

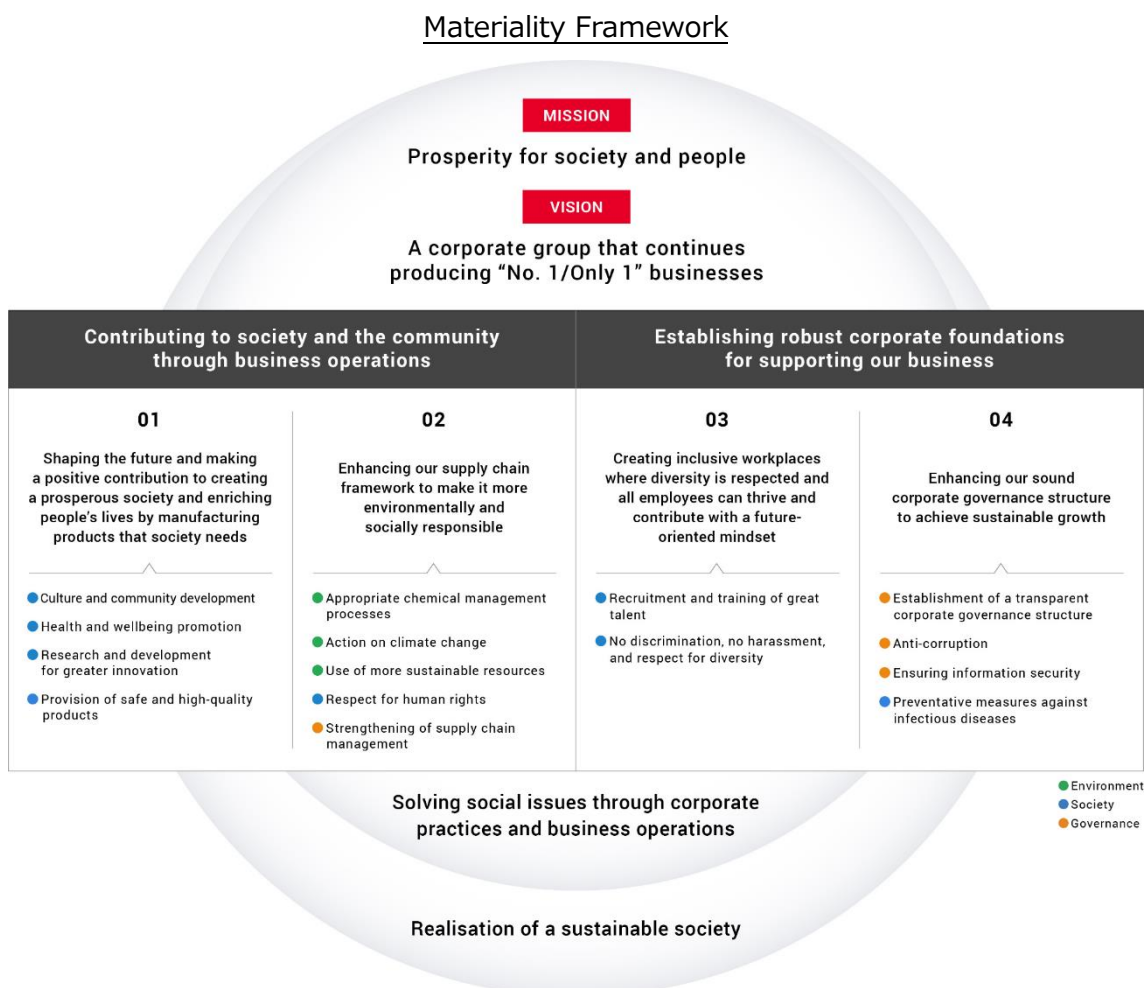
The Noritsu Koki Group Procurement Guidelines

1st Edition

January 2025
NORITSU KOKI Co., Ltd.

Introduction

The Noritsu Koki Group has been working to address the rapid and dramatic social changes that have occurred over the past decade or so, and strives to create businesses that are indispensable and can serve as part of the infrastructure of society. To respond to increasingly serious social and global environmental challenges, we have identified four material issues that we believe we must address in order to continue to fulfill our Mission of delivering “Prosperity for society and people,” and as such, are working to integrate sustainability into our business operations.



The Noritsu Koki Group considers “enhancing our supply chain framework to make it more environmentally and socially responsible” one of the social issues it must address as part of its material issues. We value relationships of mutual understanding and trust with our Business Partners, including vendors and contract

manufacturers and aim for mutual growth and risk mitigation while working to build healthy supply chains that are environmentally and socially sustainable. In July 2022, we established the Noritsu Koki Group Procurement Policy, which outlines the items we believe are critical for achieving our goals, and are working to make sure our Business Partners are aware of and understand the policy.

01. Complying with Applicable Laws and Regulations

We comply with the applicable laws and regulations of each country and region in which we conduct our business. We strive to ensure just and fair procurement, respecting international standards such as the Ten Principles of the UN Global Compact and ISO 26000.

02. Selecting Suppliers

Valuing the safety and quality of products above all, we select our suppliers by also considering various criteria, including price, lead time and technological capability.

03. Information Security

In line with the Noritsu Koki Group's Information Security Policy, we strictly manage confidential information obtained through our procurement activities and comply with confidentiality obligations.

04. Environmental Stewardship

We recognize the importance of preserving the global environment and promote environmentally responsible procurement practices.

05. Human Rights, Occupational Health and Safety

In line with Noritsu Koki Group's Human Rights Policy, we respect human rights and address human rights issues. We promote procurement activities ensuring occupational health and safety.

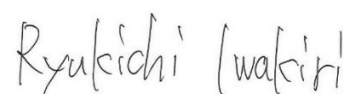
06. Building Trusted Partnerships with Suppliers

We value mutual understanding and trusted relationships with our suppliers and strive to pursue successful development together.

With the aim of further propelling our procurement activities based on the policy, we have established the Noritsu Koki Group Procurement Guidelines which stipulate specific standards and approaches of behavior we expect our Business Partners to comply with and apply to their business operations.

Please understand and agree to these guidelines which cover all executives and all workers working for the Business Partner, its parent company, subsidiaries and affiliated companies. We also request our Business Partners to inform their

business partners (tier2 and subsequent suppliers for the Noritsu Koki Group) of these guidelines and make sure they comply with each requirement.

A handwritten signature in black ink that reads "Ryukichi Iwakiri". The signature is written in a cursive, slightly slanted style.

Ryukichi Iwakiri
Representative Director and CEO
Noritsu Koki Co., Ltd.

About the Noritsu Koki Group Procurement Guidelines

These guidelines are based on the following policies established by the Group.

- [Procurement Policy](#)
- [Code of Conduct](#)
- [Human Rights Policy](#)
- [Quality Management Policy](#)
- [Responsible Mineral Sourcing Policy](#)
- [Anti-Corruption and Anti-Bribery Policy](#)
- [Information Security Policy](#)

In establishing these guidelines, we have referred to the Code of Conduct Version 8.0 of Responsible Business Alliance (RBA) and the Responsible Business Conduct Guidelines Version 1.1 of Japan Electronics and Information Technology Industries Association (JEITA).

We may revise these Guidelines in response to global trend and social demand in the future.

Request to Our Business Partners

The Noritsu Koki Group expects its Business Partners to comply with these guidelines and all applicable laws and regulations in the countries and regions where they operate, as well as to strive to follow the international and industry standards, and trade sanctions and restrictions of the United Nations. The Group reserves the right to verify compliance with the requirements of these guidelines by self-assessment questionnaires, conducting audits by either internal or external auditors and such. If remediation is required, the Group expects the Business Partner to agree to and implement a time-bound corrective action plan to resolve non-compliance promptly and effectively. If the Business Partner does not show any intention to correct an unacceptable matter, the Group may suspend or terminate the business relationship.

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01. Labor

Comply with all human rights-related laws and regulations applicable in the various countries and regions in which you conduct business, in addition to referring to international human rights standards in respecting the human rights of workers. In these Guidelines, “workers” refers to all workers including direct, temporary, migrant, student, and indirect employees, and any other type of worker.

1) Forced Labor

All workers must be employed of their own free will, and no form of forced labor should be permitted. Also, guarantee the right of workers to leave work at any time or terminate their employment.

【Requirement Details】

- Do not make use of any form of forced labor, including bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slave labor, or human trafficking.
- Do not place unreasonable restrictions on workers’ entering or exiting workers’ dormitories or living quarters or on their freedom of movement within the workplace or company-provided facilities.
- Provide all workers with a written employment agreement in their native language, or in a language the worker can understand, that contains a description of terms and conditions of employment. Foreign migrant workers must receive the employment agreement prior to departing from their country of origin, which must not be replaced or changed upon arrival in the receiving country unless such changes are made to meet local law or provide equal or better terms.
- Workers must be free to leave work at any time or terminate their employment without penalty if reasonable notice is given, and this must be clearly stated in their employment agreement.
- Do not hold or otherwise destroy, conceal, or confiscate workers’ identification cards or immigration documents, such as government-issued identification, passports, or work permits.
- Do not require workers to pay recruitment fees or other related fees when the workers are recruited or hired.

2) Child Labor and The Rights of Young Workers

Do not hire children who are under the minimum working age. Also, do not allow young workers under the age of 18 to perform hazardous work that is likely to jeopardize their health or safety.

【Requirement Details】

- Do not hire children at any stage of production. “Children” includes any person under the age of 15, under the age for completing compulsory education, or under the minimum working age in the relevant country, whichever is oldest.
- Implement an appropriate mechanism to verify the age of workers at the time of hiring.
- Do not employ workers under the age of 18 (young workers) in any work that is likely to jeopardize their health or safety, including night work or overtime.
- Manage student workers in accordance with applicable laws and regulations and provide appropriate support and training to all student workers.

3) Working Hours

Make efforts to prevent workers from working long hours (overwork), and properly manage their working hours, holidays, and vacations so that they do not exceed the maximum set by law in the region where they work.

【Requirement Details】

- Comply with all applicable laws and regulations regarding working hours in the countries and regions in which you conduct business. If there are no applicable laws or regulations, follow the provisions of the International Labor Organization (ILO).
- When workers work overtime, they must comply with relevant local laws and regulations, follow the instructions of supervisors, and consent to work. Allow workers at least one day off every seven days.
- Provide paid leave and make-up leave for work done on a holiday as stipulated by relevant local laws and regulations.

4) Wages and Benefits

Comply with all applicable laws and regulations in your payment to workers (including minimum wage, overtime payments, and legally mandated allowances and deductions). Also, strive to pay wages at a level that allows workers to support their basic needs (a living wage).

【Requirement Details】

- Comply with all applicable wage laws in the countries and regions in which you conduct business, including laws related to minimum wage, overtime work, and legally mandated employee benefits.
- Establish equal pay for equal work and qualification for all workers.
- Do not deduct from wages as a disciplinary or punitive measure or in violation of relevant laws and regulations.
- Provide workers with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

5) Non-Discrimination, Non-Harassment, and Human Treatments

Respect the human rights of workers and do not treat workers in an inhumane manner, including physical and psychological abuse, coercion, or harassment, or any other acts that have the potential to be inhumane. Also, prohibit all forms of discrimination and harassment related to employment and occupation, and take appropriate measures to prevent such actions.

[Requirement Details]

- Do not engage in any harsh or inhumane treatment, including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers, or any actions that could lead to such treatment.
- Prohibit discrimination based on nationality, race, ethnicity, religion or religious conviction, sex, age, disability, gender identity, sexual orientation, employment status, or any other characteristic that is protected by the laws of various countries or regions, and any conduct that undermines the dignity of an individual. Also, do not discriminate between employees in terms of opportunities or treatment, such as employment, promotion, compensation, or training, nor harass employees based on such characteristics.
- Establish clear disciplinary policies and procedures and establish a consultation and reporting desk to identify any instances of inhumane treatment and make these known to workers.
- Provide reasonable accommodations to workers in consideration of religious or other ethnic customs and to workers with disabilities.
- Do not subject workers or potential workers to medical tests or physical exams that could be used in a discriminatory way.

6) Freedom of Association and the Right to Collective Bargaining

Respect workers' freedom of association and the right to collective bargaining in accordance with the laws and regulations applicable in the countries and regions in which you conduct business. Also, respect the right to collective bargaining as a means of realizing discussions between labor and management regarding working conditions and wage levels.

【Requirement Details】

- Respect the freedom of workers to associate, engage in protests, join trade unions, or take other actions as means of realizing discussions between labor and management regarding the working environment and wage levels without fear of reprisal, intimidation, or harassment.
- Approve the representatives of workers for the purpose of collective bargaining, promote voluntary negotiations between employers and workers, and do not refuse collective bargaining activities unless there are reasonable grounds.

02. Health and Safety

In addition to complying with relevant laws and regulations, take into consideration standards such as ILO health and safety guidelines to maintain safe and healthy working conditions and minimize injury and mental and physical illness in the workplace.

1) Occupational Safety

Identify and assess risks regarding occupational safety and endeavor to ensure safety through appropriate design, engineering, and administrative controls. Also, take reasonable steps to protect pregnant women and nursing mothers.

【Requirement Details】

- Identify and assess risks to the health and safety of workers in the workplace and eliminate or reduce such risks and take safety measures (lockout, tagout, etc.).
- Where risks in the workplace cannot be adequately controlled by appropriate design, engineering, and administrative controls, provide workers with appropriate personal protective equipment free of charge.
- Give consideration to the occupational safety and health of pregnant women and nursing mothers, such as not having them work in high-risk conditions. Also, as necessary, provide reasonable accommodations for nursing mothers

(such as clean, safe places for breastfeeding and expressing milk).

2) Emergency Preparedness

Identify the possibility of emergency situations that could adversely affect human life or safety, such as natural disasters or accidents, establish procedures in case of emergency to minimize harm to workers and property, install needed equipment, and conduct training and drills so that employees can take the appropriate actions in the event of a disaster.

【Requirement Details】

- Establish an emergency plan, including emergency reporting; communication to employees; clarifying evacuation procedures; installing evacuation equipment; ensuring easily identifiable, unobstructed exits; storing emergency medical supplies; installing fire detection systems and fire extinguishers; securing means of outside communication; and maintaining a recovery plan.
- Plan and conduct evacuation drills for all workers once a year or as frequently as required by applicable laws and regulations, whichever is more stringent.

3) Occupational Injury and Illness

Grasp the status of occupational injuries and illnesses and take appropriate measures.

【Requirement Details】

- Encourage reports by workers; classify, record, and investigate cases of injury and illness; provide necessary medical treatment; and take corrective actions to eliminate their causes.
- Establish and implement a system for promoting the return of workers to work.
- Complete the required administrative procedures stipulated by applicable laws and regulations (including taking out industrial accident insurance).
- Allow workers to remove themselves from imminent harm and not return until the situation is mitigated, without fear of retaliation.

4) Industrial Hygiene

Identify, assess, and appropriately control the risk of workers being exposed to hazardous biological, chemical, or physical agents in the workplace.

【Requirement Details】

- Identify and assess risks to the health and safety of workers from smoke, steam, dust, toxic and poisonous substances, radiation, substances that cause chronic

diseases (lead, asbestos, etc.), noise, odors, etc., and take measures to eliminate or reduce such risks and put management measures in place (training for workers, and job rotation, etc.).

- Where risks to the health and safety of workers cannot be adequately controlled by appropriate design, engineering, or administrative controls, provide workers with appropriate personal protective equipment free of charge.

5) Physically Demanding Work

Identify and assess physically demanding tasks and appropriately manage such tasks so that they do not lead to occupational injury and illness.

【Requirement Details】

- Identify and assess tasks that are physically demanding for workers, including heavy labor such as manual material handling, manual transport of heavy objects, assembly work that requires physical strength, prolonged standing, and repetitive tasks such as data entry for long periods of time, and take response measures such as improving working conditions.

6) Machine Safeguarding

Assess any safety risks of the machinery and equipment used by workers and take appropriate safety measures.

【Requirement Details】

- If the use of machinery and equipment may cause accidents or health problems to workers on the job, equip the machinery or equipment with safety mechanisms (fail-safes, interlocks, etc.), install safety devices and protective walls, and conduct periodic inspections and maintenance of the machinery and equipment.

7) Sanitation, Food, and Housing

Ensure the health and safety of the facilities provided for workers (dormitories, cafeterias, toilets, etc.).

【Requirement Details】

- Provide workers with ready access to clean toilet facilities and safe drinking water.
- If your company has a cafeteria or other eating facility for workers, provide food prepared and stored in a sanitary environment and maintain sanitary eating areas.

- Ensure that any worker housing you provide (dormitories, etc.) are equipped with fire prevention measures, have emergency exits, offer safe storage facilities for personal belongings, and offer appropriate living environments with sufficient space, lighting, ventilation, etc.

8) Health and Safety Communication

Provide workers with appropriate workplace health and safety information and training in their native language, or in a language the worker can understand, for all potential workplace hazards. Also, create a mechanism for workers to provide safety-related feedback.

【Requirement Details】

- Provide health and safety information for workplace hazards such as mechanical, electrical, chemical, fire and physical hazards and clearly post this in facilities or places accessible to workers, ensuring that workers are informed about and aware of the information.
- Provide workers with health and safety information in their native language, or in a language the worker can understand, before they begin working, and provide regular education and training after they start working.
- Establish a mechanism to allow workers to raise any health and safety concerns without fear of retaliation.

9) Healthcare of Workers

Manage healthcare appropriately for all workers.

【Requirement Details】

- Conduct medical checkups, etc., as prescribed by applicable laws and regulations to prevent and detect diseases of workers at an early stage.
- Also, give sufficient consideration to the prevention of health problems due to overwork and to mental health care.

03. Environment

Make the health and safety of people in the relevant local communities your top priority, actively pursuing measures to reduce the burden on the global environment, including climate change, environmental pollution, and resource depletion.

1) Environment Permits and Reporting

In accordance with applicable laws, regulations, and other rules in the countries and regions in which you conduct business, obtain all necessary permits and approvals for your business and comply with all required operational and reporting requirements.

【Requirement Details】

- Obtain, maintain, and keep current all required environmental permits (e.g., discharge monitoring), approvals, and registrations, and follow their operational and reporting requirements.
- Recognize that you may be required to appoint a person in charge of managing poisonous and harmful substances, specified chemical substances, and hazardous substances, etc., according to the chemical substances used in your business, and to comply with relevant laws and regulations.
- Recognize that you may be required to obtain government permits and licenses regarding environmental impact assessments and approvals for facilities handling hazardous materials, depending on the type of business and factory location, and comply with relevant laws and regulations.

2) Energy Consumption and Greenhouse Gas Emissions

Strive to improve energy efficiency and continuously reduce energy consumption and greenhouse gas emissions.

【Requirement Details】

- Set voluntary reduction targets, develop plans, and ensure their implementation in an effort to improve energy efficiency (energy conservation) and continuously reduce greenhouse gas emissions.
- Record, document, and disclose your energy consumption and related greenhouse gas emissions.
- Greenhouse gases refer to a group of seven substances: carbon dioxide, methane, nitrous oxide, HFCs, PFCs, sulfur hexafluoride, and nitrogen trifluoride.

3) Resource Conservation, pollution prevention, and solid waste

Comply with laws and regulations and implement appropriate management to promote the 3Rs (reduce, reuse, and recycle), ensure the effective utilization of resources, and minimize waste. Also, strive to prevent pollution by reducing or eliminating pollutants generated.

【Requirement Details】

- Pursue activities to minimize the use of natural resources, including water, fossil fuels, minerals, and virgin forest products, through practices such as substituting materials; recycling, reusing, and conserving resources; and improving methods and processes for manufacturing, maintenance, and facility operation.
- Pursue activities to reduce or minimize pollutants and waste by controlling their sources or installing equipment that prevents pollution, and by improving methods and processes for manufacturing, maintenance, and facility operation.
- Comply with all relevant laws, regulations, and rules and establish and manage rules for the identification, classification, storage, transportation, and disposal of waste, regardless of whether or not it is hazardous.

4) Air Emissions

Comply with all relevant laws, regulations, and rules and implement appropriate measures to reduce the emission of hazardous substances into the atmosphere.

【Requirement Details】

- Analyze the content of hazardous substances (volatile organic compounds, aerosols, corrosive substances, particulates, ozone-depleting substances, combustion byproducts, etc.) and treat the substances as needed based on the analysis results, before discharging them into the atmosphere.
- Manage ozone-depleting substances in accordance with the Montreal Protocol and applicable laws, regulations, and rules.

5) Water Management

Comply with all relevant laws, regulations, and rules, monitor the source, usage, and discharge of water used, and save water.

【Requirement Details】

- In addition to monitoring water sources, water consumption, and wastewater volume, work to conserve water resources by conserving and reusing water.
- Characterize, monitor, control, and treat all wastewater as needed prior to discharge or disposal.
- Identify potential sources of water pollution and implement appropriate controls.

6) Hazardous Substances

Comply with laws, regulations, and rules to identify and properly manage chemicals,

waste, and other substances posing a hazard to human beings or the environment.

【Requirement Details】

- Identify, label, and manage chemicals, waste, and other substances posing a hazard to human beings or the environment to ensure their safe handling, transport, storage, use, recycling, reuse, and disposal.
- Periodically assess whether contracted disposal companies and transporters of hazardous wastes are disposing of them according to the terms and conditions of their contract.

7) Chemical Substances Contained in Products

For the management of chemical substances in parts and materials used in products and manufacturing processes, comply with applicable laws, regulations, and rules as well as customer requirements concerning the prohibition or restriction of the use of specific substances.

【Requirement Details】

- In addition to prohibiting the inclusion in products of chemical substances specified in applicable laws, regulations, and rules, ensure compliance with labeling requirements, conduct tests and evaluations, and manage these substances.
- Ensure that chemical substances used in products and manufacturing processes comply with applicable laws, regulations, and rules as well as customer requirements.

04. Ethics

Conduct all aspects of business based on the highest ethical standards. Fully understand and comply with the relevant laws and regulations of the countries and regions in which you conduct business and respect international codes of conduct. Also, establish a framework for corporate ethics and compliance with laws and regulations, publish and ensure awareness of this framework, and monitor compliance.

1) Anti-Corruption

Fully understand and comply with all relevant laws, regulations, rules, and guidelines in the various countries and regions in which you conduct business, and do not tolerate any form of corruption or bribery.

【Requirement Details】

- Fully understand and comply with all relevant anti-corruption and anti-bribery laws, regulations, rules, and guidelines, formulate a zero-tolerance policy against corrupt practices, publish and ensure awareness of this policy, and monitor compliance.
- Corrupt practices refer to any act of obtaining illicit benefits through the misuse of power, and includes bribery, such as excessive entertainment or gifts or the giving or receiving of other benefits in violation of laws, regulations or social norms (including facilitation payments); embezzlement, such as the improper receipt of kickbacks or rebates; acts of restricting competition through unfair means; obstruction of justice; donations to individual politicians; donations to political organizations or parties in amounts that exceed what is permitted by law; extortion; fraud; and money laundering.

2) Disclosure of Information

In accordance with applicable laws, regulations, and industry practices, make proactive disclosure about business activities, products, and services to stakeholders.

【Requirement Details】

- Information provided and disclosed to stakeholders includes details of business activities, financial standing, performance, ESG (environmental, social, and governance) information, and information about products and services, etc. Disclose such information in accordance with applicable laws, regulations, and industry practices.
- Do not falsify records, make false statements, or disclose false information.

3) Fair Business, Advertising and Competition

Do not, under any circumstances, engage in unfair competition practices, and compete fairly and freely.

【Requirement Details】

- In compliance with applicable national and regional competition laws (in Japan, the Antimonopoly Act and the Subcontract Act, etc.), do not engage in any acts that impede fair competition, such as participation in a cartel, bid rigging, or other restrictive competition agreements; unfair trading practices; or misrepresentations.
- Conduct procurement faithfully, fairly, and impartially according to contracts,

etc., and do not abuse your dominant position to make unreasonable demands or impose unreasonable obligations on suppliers, such as unilaterally determining or changing the terms of transactions with suppliers, etc.

- Do not engage in unfair competition such as obtaining and using trade secrets of other companies in an illegal manner or making false or misleading representations to customers concerning other companies' products.
- Take a resolute stance against anti-social forces and organizations that pose a threat to the order and safety of civil society and eliminate all transactions with and sever all other ties with them.

4) Intellectual Property

Protect your company's intellectual property, respect the intellectual property rights of other companies, and do not infringe upon them.

【Requirement Details】

- Intellectual property rights refer to patent rights, utility model rights, design rights, trademarks, copyrights, trade secrets, etc.
- Do not use or transfer technology or know-how in a manner that infringes upon the intellectual property rights of others.
- When developing, producing, selling, or providing products or services, thoroughly investigate the intellectual property rights of others in advance and do not use the intellectual property of others without permission unless there are reasonable grounds.

5) Responsible Sourcing of Minerals

Do not use minerals produced in conflict areas and high-risk areas by improper methods or parts made from such minerals in products.

【Requirement Details】

- Establish a policy on responsible minerals sourcing and promote due diligence to clarify whether minerals such as tantalum, tin, tungsten, gold, cobalt, etc. contained in products cause or have a part in serious human rights violations, environmental degradation, corruption, conflicts, and other incidents in conflict and high-risk areas.
- Adopt the above policy and exercise due diligence in a way that is consistent with the Organisation for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas or an equivalent and recognized due diligence

framework.

6) Export and Import Controls

Establish a clear management framework and follow appropriate import and export procedures regarding the import and export of technologies and goods regulated by laws and regulations.

[Requirement Details]

- Obtain permission and follow other procedures required regulatory authorities, etc. when importing or exporting parts, products, technologies, equipment, or software, etc. that are regulated by laws and regulations based on international agreements (Wassenaar Arrangement, etc.).

05. Quality and Safety

1) Product Safety

Fulfill your responsibility as a supplier by designing, manufacturing, and selling products that meet the safety standards stipulated by the laws and regulations of each country and ensure sufficient product safety.

[Requirement Details]

- Design products to ensure sufficient product safety to fulfill your responsibilities as a manufacturer. With regard to product safety, comply with the requirements set forth by laws and regulations and take into consideration the safety demanded by society.
- To ensure product safety, manage traceability (history of standard operating procedures, materials, parts, processes, etc.), and take prompt action to address issues.

2) Quality Management

Comply with your own quality standards and customer requirements in addition to all laws and regulations applicable to the quality of products and services.

[Requirement Details]

- Put appropriate mechanisms in place for managing and complying with your own quality standards and customer requirements, and endeavor to obtain ISO 9001 certification or other third-party certification for your quality management systems.
- Strive to create a system that makes the falsification of quality records

impossible.

3) Accurate Information on Products and Services

Provide accurate and non-misleading information about your products and services.

【Requirement Details】

- In catalogs or other representations or advertisements concerning products and services, do not use expressions that are untrue or misleading to consumers or customers.
- Disclose accurate information on the substances contained in the parts and materials used in products.

06. Information Management

1) Privacy

Appropriately manage and protect the personal information of customers, business partners, consumers, workers, etc.

【Requirement Details】

- Personal information refers to information that can identify a specific individual by name, date of birth, or other description.
- Comply with applicable personal information protection laws and regulations when collecting, using, storing, transferring, and sharing personal information.
- Do not illegally or unreasonably acquire, use, disclose, or leak personal information.

2) Confidential Information

Properly manage and protect confidential information you receive from within your company or from customers and third parties.

【Requirement Details】

- Confidential information generally refers to information disclosed based on a written confidentiality agreement (including digital information recorded magnetically or optically) or information disclosed orally with the notice that it is confidential.
- Do not illegally or unreasonably acquire, use, disclose, or leak confidential information.
- Establish an appropriate framework to manage and protect confidential information received from within your company, customers, and third parties,

publish and ensure awareness of this framework, and monitor compliance.

3) Information Security

When using information devices and other information systems, comply with security rules and regulations to prevent information leaks. At the same time, take defensive measures against cyberattacks or other external infringements, and manage the devices and systems in a way that does not cause damage to your company or to others.

【Requirement Details】

- Examples of cyberattacks include targeted e-mails that lead to malware infections or direct users to malicious sites, which can result in the leak of personal, customer, and business partner information, and trade secrets or other confidential information, as well as cause other harm such as important files being encrypted and thus inaccessible.
- If a computer connected to the Internet becomes infected with a computer virus, it can cause serious losses, including the disruption of business and the loss of credibility. Therefore, take measures to prevent threats to computer networks from having an impact either inside or outside the company.

07. Business Continuity Planning

To prepare for the disruption of business due to large-scale natural disasters, accidents, or the outbreak or spread of infectious diseases, etc., develop a business continuity plan and establish a framework to ensure the early recovery of key operations and a stable supply of products.

【Requirement Details】

- Identify and assess risks to business continuity, examine their impact on the business, and develop a business continuity plan that summarizes necessary preparatory measures in the medium and long term and indicates the status of those initiatives.
- Also, make efforts to secure alternative methods of recovery from damage that takes longer than expected.
- Establish a manual for quickly recovering business operations according to your business continuity plan and provide ongoing training to employees so that they can act in the event of an actual disaster.

08. Management Systems

Establish and operate a management system with a scope that is related to the content of these guidelines. The purpose of a management system is to ensure compliance with laws, regulations and customer requirements related to business activities and products, compliance with the requirements of these guidelines, identifying risks related to these guidelines and preventing, eliminating and mitigating the occurrence of risks.

A management system should include the following requirements:

1) Company Commitment (Establishment and Disclosures of Policies)

Prepare and disclose your company's policies, approved by senior management, regarding the items of these Guidelines. Publish them in local languages or languages understood by workers, in a way that is understandable, such as posting them in facilities or on the intranet.

2) Management Accountability and Responsibility

Appoint a director or a corporate executive as a representative to ensure the implementation of the management system and related programs and conduct periodic management reviews by the appointed management representative.

3) Legal and Customer Requirements

Identify applicable legal requirements and customer requirements, including the requirements of these Guidelines, and establish a mechanism to monitor compliance.

4) Risk Assessment and Risk Management

Establish a process to identify and assess risks associated with these Guidelines and put procedures or physical controls in place to address the risks.

5) Improving Objectives

Develop improvement goals and implementation plans related to these Guidelines, and periodically assess progress toward these goals.

6) Training

Train managers and workers in the implementation of policies and related initiatives and procedures.

7) Communication

Establish a process for accurately communicating policies, initiatives, expectations, and performance, etc. to workers, business partners, and customers.

8) Access to Remedy

Establish and publish a mechanism for dealing with the grievances of stakeholders, including workers and business partners, with regard to the content of these Guidelines. The grievance mechanism must be designed to obtain feedback on the requirements set out in the Guidelines and foster ongoing improvements. Also, ensure the confidentiality of information and the anonymity of whistleblowers so that users of the mechanism can consult and report without fear of reprisal or retaliation.

9) Audits and Assessments

Establish and implement a process to periodically assess compliance with applicable laws and regulations, the requirements of these Guidelines, and customer requirements.

1 0) Corrective Action Process

Establish and implement a corrective action process for nonconformities identified through internal and external assessments, inspections, investigations, and audits. The corrective action process involves developing corrective action plans, managing their progress, and verifying effectiveness after the action is taken.

1 1) Documentations and Records

Prepare documents and records in accordance with applicable laws and regulations and your company's administrative requirements. Appropriately manage records related to personal and confidential information to ensure confidentiality.

1 2) Business Partner Responsibility

Communicate the content of these Guidelines to your business partners and establish a framework to monitor their compliance. This framework should include due diligence before and after starting business with business partners and the establishment of a grievance mechanism.

09. Approval

Please have the legal representative sign and submit this form as evidence of your agreement to these guidelines.

Company Name

Signature

(handwritten or representative's seal)

Date

Name of the Signer

Title of the Signer