

Introduction

In recent years, expectations and attention from stakeholders toward the efforts (sustainability activities) to contribute to realize a sustainable society against various backgrounds, such as the increasing importance of environmental and human rights issues and unfair business practices, are rising considerably.

This time, we have partially revised the "Supplier CSR Guidelines" and changed the name to "Supplier Sustainability Guidelines" and issued it.

As in the past, we would like our suppliers to understand the purpose of this guideline, put it into practice and comply with it, and inform your business partners of this, so that we can develop together. We appreciate your understanding and cooperation.

Supplier Sustainability Guidelines

<Safety, Quality and Cost Reduction>

- (1) Initiatives to our customer needs
In order to become a company needed by society, we will strive to provide high-quality, environment-friendly products and services that are trusted and satisfied by our customers.
- (2) Proper information provision
We will provide customers with appropriate information regarding our products and services.
- (3) Ensuring the safety of products and services
We will manufacture and provide products and services that meet the safety regulations, etc. set for each country and region.
- (4) Ensuring the quality of products and services
We will build and operate a company-wide system to ensure quality.
- (5) Cost reduction
We will achieve cost competitiveness through cost reduction activities and strive to provide low-priced products and services.

<Human rights / labor>

- (6) Prohibition of discrimination
We will not discriminate against any irrational basis based on birth, nationality, race, ethnicity, beliefs, religion, gender, age, body, hobbies, academic background, sexual orientation / gender identity, etc.
- (7) Respect for human rights
We will respect the diverse values and basic human rights of individuals and will not commit any human rights violations, including harassment.
- (8) Prohibition of landgrab
In the acquisition of land for business, we will respect the rights of residents and local communities and will not be involved in unjustified landgrab, either directly or indirectly.
- (9) Prohibition of child labor
We will respect the provisions of international norms while taking into account the laws and regulations of each country and region, and will not engage in child labor.
- (10) Prohibition of forced labor
All labor (including immigrant labor) is voluntary and guarantees that employees are free to leave and are not forced into forced labor. We will not use debt or slave labor, involuntary prison labor, or trafficking.
- (11) Wage
We will comply with the laws and regulations of each country and region regarding minimum wages and extra wages.
- (12) Working time
We will comply with the laws and regulations of each country and region regarding the determination of employees' working hours (including overtime), the provision of holidays and annual paid leave, and so on.
- (13) Communication / discussion with employees
In addition to sincere discussions and communication with employee representatives or employees, we will respect the free association and exercise of the right to unite and negotiate in accordance with the laws of each country.

(14) Safe and healthy working environment

We will give top priority to ensuring the safety and health of our employees and strive to prevent accidents and disasters. This includes identifying and assessing situations of contact with chemicals that are harmful to the human body and situations of physical stress, proper management, consideration for mental health, and safety measures for mechanical devices.

(15) Human resource development

We will provide training by rank and function, and strive to acquire the knowledge, skills, and skills necessary for work and improve resourcefulness.

<Environment>

(16) Environmental management

In order to promote a wide range of environmental activities, we will comply with the laws and regulations of each country and region, build a company-wide management system, and continuously operate and improve it.

(17) Reducing greenhouse gas emissions

In order to contribute to the prevention of global warming, we will manage greenhouse gas emissions in our business activities, promote reduction activities, and work to make effective use of energy.

(18) Prevention of environmental pollution such as air, water, and soil

We will comply with the laws and regulations of each country and region regarding the prevention of pollution of air, water, soil, etc., and continuously monitor and reduce pollutants to prevent environmental pollution.

(19) Resource saving and waste reduction

While striving to reduce waste and water, we will promote resource saving and recycling based on the idea of 3R (Reduce, Reuse, Recycle).

- (20) Chemical substance management
Safely manage chemical substances that may pollute the environment. We will not include chemical substances prohibited by the laws and regulations of each country / region in products in that country. We will not use prohibited chemical substances in the manufacturing process, and grasp the amount of chemical substances specified by the laws and regulations of each country / region and report to the government.
- (21) Conservation of water resources
We will promote risk management related to water resources at each production base and improve water utilization efficiency.
- (22) Building a society that coexists with nature
We will strive to maintain the balance of the ecosystem and conserve the habitat at all stages of business activities.

<Ethics and compliance>

- (23) Compliance with laws and regulations
We will comply with the laws and regulations of each country and region, and establish and implement policies, systems, action guidelines, reporting systems, education, etc. that ensure the protection of whistleblowers.
- (24) Breaking relationships with antisocial forces
We will treat antisocial forces (such as organized crime groups) that threaten the order or safety of civil society with a decent attitude and have no relationship with them.
- (25) Compliance with competition law
We will comply with the competition laws of each country and region, and will not engage in acts such as private monopoly, unfair trade restrictions (cartels, bid rigging, etc.), unfair trading methods, or abuse of dominant bargaining position.
- (26) Anti-corruption
Political contributions and donations to politics and administration will be made in accordance with the laws and regulations of each country and region. We will not entertain customers, politics, or government with suspected fraud or give or receive money.

- (27) Management and protection of confidential information
Personal information and confidential information of customers, third parties and employees will be obtained in the correct way, used within the purpose of use, and strictly managed and protected.
- (28) Export transaction management
Appropriate procedures will be taken in accordance with relevant laws and regulations when exporting / importing products and providing technology overseas.
- (29) Intellectual property protection
We will protect the intellectual property rights owned or attributed to our company, and will not illegally obtain, use, or infringe the intellectual property of third parties.
- (30) Responsible procurement of resources and raw materials
We will work on procurement in consideration of the impact on the region due to the use of raw materials (conflict minerals, cobalt, natural rubber, etc.) that may cause social problems such as human rights and the environment.

<Information disclosure>

- (31) Disclosure of information to stakeholders
We will disclose information such as the environment, financial status / performance, and business activities to stakeholders in a timely and appropriate manner, and strive to maintain and develop mutual understanding and relationships of trust with stakeholders through open and fair communication.

<Risk management>

- (32) Construction and operation of risk management system
We will analyze risks related to business behavior of companies, and formulate and operate a business continuity plan (BCP) for early recovery and business continuity.
- (33) Behavior in the event of a disaster
In the event of a disaster, we will endeavor to restore the region and restore production at an early stage, with the first priority being to secure the lives of employees and local residents.

(34) Information security

We will take protective measures (cyber security, etc.) against threats on the computer network, manage them so that our company and other companies will not be damaged by information leakage, etc., and educate our/their employees.

<Social contributions>

(35) Contribution to the community

We will work closely with the local community to contribute to the sustainable development of society, and actively carry out various social contribution activities (academic / cultural / sports support, volunteer activity participation support, international social contribution, etc.), and build ties with the community.

<Sustainability activities for our company and our suppliers>

(36) Construction and operation within the company

We will understand the importance of sustainability correctly, build a system such as an organizational structure to promote sustainability activities, and operate it appropriately.

(37) Deployment from our company to our suppliers.

We will also convey the policy based on the purpose of this guideline to our suppliers also, strive to understand the actual situation, and provide education and support if necessary.