



Dear Valued Supplier:

Ford requires due diligence on your cobalt supply chain to demonstrate that you are sourcing this mineral responsibly. There are serious concerns that cobalt sourced from Conflict-Affected or High-Risk Areas (CAHRAs) contributes to severe human rights violations, including worst forms of child labor. Customers and investors are demanding that cobalt materials in manufactured products be responsibly sourced. Cobalt supply chain visibility and mapping are important steps towards identifying the refiners that process cobalt for the parts you manufacture for Ford.

Ford has outlined its responsible material sourcing requirements in Ford's [Supplier Code of Conduct](#). Ford's Supplier Code of Conduct requires Ford suppliers to engage sub-tier suppliers in our efforts to demonstrate transparency. Suppliers are obligated to enforce a similar code of practice and require that subcontractors do the same.

To support this effort, your company must complete a Cobalt Reporting Template (CRT) for calendar year 2021, including a list of the refiners providing the cobalt contained in the products your company sells to Ford Motor Company. To complete this requirement, you may need to request information from relevant lower tier suppliers. For reference, see Ford's [Responsible Materials Sourcing Policy](#).

Action Due by September 30, 2021

Submit the completed CRT in Excel format via email to cmineral@ford.com by replying to this email.

- Include subject line: **Company name CRT submission GSDB: GSDB code** (GSDB code is found in the subject line of this communication)
- On the CRT in the "Company Unique ID" field (row 12) include the same GSDB code

In-Scope Parts List

To assist with your cobalt reporting, attached is a list of parts identified through your company's International Material Data System (IMDS) submissions as containing cobalt. These parts are in-scope for cobalt reporting.

2021 Cobalt Reporting Requirements

- Submit only latest CRT version 2.2 by September 30, 2021, available [here](#)
- Include GSDB in "Company Unique ID"
- Answer "Yes" to Question 1 for cobalt identified in your parts list/IMDS or provide explanatory comment. A CRT submission that does not include these details will be assessed as incomplete and resubmission will be required

- Complete the Smelter List tab and identify both cobalt crude refiners and cobalt refiners used to process the cobalt identified in your parts
- Ford requires its suppliers to source cobalt from refiners that have been validated as conformant by a 3rd party audit such as the RMI's [Responsible Minerals Assurance Process \(RMAP\)](#)
- Ford will notify you if you report any refiner not listed as “conformant” or “active” on the public [RMI Smelter or Refiner list](#). We expect you to also notify your suppliers if a reported refiner isn't on the RMI “conformant” or “active” lists, and to notify your suppliers to source from 3rd party validated refiners throughout your supply chain
- Additionally, we expect your company and your relevant suppliers to contact refiners not listed on RMI “conformant” or “active” lists and request participation in a 3rd party validated audit such as the RMAP. If suppliers or refiners refuse, we expect you to consider alternate sourcing of cobalt

Sanctions Compliance

Please note that your company must comply with all applicable Ford Production Purchasing Global Terms and Conditions including all Supplier Guides (formerly known as Web-Guides). As stated in the Export Controls and Sanctions Compliance Supplier Guide (attached), ~~(removed link)~~

Supplier represents that it shall not provide any Supplies to Ford that it procured from, or manufactured using the services, technology or financing of, any individual or entity located in a country or region that is subject to a comprehensive or significant trade embargo, currently including Crimea, Cuba, Iran, North Korea and Syria, or from any other country in violation of applicable law. Further, Supplier shall ensure that no Supplies provided to Ford are transshipped through such a country or region.

Also,

*Supplier shall not provide any Supplies to Ford procured from, or manufactured using the services, technology or financing of, any individual or entity designated on a **Restricted Parties List** or otherwise subject to such restrictions.*

Sanctions Compliance Due Diligence Requirements

To confirm your compliance with your contractual obligations in the Export Controls and Sanctions Compliance Supplier Guide, please ensure the following:

- Confirm no products provided to Ford contain material from any sanctioned party that may be in your supply chain
- Once confirmed, ensure no sanctioned party is included in smelter list *before* submitting a Cobalt Reporting Template (CRT)
- If you cannot confirm compliance, contact cmineral@ford.com immediately

If you have any questions regarding how to complete the cobalt reporting template or require additional training please email cmineral@ford.com with your GSDB code in the subject line.

Thank you for your continued efforts. We appreciate your continued partnership with Ford Motor Company. If you have questions related to minerals reporting, please contact us at cmineral@ford.com.

Sincerely,

Ford Responsible Materials Sourcing Team
cmineral@ford.com