

[Sustainable Procurement Guidelines]

I. Sound Corporate Management

1. We emphasize the realization of a sustainable society as management policy, establish a system to promote sustainability, work on this, make our business partners aware of the significance of sustainable procurement, and attempt to disseminate such knowledge throughout the supply chain.
2. We comply with laws and regulations, adhere to social norms, and conduct fair and transparent corporate governance.
3. We have established a management system and mechanisms that ensure the effectiveness and efficiency of the company's business operations, reliability of financial reports, compliance with business-related laws and regulations, and preservation of assets.
4. We have established a system for the continuation or early recovery of important operations or businesses in the event of a disaster.
5. We ensure supply chain transparency and are not involved in conflict mineral procurement, crime, etc.
6. We ensure transparency and accountability to society and stakeholders.

II. Fair Corporate Activities

1. We comply with laws and regulations related to commercial transactions, such as each country's prohibition and competition laws, and conduct fair corporate activities based on corporate ethics.
2. To prevent corruption, we refrain from paying inappropriate profits to or receiving them from business partners and maintain a healthy relationship between companies and public servants.
3. We have eliminated relationships with antisocial forces and groups.
4. We respect and do not infringe on the intellectual property of third parties (patent rights, copyrights, trademark rights, etc.).
5. We have in place a whistleblowing system that ensures the confidentiality and protection of whistleblowers who come across important risk information.
6. We carefully manage and protect confidential information, including personal details, and take protective measures against threats to computer networks.

III. The Environment

1. We comply with environment-related legal requirements in business activities and control chemical substances associated with products/services and manufacturing processes as specified by laws and regulations.
2. We adhere to and comply with laws and regulations related to soil, air, and water.
3. We set voluntary targets to save and effectively use resources and energy.
4. We set voluntary targets and make efforts to achieve greenhouse gas reduction.
5. We set voluntary targets and make efforts to ensure waste reduction.
6. We manage the use of water, reduce its use as much as possible, and take measures to prevent direct drainage of water into the environment.
7. We work on biodiversity conservation and sustainable use.
8. We strive for green procurement through environmental conservation and chemical substance management.

IV. Human Rights

1. We support and respect the protection of international human rights. In addition, we do not discriminate based on race, nationality, gender, age, religion, sexual orientation, sexual identity, disability, pregnancy, poverty, infectious diseases, and other differences.
2. We do not generate any impact that may support or promote human rights infringement, directly or indirectly, through our business activities.

V. Labor

1. We respect diversity and strive to eliminate discrimination in recruitment and employment to ensure equal opportunities for employees' development and evaluation and fair treatment.
2. We respect the individual human rights of employees and prohibit inhumane treatment such as abuse, bullying, and harassment.
3. In addition to the statutory minimum wages, we pay employees other benefits, including overtime work allowance and statutory benefits, in a fair manner.
4. We appropriately manage employees' working hours, holidays, and leaves to prevent exceeding the statutory limits.
5. We hire all employees based on their free will and do not force them to work.
6. We do not employ children below the minimum working age or engage in work that may impair their growth.
7. We respect employees' right to organize to realize labor-management consultation on their working environment, wage level, etc.
8. We understand the accident risks that occur during work, including chemicals, noise, and odors that may harm employees' health, and ensure a safe workplace environment. We also respect employees' work-life balance and adopt measures for their sound mental health.

VI. Quality and Safety

1. We ensure quality and safety when delivering products and services to the market.
2. In the event of an accident related to products/services or the distribution of defective products, we disclose information to our suppliers, notify the competent authorities, recall products, and ensure systemic improvements such as safety measures.

VII. Building Connections with Local Communities

1. We respect the cultures and customs of the countries and regions where we conduct business activities and contribute toward the sustainable development of local communities.

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