



Dear Valued Supplier:

Ford requires due diligence on your mica supply chain to demonstrate that you are sourcing this mineral responsibly. Mica is largely known for its application in paint and is also used for insulation and heat resistance. Two major mica-producing countries, India and Madagascar, rely heavily on artisanal and small-scale mica extraction as well as manual mica processing. There are serious concerns that mica sourced from India and Madagascar contributes to severe human rights violations, including the worst forms of child labor and unsafe working conditions.

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 Mica Reporting Template (MRT), for calendar year 2021, including a list of Mica processors providing the Mica 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 MRT in Excel format only **via email to** [cmineral@ford.com](mailto:cmineral@ford.com) by replying to this email

- Include subject line: **Company name mica survey submission GSDB: GSDB code** (GSDB code is found in the subject line of this communication)
- On the MRT Declaration Tab, in the "Company Unique ID" field (row 9) include the same GSDB code

#### **In-Scope Parts List**

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

#### **2021 Mica Reporting Requirements**

- Submit only the latest MRT version 1.0 by September 30, 2021, available [here](#).
- Complete the Mica Reporting Template, identify (by name) the processors used to provide the in-scope mica identified in your parts list

## **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),

*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 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 the mica processor list *before* submitting a Mica Reporting Template (MRT).
- If you cannot confirm compliance, contact [cmineral@ford.com](mailto:cmineral@ford.com) immediately

If you have any questions regarding how to complete the Mica Reporting Template or require additional training, please email [cmineral@ford.com](mailto: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](mailto:cmineral@ford.com).

Sincerely,

Ford Responsible Materials Sourcing Team  
[cmineral@ford.com](mailto:cmineral@ford.com)