



March 14, 2016

Dear Valued Suppliers:

**SUBJECT: Strengthening Corporate Social Responsibility (CSR) Activities**

First of all, American Mitsuba Corporation would like to express our sincere gratitude for your continued support of our production operations.

Recently, AMC has received an announcement from one of our important customers regarding the revision of their "CSR Guideline for Suppliers". The customer requested us to provide this information to our suppliers. In response to this, you are kindly requested to review and comply with the following items:

**1) Compliance**

Compliance with Laws - Comply with Laws of all the countries and regions related to the business operations of your company.

Compliance with Competition Laws - Comply with Competition Laws of all the countries and regions related to the business operations of your company.

Prevent Corruption - Comply with applicable laws and regulations on preventing Corruption.

Managing and Safeguarding Personal and Confidential Information - Comply with applicable laws and regulations of any personal and confidential information.

Managing Exports - Comply with laws and regulations of all the countries and regions related to the business operations of your company.

Protecting Intellectual Property - Protect Intellectual Property Rights owned by or affiliated with your own company. Do not obtain any third party Intellectual Property Rights by unlawful means or improper use.

Responsible Procurement of Minerals - Carry out due diligence for Conflict Minerals and comply with laws regarding responsible procurement of minerals.

(\*Due diligence is a process of continuous and voluntary investigations depending on the situation, which aims to ensure that the company respects human rights and does not contribute to conflict.)

**2) Development and Enhancement of an Internal System for CSR Compliance**

-Establish a system to comply with all relevant laws and regulations.

-Creation of a company culture to prevent the occurrence of any violation.

Please take a moment and share this information with your associates. We appreciate your continued commitment to AMC and our customers.

Sincerely,

David Stevens  
Senior Vice President

**Corporate Office (AMC)**  
2945 Three Leaves Drive  
Mt. Pleasant, MI 48858  
Phone (989) 773-0377  
Fax (989) 773-1105

**Michigan Plant (AMM)**  
2945 Three Leaves Drive  
Mt. Pleasant, MI 48858  
Phone (989) 773-0377  
Fax (989) 773-1105

**Indiana Plant (AMI)**  
21600 Monroeville Rd.  
Monroeville, IN 46773  
Phone (260) 623-3700  
Fax (260) 623-3773

**Novi Office (AMN)**  
41651 W. 11 Mile Rd.  
Novi, MI 48375  
Phone (248) 305-7660  
Fax (248) 305-7699

**Kentucky Plant (AMB)**  
901 Withrow Court  
Bardstown, KY 40004  
Phone (502) 348-3100  
Fax (502) 348-3204