BBB National Programs (“BBB National Programs”) is a nonprofit organization providing independent and impartial dispute resolution services to resolve disputes between a business and its customers.


You can find more information about the class action and settlement agreement at the following link:

https://www.kiahecusettlement.com/

Arbitration in this program is available only to claimants who have a dispute with Kia concerning coverage under the extended warranty for ABS Modules that have been repaired or replaced pursuant to a NHTSA Recall as provided under the terms of the class action settlement. The arbitrator's decision is final and binding on both parties.

This document describes the arbitration process and includes the arbitration rules.

**Required notice to Kia before filing for arbitration**

The class action settlement requires that claimants must provide 60 days’ written notice to Kia Claims Administrator prior to filing for arbitration. After receipt of written notice, Kia will have a 30-day good faith period in which Kia can confer with the claimant in an attempt to resolve the claim. If the claim is not resolved, the claimant can file for arbitration at the end of the 30-day period.
You may submit the required notice by emailing Kia’s Settlement Administrator at arbitration@KiaHECUSettlement.com

or mailing the notice to:

Kia HECU Settlement
Settlement Administrator
P.O. Box 3139
Portland, OR 97208-3139

**How do I contact BBB National Programs?**

You can reach BBB National programs by calling 1.800.246.2808, emailing ClassActionDR@bbbnp.org, or through our website at [https://bbbprograms.org/programs/all-programs/arbitration-under-class-action-settlements-program](https://bbbprograms.org/programs/all-programs/arbitration-under-class-action-settlements-program).

All documents, correspondence, notices and requests for records should be sent to BBB National Programs, Inc. at 1676 International Drive, Suite 550, McLean, VA 22102. Documents and case-related information also may be faxed to BBB National Programs at 703-247-9700.

Please include your case number on all documents submitted.

**Beginning the process**

You must complete the arbitration request form and submit it to BBB National Programs with any required documentation.

Should you encounter difficulty obtaining required information, please let us know.

**What is arbitration?**

Arbitration under this program is an informal process in which the claimant and Kia present their positions to an impartial third party, an arbitrator. The specific issues the arbitrator is asked to consider will be outlined in a document called the Agreement to Arbitrate, which will be drafted by BBB National Programs as described in the attached arbitration rules.
The arbitration will take place by written submission from the parties unless the arbitrator determines that a telephonic hearing is also needed to decide the case.

**Who is the arbitrator?**

Arbitrators are attorneys or other persons with arbitration experience who are interested in the fair and expeditious resolution of consumer disputes. They are trained and certified by BBB National Programs.

A single arbitrator will be assigned to decide your claim. Your arbitrator will be neutral and will be selected in a manner to avoid any conflict of interest. Prior to the arbitration we will provide you with a biography with the arbitrator's qualifications and background.

**What will happen at the hearing?**

For hearings conducted by document review -- the arbitrator will issue a decision based only on the written submissions of the parties. Initial positions will be exchanged between the parties for rebuttal comments prior to being sent to the arbitrator.

For hearings conducted by telephone conference call, both parties will have the opportunity to present their positions orally and may also submit written evidence to the arbitrator.

**Suggestions for preparing your case:**

Any written submissions should be clear, concise, and supported by relevant documentation.

Please submit to BBB National Programs a copy of all documents and testimony you wish the arbitrator to consider.

If you have relevant witnesses, please contact them and ask them to provide a written statement or oral testimony (for telephone hearings). You are responsible for your witnesses' submission of evidence.

Documentation and testimony from both parties should provide the arbitrator with all arguments and evidence you believe are relevant to the question of coverage under the warranty extension provided by the class action settlement.
ARBITRATION RULES

1. DEFINITIONS

The following list defines key words as they are used in these Rules:

A. "ABS Module" means the component, also referred to as a hydraulic electronic control unit or HECU, typically installed in a vehicle’s engine compartment as part of its anti-lock brake system that is comprised of a hydraulic control unit and an electronic control unit.

B. “Arbitration” means the process in which an impartial person hears and decides disputes between a Claimant and Kia over coverage under the Warranty Extension.

C. “BBB National Programs” means BBB National Programs, Inc., administrator of the Arbitration.

D. “Claimant” means a Settlement Class member or any other person whose claim for coverage under the Warranty Extension has been denied by Kia.


G. “Dispute Resolution Specialist” means the BBB National Programs staff person assigned to help you resolve your dispute.

H. “Exceptional Neglect” means (a) when the vehicle clearly evidences a lack of maintenance or care, such that the vehicle appears dilapidated, abandoned, and/or beyond repair as a result of gross failure to service and/or maintain the vehicle; (b) failure of a Settlement Class Member to present a Class Vehicle to an authorized Kia dealer to have the ABS Module
in their Class Vehicle inspected within 90 days of the Class Vehicle’s ABS or ESC dashboard warning lights becoming illuminated; or (c) failure of a Settlement Class Member to present a Class Vehicle to an authorized Kia dealer to have the ABS Module in their Class Vehicle inspected, repaired, and/or replaced pursuant to an applicable NHTSA Recall within 90 days of: (i) the Notice Date, (ii) the mailing of the recall campaign notice, or (iii) the availability of the parts necessary to repair the Class Vehicle’s ABS Module pursuant to the recall of the nearest authorized Kia dealer, whichever is later.

I. “Kia” means Kia America, Inc.

J. “Parties” refers to the Claimant and Kia.

K. “Qualifying Defect” means an electrical short circuit in the ABS Module and/or failure of the ABS Module that may result in an engine compartment fire.

L. “Qualifying Repair” means any type of repair, replacement, diagnosis, or inspection, including a repair pursuant to a NHTSA Recall, of a Class Vehicle arising from the Qualifying Defect, even if the repair or inspection was not known at the time to have arisen from the Qualifying Defect and even if the repair or replacement includes parts of the Class Vehicle outside of the ABS Module so long as the necessity of the repair or replacement arises from the Qualifying Defect, but excluding Exceptional Neglect.

M. “Rules” refers to Arbitration Rules for Disputes Over Coverage Under Warranty Extension Provided by Kia HECU Class Action Settlement.

N. “Settlement Class” has the same meaning as that term is defined in the Class Action Settlement.

O. “Warranty Extension” means the extended warranty period to cover all costs associated with a Qualifying Repair as defined in the Settlement Agreement. Warranty Extension shall remain in effect when ownership or a lease of a Class Vehicle is transferred.

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1 For Settlement Class Members whose Class Vehicles have a New Vehicle Limited Warranty (5 years/60,000 miles) that remains in effect as of the date of the Preliminary Approval Order, Kia shall extend the warranty for Class Vehicles’ ABS Modules that have been repaired or replaced pursuant to a NHTSA Recall to cover future Qualifying Repairs for twelve (12) years from the date of original retail delivery or date of first use, whichever is later. For Settlement Class Members whose Class Vehicles have an expired New Vehicle Limited Warranty as of the date of the Preliminary Approval Order, Kia will provide a warranty for Class Vehicles’ ABS Modules that have been repaired or replaced pursuant to a NHTSA Recall to cover future Qualifying Repairs for five (5) years from the date of the Final Approval Order.
P. “We” and “Us” refers to BBB National Programs.

Q. “You” refers to the Parties involved in the dispute being arbitrated.

2. **SCOPE OF ARBITRATION**

Arbitration is limited to disputes filed by or on behalf of a Claimant over coverage under the class action settlement Warranty Extension.

3. **SETTLEMENT**

The Dispute Resolution Specialist may assist in efforts to resolve your dispute prior to arbitration if requested by the parties. If you and the Kia representative agree to a settlement, please inform your Dispute Resolution Specialist as soon as possible.

If both parties voluntarily decide to settle the dispute at any time before a decision is made by the arbitrator, the settlement will end the dispute and no decision will be made by the arbitrator. The Dispute Resolution Specialist will send each party a letter detailing the terms of the settlement.

4. **AGREEMENT TO ARBITRATE**

The Dispute Resolution Specialist shall prepare an Agreement to Arbitrate that lists the remedy sought by the Claimant.

The Agreement to Arbitrate shall include only the issues that fall within the scope of the Class Action Settlement and these *Rules*.

The Agreement to Arbitrate shall be sent to the parties along with the notice setting the initial deadline by which parties should submit their initial written positions, documentation, and any other evidence. If the Agreement to Arbitrate does not correctly describe the dispute you wish to address at the arbitration, immediately inform your Dispute Resolution Specialist.

and Judgment. If Kia is unable to repair or replace a Settlement Class Member’s Class Vehicle ABS Module due to the unavailability of necessary components, Kia will provide a warranty for the Class Member’s Class Vehicle’s ABS Module to cover Qualifying Repairs for five (5) years from the date the NHTSA Recall repair or replacement is complete; provided that the Settlement Class Member attests in writing that they attempted to make an appointment for the recall repair at an authorized Kia dealer but could not due to parts unavailability. Kia may independently verify this information.
5. SELECTING YOUR ARBITRATOR

BBB National Programs maintains a pool of arbitrators who have been trained and certified by BBB National Programs. Arbitrators do not necessarily have mechanical or legal expertise.

BBB National Programs shall select the arbitrator in a procedure designed to avoid any conflict of interest and provide the parties with a neutral arbitrator. If a known financial, competitive, professional, family, or social relationship exists with any party (even if the arbitrator believes the relationship is so minor that it will have no effect on the decision), it shall be revealed to the parties and either party may request an alternative arbitrator.

If the arbitrator believes he or she cannot make an impartial decision in your case, he or she shall refuse to serve as an arbitrator. BBB National Programs reserves the right to reject an arbitrator for any reason(s) it believes will affect the credibility of the program.

6. COMMUNICATING WITH THE ARBITRATOR

You or anyone representing you shall not communicate in any way with the arbitrator about the dispute.

All communication with the arbitrator must be sent through the Dispute Resolution Specialist.

Violation of this rule compromises the impartiality of the arbitration process and may result in your case being discontinued.

7. REPRESENTATION

You may present your own case or have someone represent you at your own expense (including Class Counsel representing the Plaintiffs in the Class Action Settlement).

If your representative is a lawyer, you must give the lawyer’s name, address and telephone number to BBB National Programs at least 10 days before the telephonic hearing, if one is scheduled. Your Dispute Resolution Specialist will notify the other party to give it an opportunity to obtain a lawyer.

8. HEARING FORMAT

Most hearings will be conducted by document review.
Hearings may also be conducted by telephone if the arbitrator determines that one is needed. We will set a date and time for the telephone hearing and will send you notice of that date at least 10 days in advance of the hearing.

If an emergency prevents you from attending the hearing, call BBB National Programs at 1.800.246.2808 prior to the scheduled hearing time. We will decide if it can be rescheduled.

We reserve the right to make a final determination as to the time and date for the hearing.

9. PROCEDURES FOR DOCUMENT REVIEW HEARINGS

For hearings conducted by document review, the arbitrator will issue a decision based on written information that the parties have provided. We will send a notice setting an initial deadline for the parties to submit their initial written positions, documentation, and any other evidence they wish the arbitrator to consider. We will exchange both parties’ initial written submissions and provide the parties with an opportunity to submit responses. We will send a notice setting a final deadline for responses to the initial submissions. You will be sent notice of final deadline at least 10 days in advance of the deadline date. After the final deadline date, no further information will be accepted or provided to the arbitrator.

10. PROCEDURES FOR TELEPHONE HEARINGS

Oath of participants
The parties and witnesses shall be placed under oath. Attorney representatives are not required to be placed under oath.

Presentation of case
Each party will be given an opportunity to make a presentation of its case and hear the other party’s presentation. Parties may present witnesses and evidence in support of their case, and shall have the opportunity to explain or rebut information presented by the other party. Parties may also question the other parties, their witnesses and their evidence. After everyone has presented his or her case, each party will be given an opportunity to make a closing statement.

You may present your case without being restricted by courtroom rules of evidence. However, you should be sure your evidence is relevant to the case.

The arbitrator may limit a party’s presentation if the arbitrator believes it is repetitious or irrelevant.
No new or additional evidence may be submitted after the hearing unless requested by the arbitrator.

**Submission of documents and taped/recorded evidence**

Parties should submit any written documents or evidence they wish to rely on to the Dispute Resolution Specialist at least three days before the hearing. If submitted timely, we will make every effort to provide this information to the other party and the arbitrator before the hearing.

If you have a witness who cannot attend the hearing, you may present that person’s written statement to the arbitrator. You must submit a copy to the Dispute Resolution Specialist to share with the other party and the arbitrator.

Please inform the Dispute Resolution Specialist at least five days prior to the hearing if you will submit any taped or digitally recorded evidence for the hearing. The Dispute Resolution Specialist will make arrangements for this information to be provided to the other party and the arbitrator.

Before the arbitrator makes a decision, a party may ask the arbitrator for a reasonable number of days to respond to a written statement, document or taped/recorded evidence presented by the other party that was not shared prior to the telephone hearing. The arbitrator may grant the request at his or her discretion.

**Failure to appear at telephonic hearing**

If one party does not attend a hearing after receiving proper notice, the arbitrator will proceed with the hearing and receive evidence from the other party. The party who did not attend the hearing will be given the opportunity to present a position in writing within the time limits set by the Dispute Resolution Specialist. If that party’s position is received in a timely manner, the Dispute Resolution Specialist will send a copy to the other party for comments before providing it to the arbitrator. If the absent party does not submit a response within the set time limits, the arbitrator may make a decision without that party’s position.

11. RECORD OF HEARING

BBB National Programs will maintain basic file information including documents and other evidence presented by the Parties. Copies of these materials and official arbitration forms relating to your case will be given to you upon request. A reasonable copying fee may be charged.
12. ARBITRATOR REQUEST FOR NEW OR ADDITIONAL EVIDENCE

The arbitrator may request new or additional evidence at any time before a decision is made. The arbitrator will specify a deadline for submission of that evidence to BBB National Programs. The arbitrator may also request that new/additional evidence be presented at a telephone hearing, if necessary.

New or additional evidence requested by the arbitrator must be received by BBB National Programs within the time period specified by the arbitrator. The Dispute Resolution Specialist will send a copy of any new/additional evidence submitted by one party to the other party with a request for a response within a specified time period. Both the new/additional evidence and any timely response shall be submitted by the Dispute Resolution Specialist to the arbitrator.

When the arbitrator is satisfied that all testimony and evidence have been presented, your hearing will be closed.

13. TIME LIMITS

We shall make every effort to obtain a decision in your case within 60 days from the time your claim is filed.

14. THE DECISION

When the arbitrator has reached a decision in your case, all parties will receive a written decision accompanied by the arbitrator’s reasons for the decision. We will not read a decision to a party over the phone.

A. Scope of Decision

A decision shall be one that the arbitrator considers fair and falls within the arbitrator’s authority under these Rules and the terms of the Class Action Settlement. **The arbitrator’s decision shall be binding on both parties.**

B. Relief That May Be Awarded
The arbitrator may award the following remedies:

- Coverage of all costs associated with a Qualifying Repair.
- Reimbursement of costs associated with a Qualifying Repair.
- Repair, at no cost to the Class Members, of the Class Vehicles’ ABS modules as provided in any applicable NHTSA Recall.

C. Clarifying the Decision

You may request that the arbitrator clarify a decision if you do not understand what action is required by the decision, or if you and the other party disagree about what action is required by the decision.

You may not ask the arbitrator to clarify the reasons for a decision. A request for clarification will not be accepted if it attempts only to challenge the conclusions of the arbitrator or reargue your case.

A request for clarification must be in writing and received by the BBB National Programs before the time performance is required under the decision.

An appropriate request for clarification of the decision will be sent to the other party for response. We will send your clarification request and any response to the arbitrator, who may either clarify the decision or let the decision stand as written. Before making a decision on the clarification request, the arbitrator may request a telephone conference with all parties.

D. Correcting the decision or reasons for decision

You may request correction of the decision or reasons for decision only if the decision or reasons contain a mistake of fact, contain a miscalculation of figures, or exceed the arbitrator’s authority – as defined below.

A mistake of fact is not a conclusion of the arbitrator with which you disagree; it is a true error in an objective fact such as a date, time, place or name, and may justify correction only if it concerns the essence of the decision.

A miscalculation of figures is not a dollar figure you consider to be unfair; it is an arithmetic error.
The arbitrator has exceeded his or her authority if the award does not fall within the arbitrator’s authority under these Rules or the terms of the Class Action Settlement.

A request for correction of a decision must be in writing and received by BBB National Programs before the time performance is required by the decision.

If your written statement to us is an appropriate request for correction, it will be handled in the same manner as a clarification request.

E. **Decision is impossible to perform or to perform on time**

If any party believes the arbitrator’s decision cannot be performed within the established time limit or at all, that party should immediately inform us in writing. We will process your submission in the same manner as a request for clarification.

The arbitrator may request additional evidence or do anything necessary to confirm or deny the claim of impossibility of performance. If the arbitrator confirms such impossibility, the original decision may then be changed to include any remedy falling within the scope of these Rules.

If Kia has exceeded the time for performance specified in the decision, the Claimant should notify us in writing. We will immediately contact Kia and attempt to determine the reasons for its noncompliance.

F. **Mathematical errors/correction**

BBB National Programs reserves the right to correct obvious mathematical errors in the decision and/or obvious errors in the description of any person, thing or monetary amount.

G. **Suspending the time to perform**

If a party submits to us a written statement relating to clarification, correction or impossibility of performing the decision, the time for performance of the decision shall be suspended until the issue is resolved.

H. **After decision is issued**
BBB National Programs will send the arbitrator's decision to the Claimant and Kia. Once the decision has been issued:

- The parties will be bound to abide by the decision and comply with its terms.
- If Kia fails to perform according to the arbitrator’s decision, the Claimant should notify BBB National Programs, who will then notify Class Counsel and Kia’s Counsel.

15. TIMELY OBJECTIONS

Any failure to follow these Rules that may significantly affect the independence, impartiality or fairness of the arbitration process should be brought to the attention of the BBB National Programs at the earliest opportunity.

Any party raising such objections should attempt to document the specific harm cause by the failure to follow these Rules. We may request that party put its objection in writing. We will make a final decision on the appropriate action to be taken if we determine a failure to follow these Rules has significantly affected the independence, impartiality or fairness of the arbitration process.

16. CONFIDENTIALITY OF RECORDS

It is our policy that records of the dispute resolution process are private and confidential. BBB National Programs will not release the results of an individual case to any person or group that is not a party to the arbitration unless all parties agree or unless such release is required by state law or regulation or pertinent to judicial or governmental administrative proceedings. This provision shall not apply to Class Counsel, as the Class Action Settlement requires Kia to provide Class Counsel with copies of all communications concerning any arbitration review.

BBB National Programs may use information in our records to conduct general research, which may lead to the publication of aggregate data but will not result in the reporting or publication of any personal information provided to us by a party.

17. LEGAL PROCEEDINGS/EXCLUSIONS OF LIABILITY

In submitting to arbitration under these Rules, the parties agree that the arbitrator shall not be subpoenaed by either party in any subsequent legal proceeding.
The parties further agree that BBB National Programs (including its employees) and/or the arbitrator shall not be liable for any act or omission in connection with any Arbitration.

18. INTERPRETATION OF RULES/RIGHTS TO DISCONTINUE ARBITRATION

BBB National Programs reserves the right, consistent with applicable state or federal law and the Class Action Settlement, to make the final decision on procedural questions, the scope of the issues to be arbitrated, eligibility of a claim for arbitration, and any other questions concerning the application and interpretation of these *Rules*.

BBB National Programs at all times reserves the right to discontinue or decline administration of arbitration for any case(s) due to the behavior of a party or a conflict with the Class Action Settlement or any state or federal law or regulation.