Conflict Minerals Training Modules

Module 1
• Background on the Conflict Minerals legislation
• Overview of reporting expectations
• Timeline & Actions Required

Intended Audience
• Suppliers unfamiliar with conflict minerals reporting requirements

Module 2
• Instructions for completing the Conflict Minerals Reporting Template (CMRT)
• Methods for CMRT submission

Intended Audience
• Person responsible for annual conflict minerals reporting to Ford

Module 3
• Instructions for increasing the quality of CMRT submission by ensuring consistency with IMDS reporting

Intended Audience
• Person responsible for conflict minerals reporting to Ford and IMDS users

All Trainings Available At: https://fsp.portal.covisint.com
Desired Outcome:

- Understand Ford’s expectations of its suppliers for Conflict Minerals reporting, including our timeline and required actions.

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Conflict Minerals Legislation

Background

- **US conflict minerals legislation** is designed to reduce funding to armed groups benefitting from mineral trade in the Democratic Republic of Congo (DRC) and adjoining countries (also called “Covered Countries”)

- **Ford is required to investigate** the origin of the tin, tantalum, tungsten, and gold (3TG) in our products to determine if these minerals contribute funding to the conflict in the DRC

- **Suppliers are required to support this effort** by complying with Ford’s annual conflict minerals reporting requirements as identified in our Global Terms and Conditions

Conflict Minerals includes all tin, tantalum, tungsten, and gold that are sourced from anywhere in the world.
Who Must Submit A Report To Ford?

- If your company provides Ford with products (excluding indirect purchases) containing tin, tantalum, tungsten, or gold (3TG), **you must submit a Conflict Minerals Reporting Template (CMRT)**

**In-scope Suppliers Determined By Part-level Data Submitted To Ford Through International Material Data System (IMDS)**

**Bills of Material**

**International Material Data System (IMDS)**

3TG = Yes?

**CMRT Required**

- **Parent-level (Corporate) CMRT requested**
  - One conflict minerals contact person per company
  - If you must submit CMRTs at site level, identify one CM contact for each site
  - **Parent supplier is not considered “complete” until all sites have submitted a CMRT**
Conflict Minerals Reporting Process Flow

1. Your Company
   Send requests to your Relevant Direct Suppliers

2. Direct Suppliers
   Suppliers send requests to relevant Sub-Suppliers

3. Sub-Suppliers
   Request cascades through Ford’s supply chain until all smelters identified

4. Smelters

Ford Files Specialized Disclosure With The US Securities & Exchange Commission (for all products sold globally)

5. Templates with complete smelter lists cascade up supply chain

Ford Expects Its Suppliers To Survey All Relevant Direct Suppliers And Provide Complete List Of Smelters In Your Supply Chain
Who Are Your “Relevant” Suppliers?

• “Relevant” direct suppliers provide your company with products containing tin, tantalum, tungsten, or gold (3TG) used in Ford’s products

• Your company must survey all of its “relevant” direct suppliers in order to answer the questions on the CMRT and identify all of the 3TG smelters & refiners in your supply chains

• Ford uses the following method to determine “relevant” supplier list
### Conflict Minerals Reporting Template (CMRT)

- **Automotive and cross-industry standard for conflict minerals reporting**
- **Developed through cross-industry collaboration**
- **Excel-based survey tool**
- **CMRT updated periodically**
- **Latest version available for download at:**
  
Conflict Minerals Reporting Template

1. Language Options
   - Chinese
   - English
   - Japanese
   - Korean
   - French
   - Portuguese
   - German
   - Spanish
   - Italian
   - Turkish

2. Company Information
   - Company Name
   - Address
   - Contact Person
   - Email and Telephone

3. Tin, Tantalum, Tungsten and Gold Questions

4. Company Sourcing Policy Information

5. Smelter List

Requires identification of all smelters of 3TG
**Ford’s Annual Reporting Timeline**

**January**
- **1 January 15:** CMRT Final Update Due

**April**
- **2 April:** Ford Emails; RSMS Package; New CM Contacts Identified

**May**
- **3 May:** Ford Emails; CM Reporting Instructions & Parts Lists to Suppliers

**June**
- **4 September 30:** CMRT Due

**July**

**August**

**September**

**October**

**November**

**December**
Next Steps

Supplier to:

1 Identify lead person responsible for annual Conflict Minerals reporting to Ford Motor Company

✓ ACTION REQUIRED – If the contact for conflict minerals reporting has changed from last year, send an email to cmineral@ford.com identifying the new contact person (include name, email, international phone number)

Include your supplier GSDB code in subject line of e-mail
Next Steps

Supplier to:

1. Develop plan to determine smelters and/or refiners in Ford’s supply chain

- Determine your company’s “relevant” suppliers
- Establish process and timeline for surveying suppliers to gather smelter and/or refiner information
- Utilize the CMRT or iPoint’s Conflict Minerals Platform (iPCMP) to conduct your supplier survey
Next Steps

Supplier to:

3 Complete training on Ford conflict minerals reporting requirements

✓ **ACTION REQUIRED** – Conflict minerals contact must download all Ford supplier training modules from the Ford Supplier Portal and watch for further instruction

- [https://fsp.portal.covisint.com/web/portal/home](https://fsp.portal.covisint.com/web/portal/home)
Submit Conflict Minerals Reporting Template (CMRT) to Ford Motor Company

- **ACTIONS REQUIRED** – By September 30, submit CMRT to Ford:
  - *Preferred method:*
    - iPoint Conflict Minerals Platform (iPCMP)
  - Or email to cmineral@ford.com

- Ford will provide feedback and further instruction if resubmission is required
  - By January 15: Submit Final Revision of CMRT to Ford
Ford Suppliers’ Annual Reporting Timeline

1. Identify lead person responsible for annual Conflict Minerals reporting to Ford Motor Company
2. Develop plan to determine smelters and/or refiners in Ford’s supply chain
3. Complete training on Ford conflict minerals reporting requirements
4. September 30: CMRT Due

Repeat process for next reporting year

January 15: CMRT Final Update Due
Questions?

• Thank you for participating in Ford’s conflict minerals training series

• Contact cmineral@ford.com with questions