposed on it by any applicable legislation relating to the protection of personal data and with the guidelines and guidance notes issued from time to time by the relevant authorities.

11.2 The Supplier shall ensure that:

- 11.2.1 it shall at all times act only in accordance with the reasonable instructions and administrative requirements of Toyota Romania SRL in relation to the personal data;
- 11.2.2 personal data is only used for the purposes authorised by the data controller, as defined by law;
- 11.2.3 personal data is kept only for as long as it is necessary to fulfil obligations under this Agreement or as required by mandatory law after which it shall be deleted or destroyed;
- 11.2.4 all personal data is kept securely, segregated from the processing party's or any third party's data, in strict confidence and in accordance with the applicable law;
- 11.2.5 all necessary technical and organisational measures are in place to prevent unauthorised or unlawful processing or accidental loss, damage or destruction of personal

data; and

11.2.6 all necessary steps are in place to ensure the reliability of its staff who will have access to such personal data.

11.2.7 it notifies Toyota Romania SRL immediately upon becoming aware of any unauthorised disclosure of personal data and/or a personal data breach and following notification shall provide such information and assistance to Toyota Romania SRL as is reasonably required by Toyota Romania SRL in the circumstances.

11.3 The Supplier shall defend, indemnify and hold Toyota Romania SRL harmless from and against any and all losses, damages, costs and expenses incurred as a result of the breach of this Clause.

12 Anti-Bribery

12.1 The Supplier shall (i) comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption; (ii) not engage in any activity, practice or conduct which would constitute an offence under the applicable laws, regulations and codes relating to anti-bribery and anti-corruption; (iii) have and shall maintain in place throughout the term of the Agreement its own anti-bribery and anti-corruption policies and procedures, and will enforce them where appropriate; (iv) promptly report to Toyota Romania SRL any request or demand for any undue financial or other advantage of any kind received by the Supplier in connection with the performance of the Agreement; and (v) immediately notify Toyota Romania SRL (in writing) if a foreign public official becomes an officer or employee of the Supplier and acquires a direct or indirect interest in the Supplier (and the Supplier warrants that it has no foreign public officials as officers or employees or as direct or indirect owners at the date of this Agreement).

12.2 Without prejudice to clause 12.1, the Supplier shall ensure that any person associated with the Supplier who is performing services or providing Goods in connection with the Agreement does so only on the basis of a written contract which imposes on and secures from such person terms equivalent to those imposed on the Supplier in this Clause 12 ("Relevant Terms"). The Supplier shall in all circumstances be responsible for the observance and performance by such persons of the Relevant Terms and shall in all circumstances be directly liable to the Customer for any breach by such persons of any of the Relevant Terms.

12.3 Breach of this Clause 12 shall be deemed a material breach, which is irremediable.

12.4 For the purposes of this Clause 12 a person associated with the Supplier includes any consultant or subcontractor of the Supplier.

13 Slavery

13.1 The Supplier shall at all times comply with: all applicable laws, regulations and sanctions relating to slavery and human trafficking; and any anti-slavery policy adopted by Toyota Romania SRL from time to time.

13.2 The Supplier shall implement and maintain throughout the duration of this Agreement due diligence procedures for its own suppliers, permitted sub-contractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains.

13.3 The Supplier shall notify Toyota Romania SRL as soon as it becomes aware of any breach, or potential breach, of any anti-slavery policy adopted by Toyota Romania SRL from time to time; or any actual or suspected slavery or human

trafficking in a supply chain which has a connection with this Agreement.

14 Limitation of Liability

14.1 Nothing will limit either party's liability for:

14.1.1 any indemnity provided to the other party under this Agreement;

14.1.2 willful misconduct or deliberate default; death or personal injury caused by that party's negligence;

14.1.3 fraud; or

14.2 any other liability that cannot be excluded by law.

14.3 Toyota Romania SRL's total liability in connection with this Agreement shall be limited to an amount equal to the total of the amounts paid and payable whether invoiced or not to the Supplier under this Agreement.

14.4 The Supplier shall, if requested by Toyota Romania SRL, at its sole expense, effect proper insurances against all risks arising under this agreement (including civil liability, product liability and employee insurance) and shall, if required by Toyota Romania SRL, produce evidence of the currency and validity of any such policy.

14.5 The Supplier shall indemnify Toyota Romania SRL from and against any and all proceedings, claims, demands, losses, costs, damage and expenses arising out of a defect in the Goods and/or in respect of any act, omission or negligence of the Supplier or any of its officers, employees, agents or representatives in connection with the Goods or Services to be provided under this Agreement or otherwise in connection with the Supplier's performance or breach of this Agreement.

15 Termination

15.1 Notwithstanding anything in this Agreement, this Agreement may be terminated:

15.1.1 by Toyota Romania SRL for convenience by giving the Supplier no less than 14 days written notice;

15.1.2 by either party on giving notice in writing to the other party if that party commits any material breach of any term of this Agreement, and in the case of a breach capable of being remedied, shall have failed within thirty (30) days after the receipt of a request in writing to do so; or

15.1.3 by either party should the other party during the term of this Agreement stop its payments, enter into administration, liquidation or other type of insolvency.

15.2 On termination or expiry of this Agreement for any reason whatsoever, the Supplier shall immediately return to Toyota Romania SRL all copies of any information and data supplied by Toyota Romania SRL for the purposes of this Agreement (including materials containing Confidential Information of Toyota Romania SRL) and shall certify to Toyota Romania SRL that no copies thereof have been retained.

15.3 Any expiry or termination of this Agreement howsoever occasioned shall not affect any rights or liabilities of any party nor shall it affect the coming into force of or continuation of any provision hereof which is expressly or by implication intended to come into force on or after such expiration or termination.

16 Notices

16.1 All notices to or by the Parties shall be in writing in the Romanian language and shall be delivered by hand, courier or ordinary mail to the other party.

17 Miscellaneous

17.1 The Supplier shall not assign or transfer any right or obligation under this Agreement without Toyota Romania SRL's prior written consent.

17.2 The Supplier agrees not enter into any agreement or arrangement which will be binding on Toyota Romania SRL or any entity within the Inchcape Group without the prior written consent of Toyota Romania SRL.

17.3 No term or provision shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party against whom the waiver or consent is asserted.

17.4 In the event that any provision of this Agreement shall be determined invalid, unlawful or unenforceable to any extent, such term, condition or provision shall be severed from the remaining terms, conditions and provisions of this Agreement, which shall continue to be valid to the fullest extent permitted by law.

17.5 The Supplier shall comply with all Inchcape Group policies which are published from time to time on <https://www.inchcape.com/en/responsibility/policy-statements.html> including but not limited to the Inchcape Supplier Code of Conduct <https://www.toyota.ro/legal/politica-achizitii>.

18 Governing Law and Jurisdiction

18.1 This Agreement shall be subject to, governed and construed in accordance with the laws set out in Romania and the Parties submit to the exclusive jurisdiction of the courts of Romania.