

INFORMATION POLICY PURSUANT TO § 1 (3) OF THE RULES OF PROCEDURE FOR THE SUPERVISORY BOARD OF SAF-HOLLAND SE

– released 19 June 2020 –

Natural persons are referred to in this Information Policy in the male form merely for the reasons of linguistic convenience. In terms of content, such references refer to individuals of any gender identity.

§ 1

Scope of information

- (1) The Management Board is responsible for keeping the Supervisory Board informed about the matters referred to below. At the same time, the Supervisory Board must ensure that it is suitably informed about the following matters. For this reason, the Supervisory Board has specified the information and reporting duties of the Management Board in more detail below.
- (2) The Management Board informs the Supervisory Board regularly, promptly and comprehensively about all issues relevant to the Company, in particular strategy, planning, business development, the risk position, risk management and compliance. It addresses deviations in the course of the business from the budgets that have been drawn up and agreed goals, stating the reasons. The Supervisory Board can request additional information from the Management Board at any time (see Principle 15 of the German Corporate Governance Code).
- (3) The Chairman of the Supervisory Board will be informed immediately by the Chairman or Spokesman of the Management Board of major events that are of material importance for the assessment of the Company's position and performance, and for the management of the Company. The Chairman of the Supervisory Board subsequently has to inform the Supervisory Board and, if required, call an extraordinary Supervisory Board meeting (see Principle 16 of the German Corporate Governance Code).
- (4) The Chairman of the Management Board and/or the CFO submits a business report and a financial report to each ordinary meeting of the Supervisory Board. On the regions reports are to be made in detail regularly with the goal of discussing all regions in depth at least once during the calendar year.

- (5) The Management Board submits all those matters to the Supervisory Board for a decision that require the approval of the Supervisory Board under the law, the articles of association or the rules of procedures of the Management Board of SAF-HOLLAND SE.

§ 2

Regular reporting

- (1) The Management Board reports at regular intervals, at a minimum on a quarterly basis, on business developments at the SE. The report contains an up-to-date summary of the business position and financial position as well as a summary of the operating performance. It also contains information on significant developments in human resources, risk and compliance. Deviations from the prior year and from the budget must be explained. The quarterly reports are submitted to the Supervisory Board for approval. In addition, the Management Board submits monthly reports to the Supervisory Board on the course of the business of the Group.
- (2) The Management Board issues at least once a year a report on its intended business policies and other fundamental issues related to the planning of the Group. In the event of significant changes to the business position or any other important specific matters, the Management Board reports immediately. The regular reports in particular contain information on the planned development and strategy, an overview of the implementation of the strategy at operating level, a presentation of the financial planning, capital expenditure planning and personnel planning, the accounting, the explanation of any deviations from goals and objectives that have already been communicated and the reasons for such deviations. The financial planning presented by the Management Board contains, in particular, a short-term forecast for the current financial year and the budget for the following financial year as well as a medium-term planning.
- (3) The Management Board reports on the earnings situation of the Group together with the resolution of the Supervisory Board on the annual financial statements of the financial year.
- (4) With reference to the year-to-year comparison of the annual figures and deviations to budget, the Management Board reports on the profitability of the Group based on informative performance indicators as well as on the development of large investment projects.
- (5) The Management Board reports on all projects that could have a substantial influence on the profitability or liquidity of the Group. These reports must generally be submitted in good time to allow the Supervisory Board enough time to determine their position on the projects before the projects are initiated.

§ 3
Special reports

The Management Board submits reports on any other important matters to the Chairman of the Supervisory Board immediately. The Chairman of the Management Board reports to the Chair of the Supervisory Board immediately on any matters that could have a significant impact on the position of the Company, its current business activities or the management of the Group. The Chairman of the Supervisory Board informs the other members of the Supervisory Board of these special reports at the next regular meeting at the very latest.

§ 4
Requested reports

The Supervisory Board may at any time request a report from the Management Board on the matters of the Group, the legal and business relationships to subsidiaries and transactions with these subsidiaries that could, overall, have a substantial impact on the business position.