

TOYOTA TSUSHO CORPORATION

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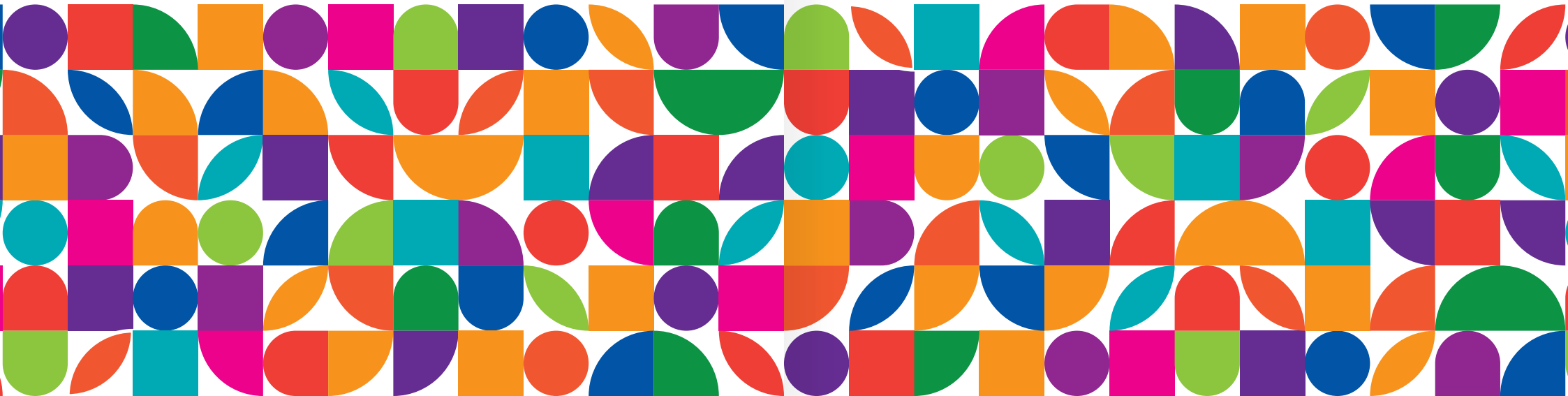
 TOYOTA TSUSHO GROUP

 TOYOTA TSUSHO GROUP



**Ikhodi Yokuziphatha Nezimiso
Zokuziphatha Yomhlaba Wonke**

COCE
Global Code of Conduct and Ethics



Message from the President & CEO

Sanibonani nonke,

Thina, i-Toyota Tsusho Group, sizibophezele ekugcineni iFilosofi Yenkampani ethi: “Ukuphila nokuchuma ngokubambisana nabantu, nomphakathi, kanye neplanethi, sihlosela ukuba yinkampani edala inani elibonakalayo futhi enikela ekwakheni imiphakathi echumayo.”

I-Toyota Tsusho Group iyinhlangano ehlukile enamalungu angaphezu kuka-70,000 avela ezizindeni ezahlukene, izizwe ezihlukene, iminyaka ehlukahlukene, kanye nezinhlanga zobulili ezahlukene, esebenza emazweni angaphezu kuka-130 emhlabeni jikelele. Naphezu kokwehlukahlukana kwethu, le Filosofi Yenkampani iyasihlanganisa sonke. Izinqondiso Zokuziphatha ziyizimiso ezenzakalayo ezisungulwe ngenhloso yokufeza le Filosofi Yenkampani, kanti iKhodi Yokuziphatha Nezokuziphatha Yomhlaba (COCE) inikeza uhlaka olunemininingwane olunembile nolucacile lweziqondiso ezishiwo.

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Njengoba ibhizinisi lethu liqhubeka nokwanda emhlabeni jikelele ezindaweni ezahlukene, sizithola sisebenza ezimeni ezinzima nezihlukahlukene lapho kungavamile khona ukuba kube khona impendulo eyodwa “efanele.” Ngisho nangezikhathi ezinjalo, akufanele sikwesabe ushintsho; kunalokho, kufanele silamukele ngokuzethemba futhi sibhekane nezinselelo ezintsha ngesibindi. Ukuze sikwazi ukwenza lokhu, kubaluleke kakhulu kunakuqala ukuthi sihlale siqinisekise futhi siqondise izimiso eziqinile nezingaguquki ezisisekelo.

Njengamalungu eToyota Tsusho Group, ngiyaxusa ukuthi wonke umuntu aqonde kahle iKhodi Yokuziphatha Nezokuziphatha Yomhlaba (COCE) futhi ayisebenzise njengesisekelo sokwenza izinqumo nezenzo zansuku zonke. Njalo uzibuze: “Ingabe ngingakwazi ukwabelana ngomsebenzi engiwenzayo kanye nebhizinisi engibandakanyeke kulo nomndeni wami nabangani bami ngokuqhoshwa?”

Thina singethimba elakha ikusasa leToyota Tsusho Group. Ake siqhubeke siqhubeke phambili, siholwa yiKhodi Yokuziphatha Nezokuziphatha Yomhlaba (COCE) njengesiqondiso sethu, ngenhloso yokushiya uMhlaba ongcono ezinganeni zesizukulwane esizayo.

Toshimitsu Imai

President & CEO
Toyota Tsusho Corporation



Mayelana Nalencwajana

Lapho kwenziwa izinqumo noma kubhekene nokungaqiniseki, Lencwajana inikeza incazelo elula neqondakalayo yeKhodi Yokuziphatha Nezokuziphatha Yomhlaba (COCE), esebenzayo njengesisekelo sezimiso zokuziphatha nezindinganiso zokwenza izinqumo kuwo wonke amalungu eToyota Tsusho Group. Sicela uyigcine iseduze ukuze ukwazi ukuyibhekisela noma kunini lapho kudingeka.



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Yini iKhodi Yokuziphatha Nezokuziphatha



IKhodi Yokuziphatha Nezokuziphatha Yomhlaba (COCE) iyisethi yezindinganiso nezimiso zokuziphatha ezisebenza emhlabeni wonke ezibonisa ngokucacile futhi ngokucophelela Imihlahlandlela Yokuziphatha esekela Ifilosofi Yenkampani yeToyota Tsusho Group. Wonke amalungu eToyota Tsusho Group kumele aligcine ngokubaluleka iKhodi Yokuziphatha Nezokuziphatha Yomhlaba (COCE) njengesisekelo sezindinganiso zokuziphatha nezokwenza izinqumo lapho bewenza umsebenzi wabo wansuku zonke sibheke phambili ekufezeni iFilosofi Yenkampani yethu.

IFilosofi Eyisisekelo yeToyota Tsusho Group

Indlela esiyilandelayo

Ukuphila nomphakathi, ukuphumelela kanye nokuhlonipha umhlaba esiphila kuwo kuzokwenza isizwe esiphumelelayo.

Indlela yokuziphatha

Njengabasebenzi abahle, sizokwenzalokhu:

- Sizokwenza umsebenzi onganazo izimfihlo futhi oneqiniso.
- Sizogcina isibopho sokusiza umphakathi kanye nokulondoloza imvelo emhlabeni wonke.
- Sizodala amacebo azosithuthukisa.
- Sizohlonipha abantu futhi senze indawo yokusebenza esabelayo ezolwela ukuzuza ukwaneliseka emsebenzini wethu.

Yomhlaba (COCE)?

I-COCE yakhiwe yizimiso ezisemqoka ezilandelayo.

- Ukuphepha nokuhambisana nemithetho kuyisango elivulela yonke imisebenzi.



- Kwaziswa ngemininingwane yezezimali enembile ngendlela efanele, njengenkampani ebhaliswe ngokusemthethweni emakethe yezimali.



- Kubalulekile ukuhambisana nemithetho yezwe, kanye nemigomo yangaphakathi nezimiso zokuziphatha ezibekwe yinkampani, ukuze kuqinisekise ukuziphatha okuhle nokusebenza okuhambisana nezindinganiso eziphakeme zobuholi.



- Ukuze kuqinisekise intuthuko eqhubekayo, esimeme futhi enenzuzo yomphakathi jikelele, ngokuhambisana nezindinganiso zobuholi obuqotho ukuhlinzeka ngenani elengeziwe ngokusebenzisa ubuciko bokudala kanye nokuthuthuka okuqhubekayo okuhambisana nezindinganiso zobungcweti ngokubheka ngokucophelela imithelela emvelweni, ukuze kuqinisekise ukuziphatha okuhambisana nokusimama kwemvelo.



- Hlonipha amalungelo abantu futhi wamukele ukuhlukahluka kwabantu njengengxenye ebalulekile yokuphatha ngobuhlakani nangobulungiswa.



MVV and COCE



COCE, for the Future



I-COCE isebenza njengomhlahlandlela obalulekile ekuqondiseni nasekufezeni **uMsebenzi** wethu, **uMbono** wethu, kanye **neziMiso** zethu ezisisekelayo.



* Gembality: Combination of "Gemba" [Gemba = "Genchi" (on-site) + "Genbutsu" (hands-on)] + "reality"



Ikhodi Yokuziphatha Nezimiso Zokuziphatha Yomhlaba Wonke



Ikhodi Yokuziphatha Nezimiso Zokuziphatha Yomhlaba Wonke

10 ze-COCE

1 Sizibophezele ku-“Anzen” ekwenzeni indawo yokusebenzela ephephile nehlanzekile.

2 Sihambelana nayo yonke imithetho kanye nezinqubomgomo sibala ukungakhwabanisi, ukuthembeka, imithetho wokuncintisanisa kanye nomthetho wokusebenza.

3 Sizibophezela ukubika imibiko eqondile yezezimali.

4 Sizimisele ekuhambisaneni nayo yonke imithetho yenkampani.

5 Sizokwenza izinto ngobuqotho, ngeqiniso nangokusobala, sivikele futhi sithuthukise ukuthembeka kulabo esibambisene nabo.

6 Sizofaka uxhaso emphakathini oluzosekela intuthuko.

7 Sizokhuthaza izenzo ezinhle zokulondoloza ezemvelo.

8 Sizothuthukisa ngokuba nemibono emisha njalo-njalo “Kaizen”.

9 Sizohlonipha amalungelo abantu.

10 Sizokwamukela ukwahluka kwenzinhlanga zabantu ngaphakathi enkampanini nasemphakathini esiphila kuwo.

1

Sizibophezele ku-“Anzen” ekwenzeni indawo yokusebenzela ephephile nehlanzekile.



Ezokuphepha nenhlalakahle kwabasebenzi bethu kuyisisekelo sazo zonke izenzo zethu zebhizinisi.



- Kufanele sithathe izinyathelo ezifanele ukuvikela ukuphepha nempilo yethu sonkana kanye nanoma ubani othintwa yizenzo zethu ngesikhath sisenza imisebenzi yethu yebhizinisi.
- Kumele silandele yonke imigomo yezokuphepha, nemithetho kanye nezenhlalakahle.
- Sizobamba iqhaza ngokuzimisela ekuqeqeshweni nasezinhlangothini ezihlose ukuphepha nempilo.
- Sizosebenzisa futhi sithuthukise uhlelo lwethu lokuphathwa kwezokuphepha nempilo.



2

Sihambelana nayo yonke imithetho kanye nezinqubomgomo sibala ukungakhwabanisi, ukuthembeka, imithetho wokuncintisanisa kanye nomthetho wokusebenza.



Ukulandela imigomo kufanele kuzo zonke izenzo zethu. Isenzo esisodwa sokungalandeli imigomo singalimaza kakhulu isithunzi sethu nenani lenkampani.



- Kumele sizijwayeze nayo yonke imithetho kanye nezinqubomgomo (okubalwa kuyo imithetho yamazwe omhlaba) ephathelene nomthwalo wemfanelo wethu futhi siyilandele ngaso sonke isikhathi.
- Kumele sicele usizo emnyangweni wezomthetho noma kumeluleki wezomthetho oqeqeshiwe uma singaqiniseki.
- Kumele sibike noma yikuphi ukungalandeli imigomo ngezindlela ezifanele ezihlinzekiwe.

Ukwephula umthetho owodwa wokulwa nenkohlakalo, wokulwa nokuncintisana okungafanele noma imithetho yokuhweba kungaholela ezijeziweni ezinzima, kanye namacala obugebengu nokulimala okukhulu kwesithunzi somuntu kanye nenkampani okungase kungapholi.



- Kumele sifunde kahle yonke imithetho ephathelene nokulwa nenkohlakalo, ukuncintisana okungafanele, kanye nemithetho yokuhweba, futhi siyilandele ngaso sonke isikhathi.
- Akumele sinikeze, samukele noma siphe izipho, ukudla, ukuzijabulisa, iminikelo noma izifundo nganoma iyiphi injongo engalungile noma engahambisani nezimiso zokuziphatha.
- Kumele sincintisane ngokufanele emakethe futhi sigweme noma yiziphi izenzo ezingaholela ekwephulweni kwemithetho yokuncintisana.
- Kumele siqaphele kakhulu uma sihlalanga nabancintisana nathi futhi sigweme izingxoxo ngeminingwane ebucayi efana nesabelo semakethe, ukumaketha, amanani kanye namasu entengo.
- Kumele siqaphele ukuthi ezinye izinto, izindawo noma abantu bangase bavinjwe noma baphikiswe, ngakho kumele siqinisekise ukuthi zonke izinkokhelo zamazwe omhlaba zenziwa ngokuhambisana nemithetho nemigomo efanele.

3

Sizibophezela ukubika imibiko eqondile yezezimali.



Njengelunga elibhalisiwe kuhla ezinkampanini zomphakathi, ukuqonda kwemibiko yethu yezezimali kubalulekile kuthina nalaba esisebenzisana nabo.



- Kumele siqikelele ngezinombolo ezivezayo.
- Kumele silandele imigomo yakwa-accounting.
- Kumele siveze ulwazi ngesizikhathi zonke, oluqondile nangendlela engadukisi.
- Kumele sigcine imilando ethembekile, eqondile Kanye nefakazelayo.



4

Sizimisele ekuhambisaneni nayo yonke imithetho yenkampani.



- Kumele siqonde futhi silandele yonke imithetho yenkampani.
- Kumele sithwale umthwalo wemfanelo uma kwephulwa imithetho yenkampani, futhi siqonde ukuthi ukuphula le mithetho kungaholela ezinyathelweni ezingqala zokujezisa.

5

Sizokwenza izinto ngobuqotho, ngeqiniso nangokusobala, sivikele futhi sithuthukise ukuthembeka kulabo esibambisene nabo.



Njengomhlali wenkampani ozibophezele, siyazibophezela ekuqiniseni, ubuqotho kanye nokusobala okudlula imithetho nemigomo ebekiwe. Ngokuzibophezela lokhu, sikholelwa ukuthi ukwethenjwa kuzokwakhiwa phakathi kwazo zonke izinhloko futhi kuzoba yisisekelo semisebenzi yethu yenkampani.

Ingakhoke,

- Ngeke sigxile kuphela ekuzuzeni inzuzo. Sizocabangela izintshisekelo zababambiqhaza abahlukene futhi sizimisele ukwakha nokuzuza ukwethenjwa kwabo.
- Sizokwenza kuphela imisebenzi yebhizinisi engamelana nokuhlolwa ngokwezindanganiso zokuziphatha zasendaweni nezamazwe omhlaba.
- Kumele sihloniphe futhi sivikele ulwazi oluyimfihlo, imininingwane yomuntu siqu, impahla yobuhlakani kanye nezimfihlo zokuhweba zenkampani yethu kanye nezabanye.
- Kumele singabambisani noma senze ibhizinisi nanoma yimuphi umuntu obandakanyeka noma oxhumene nobugebengu obuhleliwe noma imisebenzi engekho emthethweni.
- Kumele singasho izitatimende ezingamanga noma ezidukisayo, futhi singaziphathi noma sikhulume ngendlela eyehlisa isithunzi sabanye. Uma kwenzeka iphutha, sizolilungisa ngokushesha.
- Kumele siveze noma yikuphi ukungqubuzana kwezintshisekelo okuhlobene nezibopho zethu enkampanini, futhi singabeki izintshisekelo zomuntu siqu ngaphambi kwezintshisekelo zenkampani.
- Kumele singasebenzisi impahla yenkampani ngezinhloso ezingahambisani nezidingo nezintshisekelo zenkampani.
- Ngeke sibandakanyeke noma sihlanganyele ekuhwebeni ngolwazi lwangaphakathi (insider trading).

6

Sizofaka uxhaso emphakathini oluzosekela intuthuko.



Siyakholelwa ukuthi ukhiye wokuphumelela njalo kanye nesikhathi esizayo ukuthi sisebenze eduzane nabantu kanye nomphakathi njalo siphinde sivikele nomhlaba wethu.

Ingakhoke,

- Ngokusebenzisana namabhizinisi asezingaweni zethu, imiphakathi kanye nezinhloko zikahulumeni, sizohlala siqaphela izidingo zasendaweni nezamazwe omhlaba, futhi sibambe iqhaza ekwakheni isisekelo esimeme sokuthuthukiswa kwezimbongi nezomnotho.
- Sizozibophezela ekukhuthazeni ngenkuthalo imisebenzi yokunikela emphakathini emhlabeni wonke, ikakhulukazi emikhakheni yezemfundo, ezenhlalakahle yomphakathi kanye nokuvikelwa kwemvelo.

7

Sizokhuthaza izenzo ezinhle zokulondoloza ezemvelo.



Ukuvumelanisa imisebenzi yethu yebhizinisi nemvelo kusekelwe ngokuqinile kufilosofi yethu eyisisekelo.

Ingakhoke,

- Kumele sihambisane ngokuqinile nemithetho kanye namazinga ezemvelo asezingaweni zethu kanye nasemazweni omhlaba.
- Sizothuthukisa ubuchwepheshe, izinsiza, imikhiqizo kanye nezindlela zokwenza ibhizinisi ezihambisana nokuvikelwa kwemvelo.
- Sizonciphisa udoti, sisebenzise kabusha imikhiqizo, futhi siphinde sisebenzise izinsiza ngenkathi siqhuba imisebenzi yethu yebhizinisi.
- Sizocabangela ngokugcwele umthelela wemisebenzi yethu yebhizinisi emvelweni kuyo yonke imisebenzi esiyenzayo.
- Sizolandelela futhi sihlaziye ngokucophelela umthelela wemisebenzi yethu yebhizinisi emvelweni, sisebenzisa uhlelo lwethu lokuphathwa kwezindaba zemvelo.



Ukuze sikhule ngendlela esimeme futhi sibe negalelo emphakathini oshintshayo, kubalulekile ukuthi sizibophezele ekudaleni imibono emisha nenani elingeziwe emphakathini, futhi siqhubeke nokuthuthukisa imisebenzi yethu yebhizinisi njalo.

Ingakhoke,

- Sizoxhumanisa futhi sabelane ngemibono ehluahlukene, ubuchwepheshe kanye nobungcweti, sisebenzisa inethiwekhi yethu yomhlaba wonke kanye nochungechunge lwethu lwenani.
- Sizothuthukisa njalo izindlela zethu zokwenza ibhizinisi kanye nezinqubo zethu, sisebenzisa izindlela ze-PDCA kanye nemisebenzi ye-Kaizen.
- Sizokwandisa ngokuzimisela ukusungula izinto ezintsha kanye nemisebenzi ye-Kaizen kuwo wonke umjikelezo wethu wenani nasemikhakheni emisha yebhizinisi.



Ukuhlonipha abantu kusekelwe ngokuqinile kufilosofi yethu eyisisekelo. Asinakho ukubekezelela noma iyiphi imiphumela yokwephulwa kwamalungelo abantu.

Ikakhulukazi:

- Kumele singabandakanyeki noma sihlanganyele kunoma yiliphi ibhizinisi eluphula isithunzi nobuntu babantu.
- Kumele singabandlululi abantu ngenxa yobuhlanga, umbala, ubulili, inkolo noma imvelaphi yabo yezwe.
- Kumele singabandakanyeki noma sixhumane nanoma yiluphi uhlobo lokusebenzisa izingane, ukuhweba ngabantu, noma noma yiluphi uhlobo lomsebenzi ophoqeletwe noma ongavumelwanga.
- Kumele singabekezelele nhlobo noma iyiphi indlela yokuhlukumeza.
- Kumele singabambisani noma senze ibhizinisi nanoma yimuphi umuntu obandakanyeka noma ohilelekile ekwephulweni kwamalungelo abantu.



Siyakholelwa ukuthi ukuhlukahlukana nokubandakanyeka kuyimithombo ebalulekile yokusungula izinto ezintsha nokukhula. Ukuhlukahlukana kwethu kusivumela ukuthi sisebenzise imibono ehluahlukene ukuze siphendule ngempumelelo ezinguqukweni ezikhulayo endaweni yebhizinisi kanye nezidingo zamakhasimende emhlabeni wonke.

Ingakhoke,

- Sizokhuthaza indawo yokusebenza ehlangene nenhlobonhlobo yabantu, lapho abantu abavela ezinhlotsheni zobuhlanga, ubuzwe, ubulili kanye nezinhlobonhlobo zeminyaka besebenza ngokubambisana nangokuzikhandla.
- Sizokhuthaza amathuba alinganayo kuwo wonke amalungu, kungakhathaliseki ubuhlanga babo, imvelaphi yezwe noma ubulili.
- Sizokhuthaza ukuxhumana okuvulekile kuwo wonke amazanga phakathi kwamalungu ethu nasenhlakeni yonke yenhlangano.
- Sizothuthukisa ubungcweti bethu bokuhlanganisa izinhlangano ngemva kokuhlangana kwezimbongi (post merger integration) ukuze sithole inzuzo yokuncintisana.





Ishadi Lokukuqinisekisa le-COCE



Ingabe lokhu kuhambisana ne-COCE?

Ukuqala



Bika ngokushesha noma yikuphi ukuphulwa kwe-COCE!

Ukuze kwakhiwe isiko eliqinile nelihle elisekelwe ezimisweni ze-COCE, kubalulekile ukuthi noma yikuphi ukuphulwa okungenzeka kwe-COCE okubona, kubikwe ngokushesha.



- Bonke abasebenzi nabaphathi kumele babike masisha noma yiziphi izinkinga eziphathelele nokwephulwa kwe-COCE ngezindlela ezifanele zokuxhumana.
- Bonke abasebenzi nabaphathi kumele basebenzisane ngokuphelele nophenyo lwenkampani mayelana nokwephulwa kwe-COCE.
- I-TTC Group ivimbela ngokuqinile noma yiziphi izenzo zokuphindisela noma zokungaphathwa kahle kulabo abenza umbiko wokwephulwa kwe-COCE ngokwethembeka, noma abasebenzisana nophenyo.

***Izindlela ezifanele zokuxhumana**

- ① Uhlelo lokubika ngaphakathi enhlanganweni (abaholi noma abaphathi, njll.)
- ② Izigaba ezifanele zenkampani

Uma uhlangabezana nobunzima ekubikeni ngezindlela ezifanele zokuxhumana, sicela ubike kulombolo yocingo yangaphakathi yenkampani yokubika okungaziwa.

\\ SPEAK UP //

Uma uhlangabezana nobunzima ekubikeni ngezindlela ezifanele zokuxhumana, sicela usebenzise inombolo yocingo yangaphakathi ye-Toyota Tsusho Group ebizwa ngokuthi “SPEAK UP.” Sicela usebenzise le nombolo yocingo, uma ubhekana nobunzima bokubika ngezindlela ezifanele noma kwinombolo yocingo yangaphakathi yenkampani yokubika okungafanele.



Sicela ubheke imininingwane ku-“Toyota Tsusho Group Whistleblowing System” ku-G-TWINS.

https://ttc-g-twins.toyotsu.co.jp/compliance_kikikanri/page_000008.html

