

Okamura Group  
Sustainable Procurement Guidelines

Okamura Corporation

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**OKAMURA**

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## 1. Request for Suppliers

In recent years, the roles and responsibilities assumed by companies are becoming increasingly important for sustainable development of society. We are required to conduct responsible corporate activities as a member of society as well as to comply with laws. Under these circumstances, the Okamura Group strives to be a global company that is trusted and appreciated by society by promoting sustainability through business activities based on its founding spirit in the principles of its ethos—creativity, cooperation, frugality, savings, and service.

Okamura's products and services cannot be provided by the Okamura Group alone. Providing our products and services to the public is only possible with your cooperation. As such, we consider that we need to work together across the entire supply chain including with you, suppliers, in promoting responsible corporate activities.

From this point of view, we have established the "Okamura Group Sustainable Procurement Guidelines" based on the "Okamura Group Sustainability Policy." We ask for your consent to the Guidelines and pursue corporate activities accordingly. We also ask for your further understanding and cooperation in promoting sustainability in the supply chain.

In an attempt to always ascertain the needs of international communities that changes according to the changes in the times and to respond to them, we will review and revise the Guidelines as necessary. Thank you in advance for your understanding.

## 2. Okamura Group Sustainability Policy

The Okamura Group has been conducting corporate activities based on the "Okamura Group Sustainability Policy" established in November 2020.

### Okamura Group Sustainability Policy

We, the Okamura Group, aim to further enhance our corporate value and solve social issues in line with our mission: We serve society by creating environments for dynamic interaction through innovative ideas and proven quality.

1. Creating spaces for people to come together

While providing innovative products and services that pursue proven quality and safety to society, we will continue to take on the challenge of creating new value, markets, and trends.

2. Pursuing employee satisfaction

In addition to making our workplaces both healthier and safer, we respect the diversity of our employees and provide them working environments that promote fulfillment in their work and achieving personal growth through cooperation.

3. Global environmental initiatives

We will help create a sustainable society by thoroughly considering the global environment throughout the supply chain of our business activities.

4. Responsible corporate activities

We respect human rights and work to understand the personality of individuals and diverse cultures, and thereby eliminate discrimination.

We will act based on a high standard of ethics as well as legal compliance, disclose information to stakeholders in a timely and appropriate manner, enhance communication, live in harmony with the community and society, and conduct fair, transparent, and sincere corporate activities. Through these efforts, we strive to be a global company that is trusted and appreciated by society.

Established in November 2020

### 3. Sustainable Procurement Guidelines

#### 1. Ethical behavior

i. Legal compliance and corporate ethics

We shall abide by social norms and so on as well as laws of the respective countries and regions in conducting corporate activities.

In addition, we shall act with respect for the culture and customs of the respective countries and regions where we operate.

ii. Acting with common sense

We shall always act in good faith with integrity and honesty as well as dignity as members of society.

iii. Abiding by conflict minerals regulations

We shall abide by conflict minerals regulations and promote responsible procurement.

#### 2. Free competition and honest business

i. Fair trade

We shall engage in fair trade in compliance with the Anti-Monopoly Act and other related laws and regulations based on the principle of free competition.

ii. Prohibition of bribery

We shall never request for dishonest treatment or transfer or provide benefits such as money and valuables as its collateral for any reason. In addition, we shall remain within the bounds of social norms when engaging in business-related entertaining and present- or gift-giving.

iii. Appropriate import and export management

We shall establish a clear management system for the import and export of technologies and goods regulated by laws and the like and perform appropriate import and export procedures.

#### 3. Provision of safe and high-quality products and services

i. Respecting and protecting intellectual property rights

We shall respect for intellectual property rights such as patent rights, copyrights, and trademark rights and shall not commit illegal use of them. In addition, we shall properly manage and protect our own intellectual property rights so that they will not be used illegally by other companies.

- ii. Building and operating a quality management system  
We shall introduce the ISO9001 or another management system and appropriately operate it to maintain the quality of products and services.
- iii. Provision of products and services that meet the diverse needs of customers  
We shall not neglect efforts to provide products and services that are appreciated by customers and contribute to society.

#### **4. Appropriate management and disclosure of information**

- i. Appropriate management of information  
In acquiring, using, storing, returning, deleting, disposing, and all other processing of confidential information and personal information, we shall take necessary and appropriate security control measures so as not to divulge such information.
- ii. Appropriate accounting  
We shall perform accounting such as recording of sales and payment of expenses fairly, transparently, and faithfully by observing related laws (Companies Act, Financial Instruments and Exchange Act, corporate accounting standards, etc.).
- iii. Prohibition of insider trading  
We shall not engage in stock trading or other transactions by using information about our company or its related parties that we learned in connection with our duties. We shall not divulge such information even to our family or acquaintances.
- iv. Appropriate disclosure  
We shall disclose information regarding business activities, organizational management, and financial condition and results of our company in a timely and appropriate manner in accordance with the related laws and customs to increase the transparency of our corporate activities.
- v. Proactive disclosure  
We shall work to enhance communication through various opportunities by proactively disclosing information that is deemed beneficial.
- vi. Information disclosure in the event of an emergency  
In the event of a product liability accident or other accident that may cause economic damage, we shall provide information in a timely and appropriate manner, explain the matter, and deal with the matter.

## **5. Environmental protection and contribution to society**

### **i. Prevention of global warming**

We shall proactively work on environmental conservation activities, such as improvement of energy utilization efficiency, introduction of renewable energy, installation of energy-saving equipment, support for power saving, and improvement of logistical efficiency to reduce the amount of greenhouse gas emissions from business activities.

### **ii. Resource saving and resource circulation**

We shall reduce the amount of raw materials and resources used by efficiently using them, actively work on initiatives to reduce the amount of waste through promotion of reuse and recycling and proper treatment of waste to improve efficiency in its reduction, and grapple with resource saving and energy saving.

### **iii. Chemical substance management and prevention of contamination**

We shall work to strengthen the management of chemical substances based on the recognition that chemical substances used during manufacturing or as raw materials may affect the global environment and people. In addition, we shall ensure proper management of related facilities by the production and other departments for the prevention of contamination.

### **iv. Environmental considerations with respect to products and services**

In order to conserve the global environment and realize a sustainable society by reducing the impact on the environment during the lifecycle, from procurement, manufacture, distribution, use, recycling, to disposal, we shall abide by the Act on Promoting Green Purchasing and other relevant laws and regulations.

### **v. Biodiversity**

A company which uses lumber yield from forests shall recognize its responsibility and work on conserving biodiversity and sustainable use of the natural environment.

## **6. Respect for human rights**

### **i. Prohibition of discrimination**

We shall not discriminate people on grounds of race, nationality, place of birth, thought and beliefs, religious belief, age, gender, physical and mental disabilities, and so on.

In addition, we shall not allow such discrimination.

### **ii. Prohibition of illegal hiring of child labor**

Child labor shall be prohibited at any stage of business.

- iii. Independence of hiring  
Forced labor, bonded labor, indentured labor (including slave trade), and involuntary or inhumane prison labor shall be prohibited. All work must be voluntary, and employees shall be free to leave work upon reasonable notice based on relevant laws and regulations as well as on a contractual agreement.
- iv. Forced prevention of overtime work / Implementation of provision of holidays  
Scheduled working days per year shall not exceed the legal maximum. In addition, we shall abide by laws related to working hours per week and overtime. We must provide employees at least one day off per week.
- v. Protection of the right to collective bargaining (Freedom of association)  
We shall support the freedom to form and join associations such as a labor union.
- vi. Prohibition of sexual harassment and workplace harassment  
We shall not conduct any act that damages the dignity of individuals based on gender, authority, and so on, such as sexual harassment and workplace harassment. In addition, we shall not allow such an act to be committed.

## **7. Harmony with society**

- i. Co-existence with the local community  
We shall work to contribute to the wider society as a good corporate citizen through educational support to children who will bear the next generation and activities to conserve the local environment, in addition to fostering friendship and fellowship with the local community.
- ii. Cooperation with the international community  
We shall abide by international rules as well as laws of related countries and regions. In addition, we shall respect for and realize harmony with the culture and customs of the relevant regions as well as build and promote a friendly relationship with the local people.

## **8. Maintenance of sound relationship with government**

In a relationship with civil servants (including deemed civil servants and foreign public officials), we shall not provide, offer, or promise bribery by abiding by the National Public Service Ethics Act and other related laws. In addition, we shall refuse a request to do so. In a relationship with politicians and political organizations, we shall maintain a sound and proper relationship by abiding by the Political Funds Control Law, the Public Offices Election Law, and other relevant laws.



## 9. Dissociation with antisocial forces

We shall take decisive actions against anti-social forces and groups that threaten the order and safety of civil society and ban any relations with them. In addition, we shall not commit any act that promotes activities of anti-social forces and groups.

## 10. Creating a vibrant working environment

### i. Maintaining cleanliness and tidiness within and outside the workplace

We shall work to secure and maintain a comfortable working environment that considers the health and safety of workers. In addition, we shall work to create a pleasant working environment where workers can concentrate on their work.

### ii. Ensuring safety of employees and plant protection

In addition to implementing and managing safety measures within the plant and workplace, we shall provide safety education to employees. In addition, we shall provide appropriate protective equipment to employees as necessary.

### iii. Maintaining machinery and safety measures thereof

We shall implement safety measures, such as installation of safety equipment, interlocks, and protective barriers, for machinery and equipment and conduct proper maintenance and management for them.

4. Contact
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Purchasing Department, Okamura Corporation    Telephone: +81-45-319-3563