# [[ Supplier Code of Conduct ]]

# preface

Our company aims to realize respect for human rights, a safe working environment, environmental protection, and ethical management together with our partners. This Code of Conduct was established with reference to the UN Global Compact, OECD Guidelines for Multinational Enterprises, and the RBA Code of Conduct, and we ask that our partners understand **and actively strive to comply with this Code.** 

# 1. Human Rights and Labor

# **Working conditions**

Suppliers must strive to ensure that workers' wages, working hours, and benefits exceed legal standards. It is desirable to have a reasonable wage system in place so that workers can maintain their basic livelihoods, and to provide social insurance and welfare systems in good faith.

### **Non-discrimination**

Care must be taken to prevent discrimination in the entire employment process, including recruitment, evaluation, promotion, and compensation, and culture and systems must be established to ensure that workers from diverse backgrounds are treated fairly.

### Prohibition of forced and child labor

The supplier does not allow any form of forced labor or child labor. In particular, involuntary labor such as bonded labor and human trafficking should be strictly prohibited, and legal protection measures must be observed when hiring youth.

# **Human Rights Due Diligence**

Suppliers must continuously monitor human rights-related risks and identify ways to improve them. It is advisable to have procedures in place to correct any problems found.

# 2. Safety and Health

### **Working environment**

Suppliers must comply with relevant laws and regulations to create a safe and healthy workplace and continue to engage in activities to reduce risk factors. Efforts

should also be made to manage the basic environment, such as regular workplace inspections and improvements to ventilation, lighting, and sanitation facilities.

## **Emergency Response**

It is recommended to conduct regular training for workers and regularly inspect firefighting equipment or emergency escape routes to prepare for crisis situations such as fires, earthquakes, and accidents. It is also necessary to prepare a response manual so that you can respond quickly in case of an emergency.

#### 3. environment

### **Compliance with Environmental Laws**

Suppliers must comply with all environmental laws and regulations and have a management system in place to reduce the negative impact of business activities on the environment. Activities to thoroughly manage waste and wastewater treatment processes and increase the recycling rate are required.

## **Responding to climate change**

Suppliers should actively review activities to reduce greenhouse gas emissions and increase energy efficiency. It is desirable to gradually promote the introduction of renewable energy or the application of carbon reduction technologies.

# 4. Ethical Management

# **Anti-spoilage**

No bribery, bribery, or entertainment of any kind is allowed, and partners must create a transparent organizational culture. To this end, it is desirable to strengthen internal management procedures and periodically conduct anti-corruption training for executives and employees.

#### **Fair Trade**

Partners must be careful not to engage in unfair practices such as collusion or price agreement during the transaction process, and strive to maintain market integrity through fair and transparent competition.

### **Information protection**

We recommend that you put in place security systems to protect your and our information and intellectual property, and that you have management procedures in place to prevent information leakage.

#### 5. Conflict Minerals

## **Policy direction**

Our company participates in the regulation of conflict minerals by the international community. Suppliers should strive to ensure that the products they deliver do not contain conflict minerals, and if possible, refer to international standards (RMI, etc.) to establish a system for verification of origin and voluntary reporting in the supply chain.

# 6. Execution and Support

### Self-check

We encourage our partners to check ESG-related risks on their own and encourage them to use simple checklists or self-assessment tools.

## **Training and Support**

Our company provides ESG training and materials to our partners to help them build their capabilities, and when necessary, we share specific improvement methods through seminars and workshops.

### **Incremental improvement**

Together with partners, we set improvement goals and establish a step-by-step action plan to encourage action. It is advisable that progress on improvements be reviewed periodically and supplemented through feedback.

# 7. Reporting and Protection

### **Reporting Channels**

Suppliers can report violations through anonymous reporting channels, and all reports are confidential. The reporting process and results must be managed transparently.

### No retaliation

Workers or stakeholders who report in good faith should not be disadvantaged, and partners must diligently implement policies to protect whistleblowers.

#### Addendum

This Code does not impose any direct obligation on suppliers if it is stricter than the law, and in the event of a conflict with the law, local laws and regulations shall prevail. This Code is regularly reviewed to reflect the latest international standards.