

Techno Associe Group CSR Procurement Guidelines

1. Quality/Safety

1-1 Pursuit of product safety

We will ensure that our products meet safety standards stipulated by laws, regulations, etc. of relevant countries and regions and strive for further improvement to the extent possible.

1-2 Quality management system

We will build and manage a quality management system and improve the system on an ongoing basis.

2. Environmental Conservation Efforts

2-1 Environmental management system

We will build and manage an environmental management system to promote environmental conservation activities and attain ongoing improvement.

2-2 Reduction of greenhouse gas emissions

We will work to reduce emissions of greenhouse gases such as CO₂, which are generated from processes such as our corporate activities and transportation of products handled.

2-3 Management and reduction of substances with environmental impact and control of noise

We will comply with laws and regulations of relevant countries and regions and strictly manage emissions of substances that potentially pollute the environment. In addition, we will give consideration to the neighboring environment and check whether the level of noise from our offices is within the regulatory limit on a periodic basis.

2-4 Chemical substances control of the product

We will manage chemical substances in our products to avoid containment of such substances prohibited by laws, regulations, etc.

2-5 Protection of resources

We will work to use resources effectively and reduce waste and water consumption in processes such as production and logistics.

2-6 Efforts to preserve biodiversity

We will work to preserve biodiversity by engaging in nature protection activities.

3. Ethics/Compliance

3-1 Compliance with laws and regulations

We will comply with laws and regulations of relevant countries and regions and social norms in our corporate activities.

3-2 To comply with competition laws and conduct fair business

We will comply with competition laws of relevant countries and regions, eliminate giving and receiving of improper gains to and from customers, suppliers and other business partners and conduct fair business.

3-3 Anti-corruption

We will make a political contribution, donation, etc. in accordance with laws and regulations of relevant countries and regions and will not offer bribes directly or indirectly.

3-4 Export control management

We will take and manage appropriate export procedures in exporting technologies and goods regulated under laws, regulations, etc. of relevant countries and regions.

3-5 Respecting intellectual property

We will protect our intellectual property possessed by or vested in our company to avoid any infringement thereupon and will not infringe the rights of any third party through such acts as the unauthorized acquisition or use of the intellectual property and unauthorized reproduction of software or books.

3-6 Exclusion of antisocial activities

We will exclude antisocial forces and organizations that threaten the order and safety of civil society and resolutely eliminate relationships with them.

3-7 Responsible raw materials sourcing

We will confirm whether our procurement of raw materials has any negative impact on society from the perspective of human rights, labor, environment, etc. One specific example is that we confirm that such materials are not mineral resources that serve as a direct or indirect source of funds for armed groups which commit serious human rights infringement in the Democratic Republic of the Congo or its neighboring countries. If any negative impact is confirmed or concerned, we take measures to avoid the use of such raw materials.

4. Social Contribution Activities

4-1 To contribute to society and the local community

We will work to engage in business activities and social contribution activities, which lead to a solution of social issues in cooperation with regional communities, NPOs and NGOs toward the development of international and regional communities.

5. Human Rights/Labor

5-1 Prohibition of discrimination

We will exclude discrimination on the grounds of characteristics protected by applicable laws of relevant countries such as race, nationality, gender, religion, disability, age, marital status, etc. in all aspects of employment (including recruitment, hire, promotion, training, compensation, dismissal, mandatory retirement, work assignment and disciplinary punishment).

5-2 Respect for human rights

We will respect human rights of employees and will not engage in any inhumane treatment of them, including any type of harassment, in the workplace.

5-3 Prohibition of child labor

We will not employ or violate the obligation to protect persons who are under the age of having completed compulsory education or the minimum age for admission to any type of employment or work stipulated by laws and regulations of relevant countries and regions, whichever is higher.

5-4 Abolition of trafficking in persons, prohibition of forced labor, violation of laws and regulations, or non-voluntary labor recruitment

We will ensure that all labor is undertaken voluntarily and employees can leave work freely, and will not use labor force obtained through involuntarily forced labor, compulsory labor, slave labor or human trafficking. In addition, we will not accept brokerage and engage in indirect employment of labor force in violation of laws and regulations of relevant countries and regions or obtained involuntarily.

5-5 Appropriate wages

We will pay salaries to employees in compliance with laws and regulations of relevant countries and regions concerning matters such as minimum wages, overtime allowances, wage deductions, wages paid at piece rates and other benefits.

5-6 Work hours management

We will comply with laws and regulations of relevant countries and regions concerning matters such as determination of work hours (including overtime work) of employees and granting of holidays and annual paid leave to them.

5-7 Dialog and consultation with employees

We will hold dialog and discussion with employees directly or through representatives of employees. We acknowledge the rights of employees to freely form or not to form associations in accordance with laws and regulations of relevant countries and regions.

5-8 Safe and comfortable workplace

We will ensure the safety and health in the workplace and create a comfortable work environment by building and managing organizations for the safety and health in order to comply with laws, regulations, etc. of relevant countries and regions and ensure that each and every one of us can work with peace of mind and continuously improving them.

6. Information Security

6-1 Strengthening information security

We will promote the strengthening of information security and protect information from risks such as theft, falsification and leakage.

6-2 Appropriate management of confidential and personal information

We will obtain confidential information of customers and third parties and personal information of customers, third parties and our employees lawfully, strictly manage them, use them within an appropriate scope and protect them.

<Reference material>

We have formulated these Guidelines with reference to the following material.

- Universal Declaration of Human Rights

<http://www.un.org/en/universal-declaration-human-rights/>

- United Nations Global Compact

<https://www.unglobalcompact.org/what-is-gc/mission/principles>

- United Nations Guiding Principles on Business and Human Rights

https://www.ohchr.org/documents/publications/GuidingprinciplesBusinessshr_eN.pdf

- ISO 26000

<http://iso26000.jsa.or.jp/contents/index.asp>

- ILO International Labour Standards

<https://www.ilo.org/global/standards/lang--en/index.htm>

- ILO's Helpdesk (Business, Occupational Safety and Health)

https://www.ilo.org/empent/areas/business-helpdesk/WCMS_DOC_ENT_HLP_OSH_EN/lang--en/index.htm

- OECD Guidelines for Multinational Enterprises

https://www.oecd.org/corporate/mne/WP-2001_5.pdf

- OECD Due Diligence Guidance for Responsible Business Conduct

<https://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

- JEITA Supply Chain CSR Deployment Guidebook

<https://home.jeita.or.jp/ecb/csr/>

- JAPIA CSR Guide Book

http://www.japia.or.jp/whatnew/CSR_H22guidebook.pdf