

Okamura Group  
Sustainable Procurement Guidelines

Okamura Corporation

Established: April 1, 2014

Revised: October 7, 2019

Revised: November 1, 2020

Revised: May 1, 2025

**OKAMURA**

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## 1. Requests to Our Suppliers

In recent years, the role and responsibility of companies in the development of a sustainable society has become increasingly important. In addition to complying with laws and regulations, companies are expected to conduct responsible corporate activities. In this context, the Okamura Group aims to contribute to the realization of a society in which all people can work and live with vitality and smiles through our mission of “contributing to society by creating environments where people can thrive with rich ideas and reliable quality” in order to achieve our purpose of “Realizing a society where people can thrive.”

It is not possible for the Okamura Group to provide Okamura Corporation products and services alone; it is only possible through the support of our suppliers. Accordingly, we believe that we need to work together with our entire supply chain, including our suppliers, in order to properly conduct responsible corporate activities.

Based on this philosophy, we have established the Okamura Group Sustainable Procurement Guidelines based on the Okamura Group Sustainability Policy. We hope all of our suppliers will agree to these guidelines and promote their business activities accordingly. We ask all parties to promptly report and rectify any issues that arise in violation of these guidelines.

For the purpose of confirming guideline compliance and mutual communication, we may ask suppliers to cooperate with sustainable procurement surveys and interviews. Please note that we may not be able to continue to do business with a supplier if a material violation is discovered or if the supplier fails to take sufficient corrective action in response to a violation. We appreciate your continued understanding and support as we work to improve sustainability throughout our supply chain.

We will continue to revise these guidelines as necessary to meet the changing needs of the international community. We appreciate your understanding.

## 2. Okamura Group Sustainability Policy

The Okamura Group conducts our business activities based on the Okamura Group Sustainability Policy established in November 2020.

### Okamura Group Sustainability Policy

Through the Okamura Group mission of “contributing to society by creating environments where people can thrive with rich ideas and reliable quality,” we aim to enhance corporate value and provide solutions to issues facing society.

#### 1. Creating Environments Where People Can Thrive

We will continue to take on the challenge of creating new values, markets, and trends by providing society with innovative products and services of reliable quality and safety.

#### 2. Pursuing Employee Satisfaction

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

#### 3. Global Environmental Initiatives

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

#### 4. Conducting Responsible Corporate Activities

We will respect human rights and strive to respect each person’s individuality—including their cultural background—while eliminating discrimination.

We will comply with the law and act in accordance with high ethical standards, and disclose information in a timely and appropriate manner to our stakeholders. We will also enhance our communications initiatives, coexist with local communities and society, and engage in fair, transparent, and honest corporate activities as a global company that is trusted and appreciated by society.

Revised November 2020

### 3. Okamura Group Sustainable Procurement Guidelines

#### 1. Ethical Behavior

i. Legal Compliance and Corporate Ethics

In order to conduct corporate activities, we must comply with the laws and regulations of each country and region, as well as social norms.

We must also respect culture and customs.

ii. Sensible Behavior

We shall maintain sincerity, honesty, and integrity in public and private life and act with the dignity of a member of society.

iii. Compliance with Conflict Mineral Regulations

We shall avoid procurement of tantalum, tungsten, tin, gold, cobalt, mica, and other minerals that are conflict materials, are mined in high-risk areas, and may be used to finance armed groups. We shall comply with conflict mineral regulations and promote responsible procurement.

#### 2. Free Competition and Honest Business

i. Honest Business

Based on the principles of free competition, we shall engage in honest business and fully comply with all domestic and foreign laws related to competition and fair trade.

ii. Prohibition of Bribery

We shall never request conduct of unfair business practices, nor give or receive money, goods, or any other economic benefit in return for such practices for any reason. We shall never accept or offer entertainment, gifts, or donations that exceed the bounds of social norms.

iii. Appropriate Import and Export Control

We shall maintain a well-defined management system in place and follow appropriate procedures for the import and export of technologies and goods regulated by law.

#### 3. Provision of Safe and High-Quality Products and Services

i. Respect for and Protection of Intellectual Property Rights

We shall respect intellectual property rights such as patent rights, copyrights, and trademark rights, and shall not use them in an unauthorized manner. Moreover, we shall properly manage and protect our intellectual property so it is not used in an unauthorized manner.

- ii. **Establishing and Operating a Quality Management System**  
We shall introduce and properly operate management systems for the maintenance of high quality, such as ISO 9001.
  
- iii. **Providing Products and Services that Meet Diverse Customer Needs**  
We shall never neglect our efforts to provide products and services that please our customers and contribute to society.

#### **4. Appropriate Management and Disclosure of Information**

- i. **Appropriate Management of Information**  
We shall implement necessary and appropriate safety management measures to prevent leaks at every stage of handling confidential and personal information, including acquisition, use, storage, restoration, deletion, and disposal.
  
- ii. **Proper Accounting**  
Our accounting for sales and expenses shall comply with domestic and international accounting laws and regulations and shall be conducted with fairness, transparency, and honesty.
  
- iii. **Prohibition of Insider Trading**  
We shall never use information about our company or related parties in the course of our duties to buy or sell stock or engage in other transactions. We shall never leak this information to family members, friends, or acquaintances.
  
- iv. **Appropriate Disclosure**  
We shall disclose information about our company's business activities, organizational management, financial situation, performance, products, and services in a timely and appropriate manner based on relevant laws and customs, and we shall strive to improve the transparency of our corporate activities.
  
- v. **Proactive Disclosure**  
We shall proactively disclose information that may be useful and endeavor to communicate through various opportunities.
  
- vi. **Information Disclosure in the Event of an Emergency**  
In the event of an incident that results in economic damage or a public liability incident, information shall be provided in a timely and appropriate manner, along with an explanation.

vii. Cybersecurity Countermeasures

Security protection of information systems shall be implemented appropriately in accordance with relevant laws and company regulations, and we shall endeavor to prevent damage such as from leaks of confidential information. Unauthorized access shall not be permitted.

## 5. Environmental Protection and Contribution to Society

i. Preventing Global Warming

In order to reduce greenhouse gas emissions from business activities, we shall strive to achieve environmental preservation initiatives, including increasing energy use efficiency and introducing renewable energy, introducing energy-saving equipment and measures, and improving distribution efficiency.

ii. Conserving and Recycling Resources

We shall achieve efficiency and conduct resource and energy saving by reducing consumption of resources through efficient use of raw materials and resources and proactively reducing the volume of waste by promoting reusing, recycling, and proper waste processing.

iii. Managing Chemical Substances and Preventing Pollution

We are fully aware of the possible impact on the environment and human health posed by chemical substances used in production and as raw materials. As a result, we shall work to strengthen our management of chemical substances. Moreover, to prevent pollution, we shall thoroughly implement proper management of related facilities by production departments, etc. In order to prevent the emission of harmful substances into the air, we shall implement monitoring and control of exhaust and take appropriate countermeasures.

iv. Environmental Considerations in Products and Services

In order to protect the environment and realize a sustainable society, we shall comply with domestic and international laws and regulations in reducing environmental impacts throughout the product life cycle, including procurement, production, distribution, use, recycling, and disposal.

v. Biodiversity

Companies that use timber produced from forests shall recognize their responsibility and strive to conserve biodiversity and use the natural environment in a sustainable manner.

vi. Water Management

We shall monitor the source, use and discharge of water used and strive to conserve water. We shall evaluate, monitor, control, and treat any wastewater as necessary prior to discharge or disposal. Moreover, we shall identify potential sources of pollution that may result in water pollution and appropriately manage them.

## 6. Respect for Human Rights

- i. **Prohibition of Discrimination**

We shall not engage in any discrimination based on race, place of origin, nationality, thoughts and beliefs, religion, age, sexual orientation and gender identity, disease, disability, or birth, or for any other reasons. Moreover, we shall not allow such discrimination. We shall conduct hiring based on rational factors such as the skills and aptitude of the individual.
- ii. **Prohibition of Illegal Employment of Child Laborers**

The use of child labor is prohibited at every stage of business. Moreover, it is prohibited to assign work that may adversely affect the health and safety of workers under the age of 18, such as night work and overtime.
- iii. **Voluntary Employment**

It is prohibited to use forced labor, indebted servitude, slave labor (including human trafficking), or coerced/inhumane prison labor. All labor performed must be voluntary and all employees must be free to end their employment with proper notice in accordance with applicable laws, regulations, and contractual agreements.
- iv. **Prevention of Forced Overtime Labor and Provision of Holidays**

Annual working days must not exceed legal limits. Moreover, working hours and overtime hours per week must comply with laws. All employees shall be given at least one holiday per week.
- v. **Appropriate Wages and Benefits**

We shall comply with the legal minimum wage in each country or region in which we operate and comply with all laws applicable to compensation paid to workers (including wages, overtime, and legally mandated benefits and payroll deductions).
- vi. **Protection of Collective Bargaining Rights (Freedom of Association)**

We shall respect the right of labor unions and other associations to bargain and act collectively.
- vii. **Prohibition of Sexual Harassment and Workplace Harassment**

We shall not engage in any act that damages the dignity of individuals, such as sexual harassment, workplace harassment, or maternity harassment. Moreover, we shall not allow such acts to be committed.
- viii. **Complaint Submission Mechanism and Protection of Whistleblowers**

We shall establish a complaint submission mechanism to receive reports from stakeholders, including workers and suppliers, and to respond to and correct issues and provide victims with relief, enabling issues to be addressed as ongoing processes. Moreover, we shall protect the confidentiality



of the information received and the anonymity of the whistleblower to prevent any retaliation from occurring.

## **7. Harmony with Society**

### **i. Coexisting with Local Communities and Society**

We shall strive to contribute to society at large as responsible corporate citizens by promoting friendship and amity with local communities, supporting education of children who shall lead the next generation, and engaging in local environmental preservation activities.

### **ii. Cooperation with the International Community**

We shall comply with international rules as well as laws and regulations in related countries and regions. Additionally, we shall strive to achieve harmony in those regions by respecting their cultures and customs, and build and promote friendly relations with them.

## **8. Maintenance of Sound Relationship with Government**

In our relationships with civil servants (including persons deemed to be civil servants), we comply fully with all domestic and international laws, ordinances, and guidelines related to the prevention of bribery and corrupt practices, and we shall not provide, offer, or promise bribes. In addition, we shall refuse any request to do so. We shall maintain sound and proper relationships with politicians and political organizations by complying fully with applicable domestic and foreign laws and regulations.

## **9. Dissociation with Antisocial Forces**

We shall take decisive action against antisocial forces and organizations that threaten the order and safety of civil society and remain dissociated with them. Moreover, we shall not engage in any act that promotes the activities of antisocial forces and groups.

## **10. Cultivation of Vibrant Work Environments**

### **i. Making Our Workplaces Healthier and Safer**

We shall strive to secure and maintain workplaces that are comfortable and considerate of health and safety. Moreover, we shall strive to create workplaces that are easy to work in and allow workers to focus on their tasks. We shall strive for improvements that reduce physically demanding work.

### **ii. Employee Safety and Plant Security**

We shall implement and manage safety measures in plants and workplaces and provide safety training to employees in a language they understand. Moreover, we shall provide appropriate

protective equipment to employees, as needed. We shall also provide reasonable consideration to pregnant women and nursing mothers.

iii. Maintenance of Equipment and Machinery and Safety Countermeasures

We shall implement safety countermeasures for machinery, such as safety equipment, interlocks, and protective barriers, and shall appropriately maintain and manage them.

iv. Emergency Preparedness

In preparation for emergencies such as natural disasters, infectious diseases, accidents, and terrorism, we shall identify emergencies, including their likelihood of occurring, create action procedures for times of emergency to minimize harm to workers and assets, install necessary equipment, and provide education and training on actions to be taken in the event of a disaster. Additionally, we shall strive to resume business activities with minimal impact on the supply chain.

#### 4. Contact Information

Okamura Corporation Purchasing Department TEL: 045-319-3561