

# CHECKLIST

## - FOR CROSS-BORDER COLLABORATION WITHIN THE GIF R&D ORGANIZATION -

### 1. Communication and E-Mails

- Avoid to refer to another legal entity (fact-based TRATON R&D US LLC, TRATON R&D Germany GmbH, etc.), even in internal documents, as a “division”, “department”, “unit”, “site” or similar. It is possible to refer to a specific agile working group within Group R&D (e.g. VCT or VCF).
- Particularly when writing about a potential problem, stick to the facts and what you know, avoid speculation or adopting someone else’s story. Put the information always in a fact-based context.
- Be aware that all communications at or related to work, even on your private device (e.g. smartphone, chat group) is business communication, anything you write, say, or make available to others can become public.
- In the U.S., court cases will be assessed by a jury. Consider how a non-lawyer/non-engineer could interpret your actions, e-mails, etc.
- Follow the communication guidelines of your company, which you will find in your intranet.

### 2. Need-to-Know Principle

- Information shall only be made available to the extent required to complete the assigned task and job function by the respective employee. Always critically check, if the sharing of information is really necessary.

### 3. Business Operations of Non-US-Entities (e.g. TRATON AB, TRATON R&D Germany GmbH)

- Avoid USD transactions, U.S. bank accounts, and U.S. law in any contracts including with external U.S. partners; always use Euro, SEK, European bank accounts and German or Swedish law instead.
- To the extent reasonably possible, reduce business trips to the U.S. and schedule in-person meetings in Europe or outside the U.S.

### 4. Independence of Legal Entities

- Ensure each legal entity (e.g. TRATON AB, TRATON R&D US LLC, or TRATON SE) remains independent and separate. Follow the collaboration concept set up for GIF R&D.
- One legal entity (e.g. TRATON AB), acting through its employees, should not control the day-to-day operations or decision-making of another legal entity (e.g. TRATON R&D US LLC). Agile collaboration (e.g. in VCT or VCF) is possible.
- Each legal entity (e.g. Scania CV AB as a Swedish entity or International Motors LLC as a US entity) must remain responsible for decisions on products in its respective markets. It is possible to align common product strategies.
- Do not operate on verbal contracts with external partners; enter into written contracts and follow the collaboration concept set up for GIF R&D as outlined in internal SLA’s.
- Employees of different legal entities should have separate offices and work under separate contracts. It should be clear in every communication that they are with separate legal entities when collaborating on a common project (e.g. email signature indicating the employer which is also the entity for which one is speaking, such as TRATON AB, TRATON R&D US LLC, or TRATON SE, etc.).

### 5. Export Control Regulations

- Keep in mind that export control requirements resulting from U.S., EU, and other jurisdictions could be relevant for your project (e.g. mere information exchange could be a potentially relevant technology export).
- Follow the “Export Control” guidance of the online training and in case of uncertainty please contact the responsible export control department of your company.