

# artience Group Sustainable Supply Chain Guidelines

This document is made in Japanese and translated into English. The Japanese text is the original and the English text is for reference purposes. If there is any conflict or inconsistency between these two text, the Japanese text shall prevail.

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Sustainability Committee, artience Co., Ltd.

## Introduction

We, the artience Group, engage in CSR (Corporate Social Responsibility) activities in various aspects of our corporate activities, to contribute to the sustainable growth of society based on our Group Corporate Philosophy of “*People-oriented management*.” In 2005, we established the CSR Charter and the Action Guidelines (currently, Sustainability Charter,) with the aim of establishing a firm direction for these CSR activities and enhancing our CSR activities as a corporate group. We also established the Procurement Principles and the Standard for Selecting Suppliers (currently, Basic Policy on Procurement) as key policies for our procurement activities. In the procurement of raw materials, supplies, goods, and services, each Group company strives to engage in appropriate procurement activities based on these policies, along with other rules and regulations.

Social and global environmental issues that have become apparent in recent years due to economic globalization transcend the scale of individual companies working alone to solve them. All companies at every stage of the supply chain must work together to tackle these issues throughout the entire chain, and each individual company must take responsibility with regard to supply chain as a whole. In responding to these social demands, the Group regards its suppliers and subcontractors as important partners who support the supply chain together. By collaborating in our CSR activities, we hope to contribute to improving the sustainability of society and the global environment throughout the entire supply chain.

In view of these background factors, in October 2022, the artience Group has revised its existing policies and established these Sustainable Supply Chain Guidelines. These Guidelines are a compilation of specific CSR items that we believe the Group ourselves should comply with, or for which it should work to improve its level of compliance. We hope that our suppliers and subcontractors will also recognize and understand these Guidelines, and work together with us to implement them.

May 10, 2024  
Tetsuaki Sato  
Director in charge of Sustainability  
(Chair of Sustainability Committee)  
artience Co., Ltd.

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## Structure and Positioning of These Guidelines

The artience Group Sustainable Supply Chain Guidelines consist of 10 sections. Each section describes specific CSR standards and items relating to “Legal Compliance and Respecting International Code of Conduct,” “Human Rights and Labor,” “Health and Safety,” “Environment,” “Ethics,” “Quality and Safety,” “Information Security,” “Business Continuity Planning,” and “Coexistence with Local Communities.” The “Management System” section describes appropriate systems for managing compliance with these Guidelines.

At the same time as addressing CSR issues that are widely demanded by the international community, to ensure compatibility with the procurement policies of the Group’s client companies (especially those in the electronics industry, which account for a considerable proportion of the Group’s sales), these Guidelines have been consolidated and organized to cover the following three standards.

- Responsible Business Alliance (RBA) Code of Conduct
- Japan Electronics and Information Technology Industries Association (JEITA) Responsible Business Conduct Guidelines
- Global Compact Network Japan (GCNJ) Sustainability / CSR Procurement Self-Assessment Questionnaire

A comparison with the above three standards is shown at the end of each item described in the text. A list of items in these Guidelines compared to each item of the three standards is also included at the end of these Guidelines as a “Guideline Comparison Table.” This information clarifies that these Guidelines cover the scope of all three standards.

These Guidelines supplement the Basic Policy on Procurement, formulated based on the artience Group’s Philosophy System which are the Group’s guiding principles, and the artience Group Sustainability Charter which are the fundamental basis for the Group’s CSR and sustainability activities. They play a role to clarify key points for conducting specific CSR activities not only to our suppliers and subcontractors, but also to the Group ourselves. In other words, these Guidelines serve not only as a code of conduct for our suppliers, but also as a set of corporate conduct guidelines for the Group that we ourselves aim to comply with in our operations on the same supply chain.

### artience Group Philosophy System

<b>Corporate Philosophy</b>	<b>People-oriented management</b>		
<b>Brand Promise &amp; Slogan</b>	<b>Creating value that resonates with the senses and building a future where all people can live enriched lives — Empowering Feeling</b>		
<b>Our Principles</b>	<b><u>art</u></b>	<b><u>core</u></b>	<b><u>science</u></b>
	Curiosity and play Find wonder in every day Express yourself	Connect with our global associates Appreciate the present to fullest It starts today. It starts with us.	Consider every possibility <i>PDDDDCA</i> (Plan-Do-Do-Do-Do-Check-Act) Care about outcomes

Established January 1, 2024

## artience Group Sustainability Charter

Since the time of our founding, the artience Group has placed the highest priority on creating and providing value to customers and consumers through products and services, coexisting with society, gaining the trust of stakeholders, and fulfilling its responsibilities as a corporate citizen.

We reaffirm that we are a global corporate group whose main business is the chemical manufacturing industry, and that we have the potential to have a significant impact on society and the environment. We believe that we must build good relationships with all stakeholders, and work to maintain and improve them. To do so, we recognize that constantly analyzing and evaluating our own activities and practicing balanced management from the perspectives of people, society, the environment, and the economy is an important issue for fulfilling our corporate social responsibilities.

The artience Group will continue to contribute to improving the sustainability of the global environment and society, by contributing to society through its business as a good corporate citizen and providing value and satisfaction to stakeholders, including customers, employees, and shareholders, while continuing to grow sustainably as a Group through fair business activities.

### ■ **Providing value through products and services**

As a social contribution based on our core business operations, we provide society with “value that resonates with the senses” and “value that leads to a future where people can live enriched lives” by providing products and services that contribute to improving people’s quality of life, improving the sustainability of society, and environmental conservation and restoration.

### ■ **Sincerity in business activities**

We will endeavor to conduct business activities sincerely, fairly, and appropriately throughout the value chain, from the procurement of raw materials to the sales of products. We will make sound profits through our business activities and return these profits to our shareholders, employees and other stakeholders.

### ■ **Ensuring compliance**

In addition to complying with domestic and international laws and regulations, we respect international codes of conduct and local social norms, and make decisions and act based on rigorous adherence to high standards of reason, conscience, and ethics. We will not tolerate any corrupt practices that damage the integrity or credibility of our company.

### ■ **Respecting human rights and diversity throughout the supply chain**

We will respect the human rights and diversity of all people involved in our business activities, and work to eliminate human rights violations and other negative impact on human rights. We will not tolerate child labor, forced labor, unfair labor practices, discrimination, or harassment throughout the supply chain.

### ■ **Tackling global environmental issues**

We recognize that the conservation and restoration of the global environment and local natural environments should be a top priority for the chemical manufacturing industry, and will work to reduce environmental impact in all of our business activities. We will also work to maintain and improve the safety and health of people through appropriate chemical substance management.

### ■ **Creating a comfortable and self-realizing working environment**

We will provide opportunities for growth and challenge, so that every employee can maximize their autonomy and abilities. At the same time, we will work to continuously improve the workplace environment so that all Group employees can perform their duties safely and healthily.

### ■ **Active communication and information disclosure**

We will disclose information about the Group in a fair and timely manner, and work to improve transparency in management. We will also communicate actively with various stakeholders around us, and work to build and develop trusting relationships and coexist with society.

## ■ **Enhancement of corporate governance through continuous reform**

We will continue to incessantly reform and validate management resources and risk management, and build and maintain effective corporate governance. We will adapt flexibly to changes in the business environment and work to achieve resilient corporate management that contributes to the sustainable growth of the Group.

Established on April 18, 2005

Revised on January 1, 2024

## **artience Group Basic Policy on Procurement**

The artience Group (hereinafter “the Group”) is contributing to society by offering outstanding products and services to customers, while working to build honest relationships through fair and equitable procurement activities with our suppliers who work with us to build supply chains. With a view to ideal form of supply chains built by the Group and its suppliers in order to contribute to the sustainable development of society and the global environment, the Group established the “Basic Policy on Procurement” (hereinafter “the Basic Policy”), and will conduct procurement activities such as purchasing and outsourcing.

### **1. Compliance with laws and international norms**

The Group will comply with the laws and regulations of the countries and regions in which we conduct procurement activities, and respect and comply with international codes of conduct as well as societal norms in those countries and regions. In particular, we will respond to the demands of society, such as by strengthening our response to human rights issues, including those in our supply chain, as provided for under the “UK Modern Slavery Act 2015,” “California Transparency in Supply Chains Act,” “OECD Guidelines for Multinational Enterprises,” and “OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict and High-Risk Areas.”

### **2. Human rights and labor considerations**

The Group will strive to build supply chains in which the human rights of all workers involved are respected and their labor rights and appropriate employment and working environment ensured, so as to eliminate inhumane treatment such as child labor and forced labor, discrimination, harassment, and potential involvement in human rights abuses including procurement of conflict minerals. Furthermore, we will demonstrate consideration for the right to life and the right to live of indigenous peoples and local residents in the areas in which we conduct business operations.

### **3. Responsibility for the global environment and resources**

In addition to complying with environmental laws and regulations, the Group will strive to voluntarily reduce our environmental impact and our use of resources in order to contribute to the preservation of the global environment and the development of a recycling-oriented society through our procurement activities. We will maintain a particular focus on reducing energy consumption and greenhouse gas emissions across our entire supply chain. As a manufacturer of chemicals, we will also ensure that chemical substance control is implemented both for raw materials and the manufacturing process.

### **4. Fair business practices**

In order to gain the trust of all stakeholders, the Group will conduct our procurement activities based on corporate ethics and responsible business practices and in accordance with all applicable laws. We will prohibit corruption acts such as bribery, the sharing or receiving of illegal gains, the obstruction of fair and open competition, and the infringement of intellectual property rights, as well as strive for appropriate information disclosure so as to ensure confidentiality, accountability, and transparency.

### **5. Dissemination of the policy and education**

The Group will work to maintain and sustain a sustainable supply chain through appropriate training and education activities relating to human rights, labor issues, and the environment, etc., and by making this

Basic Policy and Sustainable Supply Chain Guidelines known to all Group employees and all other persons involved in the supply chain.

## 6. Selection of suppliers

Suppliers are our partners when it comes to achieving our vision for a sustainable supply chain through our procurement activities. The Group will select like-minded suppliers who seek to improve the sustainability of the global environment and society based on fair and equitable criteria, comprehensively and rationally taking into account their capabilities and reliability in terms of factors such as legal compliance, quality, price, supply capacity, technological capability, and ability to provide information. To maintain a sustainable supply chain, we will also conduct appropriate surveys and audits of our suppliers and work toward continuous improvement.

To achieve the objectives of this paragraph, we will apply the following criteria in the selection of new suppliers and periodic checks of the status of existing suppliers.

### <Standard for Selecting Suppliers>

#### (1) Legal compliance

The supplier must always comply with laws and regulations, and respect international codes of conduct. In particular, the supplier must conduct corporate activities in good faith for all supply chain stakeholders, with due consideration to human rights and labor practices.

#### (2) Quality

The supplier must maintain stable quality using a quality control system that adequately meets the Group's quality requirements.

#### (3) Price

The supplier must offer prices that are appropriate and economically rational. The price of raw materials must be at a level that allows the Group to compete on price in the market.

#### (4) Supply capacity

The supplier must satisfy our desired volume and delivery terms and ensure a stable supply.

#### (5) Technological capabilities

The supplier must possess the technological capabilities necessary to support the monozukuri (manufacturing excellence) goals of the Group.

#### (6) Ability to provide information

The supplier must be able to provide necessary or relevant information and proposals to the Group in a timely and appropriate manner.

#### (7) Confidentiality

The supplier must be able to maintain the confidentiality of information obtained in the course of transacting business with the Group using an appropriate information control and security system.

#### (8) Environmental-friendly

The supplier must strive to reduce energy consumption and greenhouse gas emissions in the supply chain, demonstrating adequate consideration for global environmental protection, the preservation of resources and biodiversity.

#### (9) Management base

The supplier must practice sound and sustainable business management based on a resilient business foundation.



**(10) CSR management**

The supplier must practice corporate social responsibility in business activities in conformance with the Basic Policy and the Sustainable Supply Chain Guidelines, or in compliance with business practices at an equivalent level.

**7. Revision, abolition and management**

Decisions regarding the revision or abolition of this Basic Policy shall be made by the Board of Directors of artience Co., Ltd.

The department in charge of the revision and abolition of this Basic Policy shall be the department that oversees the procurement activities of artience Co., Ltd.

Established on April 2005  
Revised on January 1, 2024

# 1. Respecting the Laws and Internationally Recognized Standards

We will comply with the laws and regulations of the countries and regions in which we conduct business activities, and respect and comply with international codes of conduct. If such laws and regulations conflict with international codes of conduct, we will pursue methods of maximizing respect for those codes of conduct to the extent that such laws and regulations do not conflict with them.

\* “International codes of conduct” refers to customary international law, the generally accepted principles of international law, and expectations for the socially responsible behavior of companies, as deduced from agreements between governments, including universally accepted treaties and conventions. Examples include the UN Universal Declaration of Human Rights, the Ten Principles of the UN Global Compact, the UN Guiding Principles on Business and Human Rights, the Sustainable Development Goals (SDGs,) the ILO International Labour Standards, the ILO Tripartite Declaration of Principles concerning Multinational Enterprises (MNE Declaration,) and the OECD Guidelines for Multinational Enterprises.

<b>RBA Code of Conduct 8.0</b>	Introduction
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	1. Respecting the Laws and Internationally Recognized Standards
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	II-1. Basic attitude toward human rights      III-1. Basic attitude toward labor practices IV-1. Basic attitude toward environmental initiatives V-1. Basic attitude toward fair business practices VI-1. Basic attitude toward product and service quality and safety VII-1. Basic attitude toward information security VIII-1. Basic attitude toward the supply chain

## 2. Human Rights and Labor

We will respect the human rights of all people — including workers — involved in our corporate activities, and treat them with respect.

\* “Workers” includes all workers, including full-time, contract, temporary and dispatched workers, foreign workers, migrant workers, students, direct and indirect workers, and workers engaged in other types of employment.

<b>RBA Code of Conduct 8.0</b>	A. Labor
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2. Human Rights and Labor
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	II-1. Basic attitude toward human rights      III-1. Basic attitude toward labor practices

### 2-1. Prohibiting forced labor and freely chosen employment

We will employ all workers of their own free will, and will not force them to perform forced labor. We will also respect the right of workers to leave their jobs and terminate their employment voluntarily.

- We will not use forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons.
- We will not impose unreasonable restrictions on workers’ freedom of movement on entering or exiting workplaces, dormitories or living quarters.
- We will provide an employment agreement that clearly states the terms and conditions of employment, either in the worker’s native language, or in a language that the worker can fully understand.
- For foreign and migrant workers, we will provide an employment agreement prior to the worker departing from his or her country of origin or place of residence, and there shall be no substitution or change(s) made to the employment agreement upon arrival at the place / country of employment (unless these changes are made to meet relevant local laws and provide equal or better terms.)
- We will grant workers the freedom to leave their jobs. If a worker gives prior notice of leave or retirement in accordance with the relevant laws and regulations of the place / country of employment, no penalty or unfair wage deductions will be imposed.
- Employers and staffing or recruitment agencies that mediate the dispatch or introduction of workers to employers may not hold (except where the employer is required by local laws to hold such documents,) conceal, destroy, confiscate or deny workers use of their own official government-issued identification documents, passports, work permits, immigration documents or other such documents.
- Employers and staffing or recruitment agencies that mediate the dispatch or introduction of workers to employers will not collect commissions (recruitment / placement fees, employment fees or equivalent) from workers when recruiting or hiring.
- We will request and confirm that staffing or recruitment agencies that mediate the dispatch or introduction of workers to us agree to and implement the above initiatives.

<b>RBA Code of Conduct 8.0</b>	A-1. Prohibition of Forced Labor
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-1. Prohibiting Forced Labor
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-7. Prohibition of forced labor

## 2-2. Prohibiting child labor and respecting the rights of young workers

We will not employ children under the minimum working age, and will not allow young workers under the age of 18 to engage in work that undermines their development. We will treat student workers appropriately, in accordance with the relevant laws and regulations of the place / country of employment.

- We will not employ children. We will establish a process for verifying the age of workers with official documents such as identification documents when hiring.
- We will not allow young workers under the age of 18 to engage in dangerous work that is likely to jeopardize their health or safety, including night shifts and overtime, or work that does not adequately protect their morals.
- We will protect the rights of student workers and ensure appropriate support and education (training) in accordance with the relevant laws and regulations of the place / country of employment. In the absence of applicable laws or if such laws are inadequate, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other workers performing equal or similar tasks.

\* “Child” means any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the place / country of employment, whichever is greatest.

<b>RBA Code of Conduct 8.0</b>	A-2. Young Workers
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-2. Prohibiting Child Labor and Respecting the Rights of Young Workers
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-8. Prohibition of child labor

## 2-3. Working hours management

We will not allow workers to work beyond the legal limit for working hours. We will appropriately manage workers’ working hours, holidays, days off, work breaks, etc.

- Weekly working hours, including overtime, shall not exceed the limits stipulated by the relevant laws and regulations of the place / country of employment, except in the event of a disaster or other unavoidable emergency.
- When a worker works overtime, we will comply with the relevant laws and regulations of the place / country of employment and overtime work will be performed under the instructions of his or her supervisor and with the agreement with the worker him or herself.
- Planned and actual numbers of working days per year shall not exceed the limits stipulated by the relevant laws and regulations of the place / country of employment.

- We will allow workers at least one day (i.e., 24 hours) off every seven days.
- Employees shall be entitled to annual paid leave, maternity leave, childcare leave and break times as stipulated by the relevant laws and regulations of the place / country of employment.
- When excessive overtime work or overtime conditions are found to be the norm, we will take appropriate corrective measures to eliminate excessive overtime conditions.

<b>RBA Code of Conduct 8.0</b>	A-3. Working Hours
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-3. Decent Working Hours
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-6. Fair application of working hours, time off, and paid time off, etc.

## 2-4. Adequate wages and allowances

We will pay workers at least the legal minimum wage stipulated by the relevant laws and regulations of the place / country of employment, and will not make unfair salary reductions.

- We will comply with all applicable wage laws and regulations relating to wages for workers, including minimum wages, overtime hours, legally mandated benefits, and wage deductions. In addition, we will give consideration to the “living wage” necessary to maintain the adequate standard of living for workers and their families in the place / country of employment.
- For overtime work, we will pay extra wages in accordance with the relevant laws and regulations of the place / country of employment.
- We will not reduce wages as a disciplinary measure. We will permit wage reductions as a disciplinary measure only if the relevant laws and regulations of the place / country of employment permit the reduction of wages for disciplinary purposes, and where agreed upon by a freely negotiated collective agreement.
- We will take care to ensure that there is no unreasonable disparity in the payment of wages between different forms of employment, in accordance with the principle of equal pay for equal work.
- We will provide workers with wage statements so that they can confirm that they are being paid for the work they have performed.

<b>RBA Code of Conduct 8.0</b>	A-4. Wages and Benefits
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-4. Adequate Wages and Allowances
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-5. Payment of fair wages

## 2-5. Prohibiting inhumane treatment

We respect the human rights of workers and will not tolerate inhumane treatment such as abuse or harassment, or other behavior which may lead to such acts.

- We will not engage in inhumane treatment of workers, including mental or physical violence, abuse, oppression, coercion, harassment, or public shaming.
- In addition to formulating disciplinary policies and procedures against inhumane treatment, we will also develop and operate a complaint handling mechanism (internal reporting system) to ascertain the facts surrounding any inhumane treatment, and make it known to workers.

<b>RBA Code of Conduct 8.0</b>	A-5. Non-Discrimination / Non-Harassment / Humane Treatment E-8. Worker / Stakeholder Engagement and Access To Remedy
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-5. Prohibiting Inhumane Treatment
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-4. Prohibition of inhumane treatment V-7. Services for responding to complaints from outside the company and for consultations

## 2-6. Prohibiting discrimination

We will eliminate discrimination in all employment situations and strive to realize equal opportunities and fair treatment.

- We will not discriminate on the basis of factors other than reasonable factors such as the ability, aptitude and achievements of the worker him or herself, and will not engage in behavior that may lead to discrimination.
- We will not subject workers or candidates for employment to medical tests or physical exams that are not clearly necessary to determine their suitability for the job, and that could be used in a discriminatory purpose.
- We will respect the diversity of workers and strive to establish a diversity, equity and inclusion (DE&I) system that allows workers with all manner of attributes to perform jobs according to their abilities and aptitudes, and to enjoy equal opportunities for promotion and development, as well as fair treatment.
- In utilizing artificial intelligence (AI) technologies, we will not use AI for applications that may lead to discrimination or human rights violations against specific individuals or groups, and will work to eliminate such possibilities.
- We will make appropriate accommodations as necessary to enable workers to engage in religious practices.

\* “All employment situations” means recruitment, application, hiring, education, evaluation, promotion, wages, compensation, benefits, penalties, retirement, termination and other employment practices.

- \* “Factors other than reasonable factors” means factors such as race, color, ethnicity, national origin, region of origin, social background, age, gender, sexual orientation, gender identity and expression, ideology, creed, religion, political affiliation or political opinion, disability, military service status, union membership, employment status, academic background, marital status, family circumstances, state of health or genetic information.
- \* “Appropriate accommodations” means providing appropriate places of worship on the premises of a business location or nearby, ensuring established prayer hours during working hours, permitting clothing based on religious doctrine, and addressing religious restrictions when serving meals.

<b>RBA Code of Conduct 8.0</b>	A-5. Non-Discrimination / Non-Harassment / Humane Treatment
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-6. Prohibiting Discrimination
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	II-2. Respect for human rights and prohibition of discrimination III-2. Prohibition of discrimination in the workplace III-3. Provision of equal opportunities to employees regarding human resources development and career advancement, etc. III-9. Respect for the religious traditions and customs of the country of operation

## 2-7. Freedom of association and right to collective bargaining

We will respect workers’ freedom of association (the right to form and join trade unions, etc.) and right to collective bargaining as a means of achieving labor-management consultations on working conditions, working environments, wage levels, etc.

- We will recognize the right of workers to form and join trade unions, and engage in collective bargaining, in accordance with the relevant laws and regulations of the place / country of employment.
- We will respect the right of workers to engage in collective bargaining and participate in peaceful gatherings or refrain from same.
- We will not discriminate or engage in reprisals against workers or their representatives, or intimidate or harass them.
- Workers and their representatives may engage in collective bargaining to communicate publicly with management regarding working conditions and management practices.

<b>RBA Code of Conduct 8.0</b>	A-6. Freedom of Association and Collective Bargaining
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	2-7. Freedom of Association and Right to Collective Bargaining
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-10. Recognition of and respect for freedom of association and the right to collective bargaining

### 3. Health and Safety

We will work to improve occupational health and safety. We will work to minimize injuries and illnesses associated with the work that workers perform, and create a safe and hygienic working environment.

<b>RBA Code of Conduct 8.0</b>	B. Health and Safety
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3. Health and Safety
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

#### 3-1. Occupational safety

We will assess risks to the health and safety of workers in the workplace and ensure their safety through appropriate design, technology and management measures.

- We will identify potential risks (hazards) in the workplace, including the possibility of their actual manifestation, and implement measures to eliminate or reduce risks, implement safety measures, and conduct ongoing safety training.
- Depending on the nature of the work, we will provide workers with appropriate personal protective equipment (protective safety glasses, safety hats, gloves, safety shoes, etc.) free of charge.
- We will make reasonable accommodations for occupational health and safety for pregnant women and nursing mothers, and will not assign them to high-risk (highly hazardous) working environment.
- We will strive to provide nursing mothers with appropriate breaks and safe, clean and private areas for breastfeeding and / or milking.

<b>RBA Code of Conduct 8.0</b>	B-1. Occupational Health and Safety
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-1. Occupational Safety
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

#### 3-2. Emergency preparedness

We will prepare emergency response measures in anticipation of possible disasters and accidents and make them known among workers, in order to protect human life and guard against bodily harm.

- We will prepare appropriate emergency response measures for disasters and accidents that may occur.
- We will make all workers thoroughly aware of evacuation routes and evacuation methods, and conduct evacuation drills at least annually or as required by local law, whichever is more stringent.
- We will formulate and prepare recovery plans for in the event of emergencies, and after they occur.



- \* “Appropriate emergency response measures” include emergency reporting, worker notification, clarification of evacuation methods, storage and posting of emergency response procedures and emergency response personnel contact information, installation of appropriate fire detectors and firefighting / fire extinguishing devices and fire doors, securing methods of external communication, ensuring clear and unobstructed evacuation routes, establishing appropriate evacuation facilities, and stockpiling emergency medical supplies.

<b>RBA Code of Conduct 8.0</b>	B-2. Emergency Preparedness
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-2. Emergency Preparedness
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-3. Occupational injury and illness

We will ascertain the situation with regard to occupational injuries and illness and take appropriate measures, with the safety and health of workers in mind.

- We will create a working environment in which workers are not concerned or hesitant to report occupational injuries and illnesses, to encourage workers to report them.
- We will classify and record injuries and illness cases, provide necessary medical treatment, and investigate cases and implement corrective actions to eliminate their causes.
- We will establish and appropriately operate a system to support the return to work of workers who have suffered occupational injuries or illnesses.
- We will take necessary procedures at the time of employment of workers and in the event of an accident or illness (including enrollment in workers’ accident compensation insurance) with local governments, etc., in accordance with the relevant laws and regulations of the place / country of employment.

<b>RBA Code of Conduct 8.0</b>	B-3. Occupational Injury and Illness
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-3. Occupational Injury and Illness
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-4. Industrial hygiene

We will ascertain the situation with regard to chemical and biological agents that are harmful to the human body, as well as temperature, humidity, noise, offensive odors, etc., in the workplace, and take appropriate measures.

- We will identify industrial hygiene risks to the health of workers and take measures to eliminate or reduce risks.
- We will provide workers with opportunities to receive education and training that will help them avoid and mitigate industrial hygiene risks.

- If necessary, we will provide workers with appropriate personal protective equipment, ventilation, medical supplies, etc.

\* “Industrial hygiene risks” means toxic and deleterious substances, radiation, substances that cause chronic diseases (lead, asbestos, etc.) in the workplace environment, as well as harmful substances such as soot, steam, mist, and dust, temperature and humidity levels that adversely affect health, and significant levels of noise and odors.

<b>RBA Code of Conduct 8.0</b>	B-4. Industrial Hygiene
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-4. Industrial Hygiene
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-5. Physically demanding work

We will identify physically demanding work tasks and manage them appropriately so that they do not lead to occupational injuries and illnesses.

- We will identify tasks that involve manual handling of raw materials, heavy labor such as manual heavy lifting, assembly work that requires brute force, repetitive and continuous work over extended periods of time (VDT work such as data entry), and work that requires workers to remain in an unnatural posture for extended periods of time; and implement appropriate work management measures, such as improving the working environment.

<b>RBA Code of Conduct 8.0</b>	B-5. Physically Demanding Work
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-5. Physically Demanding Work
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-6. Machine safeguarding

We will evaluate the machinery and equipment used by workers for safety hazards and implement appropriate safety measures.

- We will assess the safety hazards of machinery and equipment used to determine whether workers may suffer accidents / injuries or health hazards while working.
- Where safety hazards exist, we will employ safety mechanisms (safeguards) such as failsafe, foolproof, interlock, lockout, and tagout mechanisms, install safety devices and protective barriers, and perform regular maintenance of machinery.

\* “Failsafe” means a design that can maintain safety at all times even if a failure occurs due to incorrect operation or malfunction of mechanical equipment.

\* “Foolproof” means a mechanism that prevents incorrect operation of mechanical devices.

- \* “Interlock” means a safety device that prevents operation unless certain conditions are met.
- \* “Lockout” means the act of shutting off or locking the power source supplied to a mechanical device.
- \* “Tagout” means installing a warning tag that prohibits the resumption of a locked-out power source.

<b>RBA Code of Conduct 8.0</b>	B-6. Machine Safeguarding
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-6. Machine Safeguarding
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-7. Health and safety at facilities

We will appropriately ensure the health and safety of living facilities (cafeterias / eating facilities, dormitories, toilet facilities, etc.) provided for workers.

- We will provide workers with clean (potable) drinking water and toilet facilities. Where there are cafeterias / eating facilities that provide meals to workers, we will serve food that is prepared and stored under sanitary conditions.
- We will ensure that dormitories and other residential living facilities provided for workers take measures against fires, secure emergency evacuation (egress) routes, be equipped with safe storage facilities for storing personal items, and provide an adequate living environment in terms of floor area, air conditioning, temperature control, lighting, etc.

<b>RBA Code of Conduct 8.0</b>	B-7. Sanitation, Food, and Housing
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-7. Health and Safety at Facilities
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-8. Health and safety communication

To ensure the safety and health of workers, we will provide appropriate health and safety information and education, and seek to ensure adequate communication between workers and the workplace with regard to health and safety.

- We will provide appropriate workplace health and safety information about workplace hazards in the native language of workers, or a language that they can fully understand. Health and safety information will be clearly posted in the facility, including the workplace, or placed in a location that is easily accessible by workers, to make workers thoroughly aware of the information.
- We will provide health and safety education / training to all workers prior to beginning work relating to workplace hazards, and regularly thereafter.
- We will establish and operate communication channels that allow workers to raise any health and safety concerns without fear of retaliation or otherwise disadvantageous treatment in terms of their employment.

\* “Workplace hazards” include, but are not limited to, mechanical, electrical, chemical, fire and physical hazards.

<b>RBA Code of Conduct 8.0</b>	B-8. Health and Safety Communication
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-8. Health and Safety Communication
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

### 3-9. Worker health management

We will conduct appropriate health management for all workers.

- We will conduct health examinations for all workers in accordance with the laws and regulations of the place / country of employment, to prevent and / or detect occupational illnesses at an early stage.
- We will give sufficient consideration to the prevention of health impairment due to long working hours and overwork, and provide mental healthcare and other care.

<b>RBA Code of Conduct 8.0</b>	B-4. Industrial Hygiene
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	3-9. Worker Health Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	III-11. Proper management of employee safety and health

## 4. Environment

To help create a sustainable society, we will strive to minimize adverse effects on local communities, the environment, and natural resources in our corporate activities by identifying the impact on the global environment while giving top priority to safeguarding the health and safety of not only employees but also other people involved with all our corporate activities. We also aim to improve global environmental issues such as climate change and environmental pollution through our business, and contribute to the sustainable growth of both the company and society through the creation of environmental value.

<b>RBA Code of Conduct 8.0</b>	C. Environment
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4. Environment
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-1. Basic attitude toward environmental initiatives

### 4-1. Environmental permits and reports

We will obtain all permits and approvals required for conducting business, in accordance with the relevant laws and regulations at each of our locations, and comply with the operational and reporting requirements of local government / administrative agencies.

- We are obligated, under environment-related laws and regulations, to appoint a manager (or managers) who have acquired certain qualifications with regard to specific matters (including, but not limited to, waste, energy, and pollution prevention.) We will comply with such requirements as stipulated by the relevant laws and regulations at each of our locations.
- Depending on the chemical substances used in our business operations, we may be obligated to appoint a person (or persons) responsible for the management of poisonous and deleterious substances, specified chemical substances, hazardous materials, etc. Depending on the nature of our business operations and the location of our factories, it may be necessary to obtain local government / administrative approvals for environmental impact assessments and facilities that handle hazardous materials. We will comply with such requirements as stipulated by the relevant laws and regulations at each of our locations.

<b>RBA Code of Conduct 8.0</b>	C-1. Environmental Permits and Reporting
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-1. Environmental Permits and Reports
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-1. Basic attitude toward environmental initiatives

### 4-2. Effective utilization of resources

We will set voluntary targets for resource and energy conservation and strive to continuously make effective use of resources and energy.

- We will strive to conserve natural resources, including water, fossil fuels, minerals, and raw materials derived from virgin forests by reducing resource and energy consumption through specific means in our production activities.

- In addition to encouraging the use of recycled resources and components, we will also work to conserve resources and energy in packaging and transportation.

\* “ Specific means” means modifying and improving production facilities, regular maintenance, improvement of conversion efficiency of equipment used as heat and power sources, using alternative raw materials, encouraging reuse and recycling, and making improvements to production processes that contribute to saving resources and energy.

<b>RBA Code of Conduct 8.0</b>	C-2. Pollution Prevention and Resource Conservation
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-5. Effective Utilization of Resources and Waste Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.) IV-6. Identification, management, reduction, and responsible disposal or recycling of waste

### 4-3. Chemical substance management

We will identify chemical substances, waste, and other materials posing a hazard to humans or the environment and manage them appropriately, in accordance with the relevant laws and regulations at each of our locations.

- We will identify chemical substances requiring management and establish, operate and manage a system (or systems) for ensuring that chemicals are labeled, safely handled, moved, stored, used, recycled or reused, and disposed of reliably.
- We will thoroughly comply with the relevant laws and regulations at each of our locations regarding chemical substance control.

\* “ Relevant laws and regulations” in Japan include the Act on the Regulation of Manufacture and Evaluation of Chemical Substances, the Poisonous and Deleterious Substances Control Act, the Industrial Safety and Health Act, the Fire Service Act, and the Act on the Assessment of Releases of Specified Chemical Substances in the Environment and the Promotion of Management Improvement (PRTR [Pollutant Release and Transfer Register] Act.) Overseas laws and regulations include the EU’s RoHS directive, REACH regulations, etc.

<b>RBA Code of Conduct 8.0</b>	C-3. Hazardous Substances
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-6. Chemical Substance Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-2. Management of chemical substances indicated in laws and regulations, etc., in production processes, products, and services IV-6. Identification, management, reduction, and responsible disposal or recycling of waste

### 4-4. Solid waste

We will manage waste appropriately in accordance with the relevant laws and regulations at each of our locations. We will also set voluntary reduction targets to prevent environmental pollution and reduce waste, and work toward continuous reduction.

- We will establish, operate and manage a system (or systems) for identifying, classifying, storing, moving and responsibly disposing of or recycling waste, including both hazardous and non-hazardous waste.

- We will regularly audit and evaluate whether or not disposal and transportation companies for hazardous and industrial waste are carrying out appropriate treatment and handling in accordance with the terms of the contract.
- We will set voluntary reduction targets and formulate and execute plans to continuously reduce solid waste.

<b>RBA Code of Conduct 8.0</b>	C-2. Pollution Prevention and Resource Conservation C-4. Solid Waste
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-5. Effective Utilization of Resources and Waste Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-3. Control and reduction of waste water, sludge and air emissions IV-6. Identification, management, reduction, and responsible disposal or recycling of waste

## 4-5. Air emissions

We will implement appropriate pollution prevention measures in accordance with the relevant laws and regulations at each of our locations, to reduce emissions of hazardous substances that pose a hazard to humans or the environment into the atmosphere.

- We will analyze and characterize air emissions (exhaust gases, etc.) prior to discharge, and engage in necessary management and treatment based on the results.
- We will establish and appropriately operate air emission control and treatment systems, including daily monitoring, to ensure optimal operation and regulatory compliance.
- We will appropriately manage and dispose of hazardous substances collected from air emissions (exhaust gases, etc.) in accordance with the relevant laws and regulations at each of our locations.

\* “Hazardous substances” that can be discharged into the atmosphere include volatile organic compounds (VOCs,) aerosols, corrosives, particulates, ozone-depleting substances, and combustion byproducts. They also include odorous substances that can degrade the living environment for nearby residents, although they are not actually hazardous to health.

<b>RBA Code of Conduct 8.0</b>	C-2. Pollution Prevention and Resource Conservation C-5. Air Emissions
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-3. Air Emissions
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-3. Control and reduction of waste water, sludge and air emissions

## 4-6. Managing the chemical substances contained in products

We will engage in chemical substance control in compliance with all applicable laws, regulations and customer requirements regarding the prohibition or restriction of use of certain chemicals in products, or in manufacturing processes.

- In managing chemical substances contained in products, we will comply with the relevant laws and regulations of the countries of manufacture and destination of the products, as well as the relevant artience Group standards, and customer requirements.
- As an upstream supply chain company, we will provide downstream companies with the necessary information about the chemicals contained in products, or used in manufacturing processes.
- \* “Relevant artience Group standards” means the artience Group Prohibited Substances List and the artience Group Restricted Substances List.
- \* Chemicals “contained in products” also include reaction products, contaminants and residues generated during manufacturing processes.

<b>RBA Code of Conduct 8.0</b>	C-6. Materials Restrictions
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-7. Managing the Chemical Substances Contained in Products
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-2. Management of chemical substances indicated in laws and regulations, etc., in production processes, products, and services

## 4-7. Water management

We will strive to conserve water resources through the proper use of water, in accordance with the relevant laws and regulations at each of our locations We will also implement reliable management of wastewater discharge and measures to prevent leakage, and take maximum pollution prevention measures to prevent the discharge or leakage of contaminated water, and the pollution of soil and groundwater.

- We will work to ascertain the situation regarding sources, usage, and discharge of water used in our business, and strive to conserve and reuse water.
- We will ascertain and identify water contamination risks and manage water at sites, including the prevention of pollution of on-site waterways, soil, and groundwater.
- We will analyze and characterize the water quality of all wastewater prior to discharge or disposal, and engage in necessary management and treatment prior to discharge or disposal based on the results.
- We will establish and appropriately operate wastewater control, disposal processing and emergency response (contaminated water containment) systems, including daily monitoring, to ensure optimal operation and regulatory compliance.

<b>RBA Code of Conduct 8.0</b>	C-2. Pollution Prevention and Resource Conservation C-7. Water Management
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-4. Water Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-3. Control and reduction of waste water, sludge and air emissions IV-4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.)



## 4-8. Reducing energy consumption and greenhouse gas emissions

As a measure against climate change, we will strive to improve energy efficiency and engage in continuous efforts to reduce energy consumption and greenhouse gas emissions.

- We will set voluntary reduction targets and formulate and execute plans to improve energy efficiency and continuously reduce greenhouse gas emissions.
  - We will track, record and document energy consumption and greenhouse gas emissions at the facility and business site / location level.
  - We will disclose information on improving energy efficiency and reducing greenhouse gas emissions in a timely and appropriate manner, as demanded by society and customers.
- \* “Improve energy efficiency” means minimizing energy consumption and greenhouse gas emissions relative to the amount of corporate activities in Scope 1 (direct emissions from the use of fuel, etc.) and Scope 2 (indirect emissions from the use of electricity, heat, and steam supplied by other companies.)
- \* “Greenhouse gas” means the seven gases defined by the Kyoto Protocol (second commitment period) of the United Nations Framework Convention on Climate Change (UNFCCC) — namely, carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF<sub>6</sub>), and nitrogen trifluoride (NF<sub>3</sub>).

<b>RBA Code of Conduct 8.0</b>	C-8. Energy Consumption and Greenhouse Gas Emissions
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	4-2. Reducing Energy Consumption and Greenhouse Gas Emissions
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.) IV-5. Reduction of GHG (greenhouse gases)

## 4-9. Conserving biodiversity

We will assess the impact of our business activities on ecosystems and make efforts to minimize negative impact.

- We will identify on-site and off-site ecosystem risks at our business locations and production bases, and engage in biodiversity conservation activities.
- We will strive to minimize the negative impact on ecosystems in our businesses that make use of natural resources derived from forests, oceans, inland freshwater systems, living creatures, etc.
- We will contribute to the conservation of biodiversity through the provision of products and services that contribute to solving various environmental issues.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	—
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	IV-4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.) IV-7. Initiatives related to biodiversity

## 5. Ethics

To earn the trust of all stakeholders, we will comply with laws and regulations in the countries and regions where we operate and international codes of conduct, and engage in business activities based on high ethical standards.

<b>RBA Code of Conduct 8.0</b>	D. Ethics
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5. Fair Trading and Ethics
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-1. Basic attitude toward fair business practices

### 5-1. Preventing corruption

We will not engage in bribery, corruption, extortion or embezzlement of any kind.

- We will establish a policy that prohibits all forms of bribery of public officials, whether direct or indirect, illegal or inappropriate political contributions, excessive gifts and hospitality / entertainment, corruption, extortion, embezzlement, etc., of any kind, and will continue to comply with it.
- In situations where individual and corporate interests conflict, we will not engage in behavior that damages corporate interests, or enjoy personal interests.
- To continuously comply with anti-corruption policies, we will appropriately spread information, enlighten, educate and train our officers and employees, and regularly confirm their level of understanding.

<b>RBA Code of Conduct 8.0</b>	D-1. Business Integrity
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-1. Preventing Corruption
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-2. Establishment of appropriate relationships with local governments and public officials in and outside countries where business activities are conducted V-3. Prevention of the giving and receiving of improper advantages with customers and trade partners, etc., in sales and purchasing activities, etc. V-9. Prohibition of acts with conflicting interests

### 5-2. Prohibiting inappropriate provision and improper benefit

We will not promise, offer, authorize, give or accept anything as a means of obtaining any undue or improper advantage.

- We will not directly or indirectly give or receive money, excessive hospitality / entertainment or gifts, or provide or receive items of tangible or intangible value other than money for the purpose of obtaining or maintaining undue or improper profits or preferential treatment, or avoiding losses.
- We will not engage in insider trading (such as buying or selling the company's shares, etc.) based on material information that is not in the public domain, obtained through business with customers, suppliers or other business partners.

\* “Insider trading” includes the provision of material information that is not in the public domain, to a third party, either for a fee or free of charge.

<b>RBA Code of Conduct 8.0</b>	D-2. No Improper Advantage
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-2. Prohibiting Inappropriate Provision and Improper Benefit
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-3. Prevention of the giving and receiving of improper advantages with customers and trade partners, etc., in sales and purchasing activities, etc. V-8. Prohibition of insider trading VII-4. Prevention of misuse of confidential information

### 5-3. Prohibiting involvement with antisocial forces

We will take a resolute stance against antisocial forces and will not associate with them in any way whatsoever.

- We will not associate with antisocial forces or activities in any way whatsoever. We will not compromise whatsoever with regard to unreasonable demands from antisocial forces.
- We will not engage in business transactions with antisocial forces. If an organization with which we have already done business is found to be an antisocial force, we will promptly terminate the transaction.

\* “Antisocial forces” means organizations and individuals that threaten social order and safety and hinder sound social and economic activities, such as by pursuing profits through criminal acts such as violence, intimidation, and fraud.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	—
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-5. Rejection of relationships with antisocial forces / organizations

### 5-4. Information disclosure

We will appropriately disclose information to stakeholders, regardless of whether or not such disclosure is obligated by laws and regulations.

- We will disclose information that should be disclosed by the company, in accordance with applicable laws, regulations and general business practices.
- We will not falsify records relating to disclosed information, make false representations, or disclose false information.

\* “Information that should be disclosed by the company” includes details of business activities, financial status, business performance, ESG (environmental, social, and governance) information, risk-related information, and supply chain information.

<b>RBA Code of Conduct 8.0</b>	D-3. Disclosure of Information
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-3. Fair Information Disclosure E. Disclosing the Activities
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	I-5. Dispatch of CSR-related information inside and outside the company

## 5-5. Respecting intellectual property rights

We will protect our intellectual property and strive to respect and not to infringe on the intellectual property rights of others.

- We will not infringe on the intellectual property rights of others, including customers and suppliers.
  - When developing, producing, selling, or providing products and services, we will conduct preliminary investigations to a reasonable extent to avoid infringement upon the intellectual property rights of others.
  - We will not infringe on copyrights by illegally using or copying publications, content, computer software, or other copyrighted works.
  - We will not obtain or use the confidential information of others by illegal means.
- \* “Intellectual property rights” includes intellectual property rights such as patent rights, utility model rights, design rights, trademark rights, and copyrights as stipulated by laws and regulations, as well as confidential information such as trade secrets and technical know-how.

<b>RBA Code of Conduct 8.0</b>	D-4. Intellectual Property
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-4. Respecting Intellectual Property
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-6. Prevention of unauthorized use of a third party's intellectual property and of illegal reproduction of copyrighted works VII-4. Prevention of misuse of confidential information

## 5-6. Fair business activities

We will not engage in any behavior that hinders fair, transparent, and free competition.

- We will engage in fair business, advertising, and competition in compliance with relevant laws and regulations at each of our locations, as well as international codes of conduct and industry rules.
  - We will not engage in unfair transactions such as cartels, bid rigging, discriminatory consideration, unfairly cheap sales, unfairly high-priced purchasing, or other behavior that may hinder competition.
  - In displays and advertisements in catalogs, etc., relating to products and services, we will not use expressions that differ from the facts, display statements that may mislead consumers / customers, or defame or infringe upon the rights of others.
- \* “Cartels” means an agreement with other companies in the same industry regarding the prices, quantities, sales regions, etc., for products and services.

- \* “Bid rigging” means prior arrangement of the winning bidder or the winning bid price in a bidding process with other bidders.
- \* “Discriminatory consideration” means the supply of products and services at low prices to specific sales regions and customers, with the aim of unfairly eliminating competitors.

<b>RBA Code of Conduct 8.0</b>	D-5. Fair Business, Advertising and Competition
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-5. Conducting Fair Business
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-4. Prevention of competition law violations in sales activities, etc.

### 5-7. Prohibiting abuse of superior bargaining position

We will not engage in any behavior that may cause disadvantage to our suppliers / business partners by abusing our dominant position in business.

- In purchasing and outsourcing, we will comply with the relevant laws and regulations at each of our locations, and engage in sincere, fair, and impartial transactions based on contractual agreements, etc.
- We will not use our position as a purchaser or outsourcer to unilaterally determine or change the terms and conditions of transactions with suppliers or contractors, or to impose unreasonable demands or obligations.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	—
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	V-4. Prevention of competition law violations in sales activities, etc.

### 5-8. Establishing a whistleblowing system and protecting whistleblowers

We will develop and operate a whistleblowing system to prevent or detect violations of laws and regulations, fraudulent acts, material risks relating to transactions, compliance problems (or behavior that may lead to such violations, acts, risks or problems) in the company and the supply chain at an early stage, and ensure the confidentiality of reported information and eliminate any risk of retaliation against whistleblowers.

- We will establish consultation and whistleblowing contacts to receive complaints and whistleblowing reports from various stakeholders, including our own employees and those of our suppliers and other business partners.
- To enable whistleblowers to raise concerns without fear of retaliation, we will ensure the confidentiality of reported information and the anonymity of any whistleblowers in cases of consultation or reporting.
- We will protect whistleblowers from retaliation or disadvantageous treatment from organizations or individuals, including their own company, as a result of their whistleblowing.

- To ensure and improve the effectiveness of the whistleblowing system, we will confirm the level of understanding of stakeholders, conduct awareness surveys, and engage in continuous and open improvement activities based on proposals from inside and outside the company.
- \* “Whistleblowing” means the reporting by a person related to the business of the company or its suppliers regarding illegal, fraudulent, or inappropriate acts by officers or employees of the company, or occurred in the supply chain.
- \* “Disadvantageous treatment” means acts that harm the working environment of the whistleblower, including harassment / bullying, and defamation, and changes in working conditions such as unfair personnel evaluations, deductions of remuneration, dismissal or reassignment.

<b>RBA Code of Conduct 8.0</b>	D-6. Protection of Identity and Non-Retaliation
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-6. Protecting Whistleblowers D. Establishing a Grievance Mechanism
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	I-4. Establishment of a whistle-blower system V-7. Services for responding to complaints from outside the company and for consultations

## 5-9. Responsible sourcing of minerals and avoidance of complicity in human rights violations

To eliminate complicity in human rights violations and the possibility of such violations, we will avoid the use of conflict minerals and raw materials derived from conflict minerals, and ensure that our products do not contain such minerals. We will also strive to avoid the use of raw materials, goods, and outsourced work for which involvement in human rights violations and / or other criminal activities has been identified.

- We will formulate our own policy on responsible sourcing of minerals and comply with it in our activities for procuring raw materials, products, and services.
- We will perform reasonable and continuous due diligence to ensure that minerals contained in our products do not fall under the category of conflict minerals.
- In addition to conflict minerals, we will appropriately investigate and handle the procurement of raw materials, products, and services for which there are concerns of involvement in human rights violations and / or other criminal activities.
- We will appropriately disclose the results of due diligence activities with regard to conflict minerals at the request of our customers.
- \* “Conflict minerals” means minerals that are mined by unjust means that cause human rights violations, environmental destruction, corruption, conflict, etc., in conflict-affected and high-risk areas as defined by the OECD, and directly or indirectly fund groups and forces that are complicit in such acts. Specifically, it refers to 3TG (tin, tungsten, tantalum, gold), which were designated as covered by the US Dodd-Frank Act, enacted in 2013, and cobalt and natural mica as highlighted in the EMRT (Extended Minerals Reporting Template) released in 2021.

<b>RBA Code of Conduct 8.0</b>	D-7. Responsible Sourcing of Minerals
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	5-7. Responsible Minerals Procurement
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	II-3. Avoidance of complicity in (or contribution to) human rights abuses VIII-2. Use of raw materials not involved in conflict or crime (initiatives against conflict minerals)

## 5-10. Prohibiting infringement of rights of local residents

We will not infringe upon the rights of local residents or indigenous peoples, such as by unreasonable demands for eviction or significant destruction of their living environment.

- We will give due consideration to ensure that our decision-making, business activities, and products and services do not directly or indirectly infringe upon the human rights of consumers and local residents.
- When acquiring or using land for business activities, we will comply with local laws and regulations and strive to gain the understanding of local residents and indigenous peoples who may be affected by our business activities.
- When gaining the understanding of local residents and indigenous peoples, we will seek their free, prior and informed consent.
- We will respect the lifestyles of local residents and indigenous peoples, and implement appropriate measures to prevent the deterioration or destruction of their living environments.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	—
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	II-2. Respect for human rights and prohibition of discrimination II-3. Avoidance of complicity in (or contribution to) human rights abuses II-4. Respect and consideration for the life and culture of the local community and indigenous people IX-1. Initiatives to reduce negative effects on local communities

## 6. Quality and Safety

We will prioritize the quality and safety of the products and services we provide, work to continuously increase and improve quality through our quality management system, and provide accurate information to buyers.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	6. Quality and Safety
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VI-1. Basic attitude toward product and service quality and safety

### 6-1. Ensuring product safety

We will fulfill our responsibilities as a supplier by designing, manufacturing, and selling products and services that ensure sufficient product safety by meeting the safety standards stipulated by the relevant laws and regulations of our sales areas.

- We will design products that ensure sufficient safety and fulfill our responsibilities as a manufacturer.
- Regarding the safety of our products and services, we will consider not only compliance with laws and regulations, but also safety as required by socially accepted norms.
- To ensure the safety of our products and services, we will manage traceability (history of materials, components, processes, etc.) and take swift action to solve problems.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	6-1. Ensuring Product Safety
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VI-2. Ensuring product and service quality and safety VI-3. Appropriate response to product and service accidents and the circulation of defective goods

### 6-2. Quality management

We will establish and operate a quality management system to ensure quality control of products and services.

- We will not only comply with laws and regulations relating to quality, but also comply with and satisfy our own quality standards and customer requirements.
- In addition to working to establish a quality management system, we will strive to obtain third-party certification for our quality management systems, such as ISO 9001.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	6-2. Quality Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VI-2. Ensuring product and service quality and safety



### 6-3. Providing accurate information on products and services

We will provide accurate information about products and services that does not lead to misunderstandings.

- We will provide buyers with accurate information on specifications, quality assurance, and handling methods for our product and services.
- We will appropriately report information such as chemical substances contained in our products to buyers in accordance with the relevant laws and regulations at each of our locations.
- We will not provide false or falsified information. If an event is discovered that has a significant impact on maintaining product quality, we will promptly report it to buyers.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	6-3. Providing Accurate Information on Products and Services
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VI-1. Basic attitude toward product and service quality and safety VI-2. Ensuring product and service quality and safety

### 6-4. Responding to quality and safety problems

We will take appropriate action when it is judged that an accident or quality defect has occurred, or is sufficiently likely to occur, with respect to our products and services after they have been supplied.

- We will establish a system for taking appropriate measures in the event of an accident caused by the products we have supplied, or in the event of defective products being distributed, including reporting to buyers and the relevant government / administrative point of contact, investigating the cause, and working to prevent recurrences.
- We will disclose information appropriately to minimize damage when problems with the quality and safety of products and services are expected to negatively impact consumers and other downstream parts of the supply chain.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	6-1. Ensuring Product Safety
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VI-1. Basic attitude toward product and service quality and safety VI-3. Appropriate response to product and service accidents and the circulation of defective goods

## 7. Information Security

We will appropriately manage and protect information obtained through our business activities and take measures to protect against threats such as cyber attacks.

- \* “Threats such as cyber attacks” means damage such as leakage, falsification, destruction or encryption of information, and stoppage of information systems due to threats such as computer viruses, worms and spyware.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	7. Information Security
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VII-1. Basic attitude toward information security

### 7-1. Defense from cyber attacks

We will take appropriate and reasonable defense measures against threats such as cyber attacks, and manage them so that they do not cause damage to our company or others.

- We will develop appropriate and reasonable defense measures against potential cyber attacks and plans to enable swift recovery from attacks.
- We will strive to prevent the occurrence of damage within the company and the spread of damage to others by providing education and training on defense against cyber attacks to officers and employees to raise their awareness.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	7-1. Defense from Cyber Attacks
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VII-2. Defense against attacks on computer networks

## 7-2. Protecting personal information

We will appropriately manage and protect all personal information in accordance with the relevant laws and regulations of the countries and regions in which we operate.

- We will work to protect the personal information of all persons involved in our corporate activities, including suppliers, customers, consumers, and employees.
- We will collect, store, process, transmit, share and erase personal information in compliance with laws and regulations relating to privacy and information security.

<b>RBA Code of Conduct 8.0</b>	D-8. Privacy
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	7-2. Protecting Personal Information
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VII-3. Protection of personal information and privacy

## 7-3. Preventing leak of confidential information

We will appropriately protect and manage confidential information collected by the company and information received from customers and third parties.

- We will classify information collected by the company and information received from business partners, customers, consumers, employees, etc. as confidential information according to its importance, and manage and protect it strictly and appropriately.
- We will regularly provide information security education to officers and employees to raise their awareness of the prevention of information leaks within the company.
- We will formulate a response system and procedures in preparation for the occurrence of information security problems.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	7-3. Preventing Leak of Confidential Information
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VII-4. Prevention of misuse of confidential information

## 8. Business Continuity Planning

We will formulate a business continuity plan to facilitate the swift recovery of our business and fulfill our supply responsibilities in the event of the occurrence of natural disasters, accidents, other unforeseen circumstances, etc., that may cause damage to the company, suppliers, or subcontractors.

- \* “Business continuity plan” will include measures to ensure a stable supply of products, such as surveying raw material suppliers back through the supply chain, supplementing production through collaboration with other companies in the same industry, purchasing from multiple suppliers, and managing inventory.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	8. Business Continuity Planning 8-1. Developing and Preparing a Business Continuity Plan
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	I-3. Establishment of a business continuity planning (BCP) system

## 9. Coexistence with Local Communities

In addition to respecting the history, culture, traditions, customs, and religions of countries and regions around the world, we will seek to actively communicate with residents of the countries and regions in which we operate, and contribute to the development of local communities and the improvement of sustainability.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	—
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	<p>II-4. Respect and consideration for the life and culture of the local community and indigenous people</p> <p>III-9. Respect for the religious traditions and customs of the country of operation</p> <p>IX-1. Initiatives to reduce damage to the health, safety, and sanitation of local communities and residents</p> <p>IX-2. Initiatives with contribute to the local community and residents and collaborate towards sustainable development</p>

## 10. Management System

We will establish and operate a management system in relation to the contents of these Guidelines (i.e., items required to create a sustainable supply chain). This system will ensure compliance with relevant laws and regulations, and customer requirements for our operations and products, compliance with these Guidelines, and identification and mitigation of operational risks associated with these Guidelines.

<b>RBA Code of Conduct 8.0</b>	E. Management Systems
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	A. Establishing a Management System
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	I-1. Establishment of a CSR promotion system I-2. Establishment of internal controls

### 10-1. Establishing a management system

We will build and operate a management system that includes the requirements of the following items, based on our social and environmental responsibilities.

- **[Company commitment]** Posting a “Corporate Commitment to Social and Environmental Responsibility” approved by management (the Board of Directors) at our facilities, in the native language of the workers, or in a language that they can fully understand.
- **[Management accountability and responsibility]** Appointment of officers in charge of each management system and related measures, and conducting regular reviews.
- **[Legal and customer requirements]** Establishment and operation of a system to identify social and environmental responsibility requirements, applicable laws and regulations, and customer requirements, and to monitor compliance.
- **[Risk assessment and risk management]** Establishment and operation of mechanisms for identifying, assessing, and managing risks relating to social and environmental responsibility.
- **[Improvement objectives]** Preparation of improvement objectives and implementation plans relating to social and environmental responsibility, and periodic evaluation of the state of achievement.
- **[Training]** Conducting education and training for employees to realize policies, initiatives, and improvement objectives.
- **[Communication]** Implementation of communication activities to convey accurate information on policies, practices, expectations and performance to workers, suppliers, and customers.
- **[Worker feedback, participation, and grievance]** Mechanisms for worker participation in activities, systems for obtaining feedback from workers, and consultation and reporting systems for obtaining information on grievances, for continuous improvement with regard to social and environmental responsibilities.
- **[Audits and assessments]** Periodic self-evaluations, audits, and internal control processes to ensure compliance with laws and regulations relating to social and environmental responsibility, and customer requirements.

- **[Corrective action process]** Corrective action process for nonconformities (deficiencies) identified by internal and external assessments, inspections, investigations, and reviews.
- **[Documentation and records]** Creation and maintenance of documents and records of compliance with laws and regulations and compliance with the company's management requirements (provided appropriate confidentiality of personal and confidential information.)
- **[Supplier responsibility]** A process to communicate the company's social and environmental responsibility requirements to suppliers and to monitor their compliance.

<b>RBA Code of Conduct 8.0</b>	E. Management Systems E-1. Company Commitment E-2. Management Accountability and Responsibility E-3. Legal and Customer Requirements E-4. Risk Assessment and Risk Management E-5. Improvement Objectives E-6. Training E-7. Communication E-8. Worker / Stakeholder Engagement and Access to Remedy E-9. Audits and Assessments E-10. Corrective Action Process E-11. Documentation and Records E-12. Supplier Responsibility
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	A. Establishing a Management System
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	I-1. Establishment of a CSR promotion system I-2. Establishment of internal controls II-1. Basic attitude toward human rights III-1. Basic attitude toward labor practices IV-1. Basic attitude toward environmental initiatives V-1. Basic attitude toward fair business practices VI-1. Basic attitude toward product and service quality and safety VII-1. Basic attitude toward information security VIII-1. Basic attitude toward the supply chain

## 10-2. Supplier management

We will communicate the requirements of these Guidelines — along with similar codes of conduct established and adopted by the company — to suppliers and subcontractors, monitor their state of compliance, and strive to establish a process for investigating and requesting improvements as necessary.

- We will establish a system to reliably communicate matters necessary to achieve sustainable procurement to suppliers and subcontractors.
- To ensure that appropriate sustainable procurement is carried out, we will establish a system for suppliers and buyers to share information and, if necessary, hold discussions and conduct investigations and make improvements.

<b>RBA Code of Conduct 8.0</b>	E-12. Supplier Responsibility
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	B. Supplier Management
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	VIII-1. Basic attitude toward the supply chain

### 10-3. Proper import / export control

We will establish a clear management system for technologies and goods that are regulated by international agreements on imports and exports and related laws and regulations of exporting and importing countries, and carry out appropriate import and export procedures.

- We will research, understand, and comply with international agreements and other laws and regulations on imports and exports.
- We will reliably implement appropriate import and export procedures for technologies and goods that are subject to import and export regulations.
- We will establish an internal management system for imports and exports.

<b>RBA Code of Conduct 8.0</b>	—
<b>JEITA Responsible Business Conduct Guidelines 1.1</b>	C. Proper Import / Export Control
<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	—



## Guidelines Comparison Table

This comparison table shows a comparison between CSR activity standards and guidelines which are widely applied in Japan and overseas, and each item of the artience Group Sustainable Supply Chain Guidelines 2.0.

### RBA Code of Conduct 8.0 Comparison Table

RBA Code of Conduct 8.0	Sustainable Supply Chain Guidelines 2.0
Introduction	1. Respecting the Laws and Internationally Recognized Standards
A. Labor	2. Human Rights and Labor
A-1. Prohibition of Forced Labor	2-1. Prohibiting forced labor and freely chosen employment
A-2. Young Workers	2-2. Prohibiting child labor and respecting the rights of young workers
A-3. Working Hours	2-3. Working hours management
A-4. Wages and Benefits	2-4. Adequate wages and allowances
A-5. Non-Discrimination / Non-Harassment / Humane Treatment	2-5. Prohibiting inhumane treatment 2-6. Prohibiting discrimination
A-6. Freedom of Association and Collective Bargaining	2-7. Freedom of association and right to collective bargaining
B. Health and Safety	3. Health and Safety
B-1. Occupational Health and Safety	3-1. Occupational safety
B-2. Emergency Preparedness	3-2. Emergency preparedness
B-3. Occupational Injury and Illness	3-3. Occupational injury and illness
B-4. Industrial Hygiene	3-4. Industrial hygiene 3-9. Worker health management
B-5. Physically Demanding Work	3-5. Physically demanding work
B-6. Machine Safeguarding	3-6. Machine safeguarding
B-7. Sanitation, Food, and Housing	3-7. Health and safety at facilities
B-8. Health and Safety Communication	3-8. Health and safety communication
C. Environment	4. Environment
C-1. Environmental Permits and Reporting	4-1. Environmental permits and reports
C-2. Pollution Prevention and Resource Conservation	4-2. Effective utilization of resources 4-4. Solid waste 4-5. Air emissions 4-7. Water management
C-3. Hazardous Substances	4-3. Chemical substance management
C-4. Solid Waste	4-4. Solid waste
C-5. Air Emissions	4-5. Air emissions
C-6. Materials Restrictions	4-6. Managing the chemical substances contained in products
C-7. Water Management	4-7. Water management
C-8. Energy Consumption and Greenhouse Gas Emissions	4-8. Reducing energy consumption and greenhouse gas emissions

<b>RBA Code of Conduct 8.0</b>	<b>Sustainable Supply Chain Guidelines 2.0</b>
D. Ethics	5. Ethics
D-1. Business Integrity	5-1. Preventing corruption
D-2. No Improper Advantage	5-2. Prohibiting inappropriate provision and improper benefit
D-3. Disclosure of Information	5-4. Information disclosure
D-4. Intellectual Property	5-5. Respecting intellectual property rights
D-5. Fair Business, Advertising and Competition	5-6. Fair business activities
D-6. Protection of Identity and Non-Retaliation	5-8. Establishing a whistleblowing system and protecting whistleblowers
D-7. Responsible Sourcing of Minerals	5-9. Responsible sourcing of minerals and avoidance of complicity in human rights violations
D-8. Privacy	7-2. Protecting personal information
E. Management Systems	10. Management System
E-1. Company Commitment	10-1. Establishing a management system
E-2. Management Accountability and Responsibility	10-1. Establishing a management system
E-3. Legal and Customer Requirements	10-1. Establishing a management system
E-4. Risk Assessment and Risk Management	10-1. Establishing a management system
E-5. Improvement Objectives	10-1. Establishing a management system
E-6. Training	10-1. Establishing a management system
E-7. Communication	10-1. Establishing a management system
E-8. Worker / Stakeholder Engagement and Access to Remedy	2-5. Prohibiting inhumane treatment 10-1. Establishing a management system
E-9. Audits and Assessments	10-1. Establishing a management system
E-10. Corrective Action Process	10-1. Establishing a management system
E-11. Documentation and Records	10-1. Establishing a management system
E-12. Supplier Responsibility	10-1. Establishing a management system 10-2. Supplier management

\* RBA Code of Conduct 8.0 has no corresponding items for the following items in the artience Group Sustainable Supply Chain Guidelines 2.0; 4-9. Conserving biodiversity, 5-3. Prohibiting involvement with antisocial forces, 5-7. Prohibiting abuse of superior bargaining position, 5-10. Prohibiting infringement of rights of local residents, 6. Quality and Safety, 6-1. Ensuring product safety, 6-2. Quality management, 6-3. Providing accurate information on products and services, 6-4. Responding to quality and safety problems, 7. Information Security, 7-1. Defense from cyber attacks, 7-3. Preventing leak of confidential information, 8. Business Continuity Planning, 9. Coexistence with Local Communities, 10-3. Proper import / export control.

## JEITA Responsible Business Conduct Guidelines 1.1 Comparison Table

JEITA Responsible Business Conduct Guidelines 1.1	Sustainable Supply Chain Guidelines 2.0
1. Respecting the Laws and Internationally Recognized Standards	1. Respecting the Laws and Internationally Recognized Standards
2. Human Rights and Labor	2. Human Rights and Labor
2-1. Prohibiting Forced Labor	2-1. Prohibiting forced labor and freely chosen employment
2-2. Prohibiting Child Labor and Respecting the Rights of Young Workers	2-2. Prohibiting child labor and respecting the rights of young workers
2-3. Decent Working Hours	2-3. Working hours management
2-4. Adequate Wages and Allowances	2-4. Adequate wages and allowances
2-5. Prohibiting Inhumane Treatment	2-5. Prohibiting inhumane treatment
2-6. Prohibiting Discrimination	2-6. Prohibiting discrimination
2-7. Freedom of Association and Right to Collective Bargaining	2-7. Freedom of association and right to collective bargaining
3. Health and Safety	3. Health and Safety
3-1. Occupational Safety	3-1. Occupational safety
3-2. Emergency Preparedness	3-2. Emergency preparedness
3-3. Occupational Injury and Illness	3-3. Occupational injury and illness
3-4. Industrial Hygiene	3-4. Industrial hygiene
3-5. Physically Demanding Work	3-5. Physically demanding work
3-6. Machine Safeguarding	3-6. Machine safeguarding
3-7. Health and Safety at Facilities	3-7. Health and safety at facilities
3-8. Health and Safety Communication	3-8. Health and safety communication
3-9. Worker Health Management	3-9. Worker health management
4. Environment	4. Environment
4-1. Environmental Permits and Reports	4-1. Environmental permits and reports
4-2. Reducing Energy Consumption and Greenhouse Gas Emissions	4-8. Reducing energy consumption and greenhouse gas emissions
4-3. Air Emissions	4-5. Air emissions
4-4. Water Management	4-7. Water management
4-5. Effective Utilization of Resources and Waste Management	4-2. Effective utilization of resources 4-4. Solid waste
4-6. Chemical Substance Management	4-3. Chemical substance management
4-7. Managing the Chemical Substances Contained in Products	4-6. Managing the chemical substances contained in products

JEITA Responsible Business Conduct Guidelines 1.1	Sustainable Supply Chain Guidelines 2.0
5. Fair Trading and Ethics	5. Ethics
5-1. Preventing Corruption	5-1. Preventing corruption
5-2. Prohibiting Inappropriate Provision and Improper Benefit	5-2. Prohibiting inappropriate provision and improper benefit
5-3. Fair Information Disclosure	5-4. Information disclosure
5-4. Respecting Intellectual Property	5-5. Respecting intellectual property rights
5-5. Conducting Fair Business	5-6. Fair business activities
5-6. Protecting Whistleblowers	5-8. Establishing a whistleblowing system and protecting whistleblowers
5-7. Responsible Minerals Procurement	5-9. Responsible sourcing of minerals and avoidance of complicity in human rights violations
6. Quality and Safety	6. Quality and Safety
6-1. Ensuring Product Safety	6-1. Ensuring product safety 6-4. Responding to quality and safety problems
6-2. Quality Management	6-2. Quality management
6-3. Providing Accurate Information on Products and Services	6-3. Providing accurate information on products and services
7. Information Security	7. Information Security
7-1. Defense from Cyber Attacks	7-1. Defense from cyber attacks
7-2. Protecting Personal Information	7-2. Protecting personal information
7-3. Preventing Leak of Confidential Information	7-3. Preventing leak of confidential information
8. Business Continuity Planning	8. Business Continuity Planning
8-1. Developing and Preparing a Business Continuity Plan	8. Business Continuity Planning
A. Establishing a Management System	10. Management System 10-1. Establishing a management system
B. Supplier Management	10-2. Supplier management
C. Proper Import / Export Control	10-3. Proper import / export control
D. Establishing a Grievance Mechanism	5-8. Establishing a whistleblowing system and protecting whistleblowers
E. Disclosing the Activities	5-4. Information disclosure

\* JEITA Responsible Business Conduct Guidelines 1.1 has no corresponding items for the following items in the artience Group Sustainable Supply Chain Guidelines 2.0; 4-9. Conserving biodiversity, 5-3. Prohibiting involvement with antisocial forces, 5-7. Prohibiting abuse of superior bargaining position, 5-10. Prohibiting infringement of rights of local residents, 9. Coexistence with Local Communities.

## GCNJ CSR / Sustainable Procurement SAQ 1.2 Comparison Table

GCNJ CSR / Sustainable Procurement SAQ 1.2	Sustainable Supply Chain Guidelines 2.0
I-1. Establishment of a CSR promotion system	10. Management System 10-1. Establishing a management system
I-2. Establishment of internal controls	10. Management System 10-1. Establishing a management system
I-3. Establishment of a business continuity planning (BCP) system	8. Business Continuity Planning
I-4. Establishment of a whistle-blower system	5-8. Establishing a whistleblowing system and protecting whistleblowers
I-5. Dispatch of CSR-related information inside and outside the company	5-4. Information disclosure
II-1. Basic attitude toward human rights	1. Respecting the Laws and Internationally Recognized Standards 2. Human Rights and Labor 10-1. Establishing a management system
II-2. Respect for human rights and prohibition of discrimination	2-6. Prohibiting discrimination 5-10. Prohibiting infringement of rights of local residents
II-3. Avoidance of complicity in (or contribution to) human rights abuses	5-9. Responsible sourcing of minerals and avoidance of complicity in human rights violations 5-10. Prohibiting infringement of rights of local residents
II-4. Respect and consideration for the life and culture of the local community and indigenous people	5-10. Prohibiting infringement of rights of local residents 9. Coexistence with Local Communities
III-1. Basic attitude toward labor practices	1. Respecting the Laws and Internationally Recognized Standards 2. Human Rights and Labor 10-1. Establishing a management system
III-2. Prohibition of discrimination in the workplace	2-6. Prohibiting discrimination
III-3. Provision of equal opportunities to employees regarding human resources development and career advancement, etc.	2-6. Prohibiting discrimination
III-4. Prohibition of inhumane treatment	2-5. Prohibiting inhumane treatment
III-5. Payment of fair wages	2-4. Adequate wages and allowances
III-6. Fair application of working hours, time off, and paid time off, etc.	2-3. Working hours management
III-7. Prohibition of forced labor	2-1. Prohibiting forced labor and freely chosen employment
III-8. Prohibition of child labor	2-2. Prohibiting child labor and respecting the rights of young workers
III-9. Respect for the religious traditions and customs of the country of operation	2-6. Prohibiting discrimination 9. Coexistence with Local Communities
III-10. Recognition of and respect for freedom of association and the right to collective bargaining	2-7. Freedom of association and right to collective bargaining
III-11. Proper management of employee safety and health	3. Health and Safety 3-1. Occupational safety 3-2. Emergency preparedness 3-3. Occupational injury and illness 3-4. Industrial hygiene 3-5. Physically demanding work 3-6. Machine safeguarding 3-7. Health and safety at facilities 3-8. Health and safety communication 3-9. Worker health management

GCNJ CSR / Sustainable Procurement SAQ 1.2	Sustainable Supply Chain Guidelines 2.0
IV-1. Basic attitude toward environmental initiatives	1. Respecting the Laws and Internationally Recognized Standards 4. Environment 4-1. Environmental permits and reports 10-1. Establishing a management system
IV-2. Management of chemical substances indicated in laws and regulations, etc., in production processes, products, and services	4-3. Chemical substance management 4-6. Managing the chemical substances contained in products
IV-3. Control and reduction of waste water, sludge and air emissions	4-4. Solid waste 4-5. Air emissions 4-7. Water management
IV-4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.)	4-2. Effective utilization of resources 4-7. Water management 4-8. Reducing energy consumption and greenhouse gas emissions 4-9. Conserving biodiversity
IV-5. Reduction of GHG (greenhouse gases)	4-8. Reducing energy consumption and greenhouse gas emissions
IV-6. Identification, management, reduction, and responsible disposal or recycling of waste	4-2. Effective utilization of resources 4-3. Chemical substance management 4-4. Solid waste
IV-7. Initiatives related to biodiversity	4-9. Conserving biodiversity
V-1. Basic attitude toward fair business practices	1. Respecting the Laws and Internationally Recognized Standards 5. Ethics 10-1. Establishing a management system
V-2. Establishment of appropriate relationships with local governments and public officials in and outside countries where business activities are conducted	5-1. Preventing corruption
V-3. Prevention of the giving and receiving of improper advantages with customers and trade partners, etc., in sales and purchasing activities, etc.	5-1. Preventing corruption 5-2. Prohibiting inappropriate provision and improper benefit
V-4. Prevention of competition law violations in sales activities, etc.	5-6. Fair business activities 5-7. Prohibiting abuse of superior bargaining position
V-5. Rejection of relationships with antisocial forces/organizations	5-3. Prohibiting involvement with antisocial forces
V-6. Prevention of unauthorized use of a third party's intellectual property and of illegal reproduction of copyrighted works	5-5. Respecting intellectual property rights
V-7. Services for responding to complaints from outside the company and for consultations	2-5. Prohibiting inhumane treatment 5-8. Establishing a whistleblowing system and protecting whistleblowers
V-8. Prohibition of insider trading	5-2. Prohibiting inappropriate provision and improper benefit
V-9. Prohibition of acts with conflicting interests	5-1. Preventing corruption

<b>GCNJ CSR / Sustainable Procurement SAQ 1.2</b>	<b>Sustainable Supply Chain Guidelines 2.0</b>
VI-1. Basic attitude toward product and service quality and safety	1. Respecting the Laws and Internationally Recognized Standards 6. Quality and Safety 6-3. Providing accurate information on products and services 6-4. Responding to quality and safety problems 10-1. Establishing a management system
VI-2. Ensuring product and service quality and safety	6-1. Ensuring product safety 6-2. Quality management 6-3. Providing accurate information on products and services
VI-3. Appropriate response to product and service accidents and the circulation of defective goods	6-1. Ensuring product safety 6-4. Responding to quality and safety problems
VII-1. Basic attitude toward information security	1. Respecting the Laws and Internationally Recognized Standards 7. Information Security 10-1. Establishing a management system
VII-2. Defense against attacks on computer networks	7-1. Defense from cyber attacks
VII-3. Protection of personal information and privacy	7-2. Protecting personal information
VII-4. Prevention of misuse of confidential information	5-2. Prohibiting inappropriate provision and improper benefit 5-5. Respecting intellectual property rights 7-3. Preventing leak of confidential information
VIII-1. Basic attitude toward the supply chain	1. Respecting the Laws and Internationally Recognized Standards 10-1. Establishing a management system 10-2. Supplier management
VIII-2. Use of raw materials not involved in conflict or crime (initiatives against conflict minerals)	5-9. Responsible sourcing of minerals and avoidance of complicity in human rights violations
IX-1. Initiatives to reduce damage to the health, safety, and sanitation of local communities and residents	5-10. Prohibiting infringement of rights of local residents 9. Coexistence with Local Communities
IX-2. Initiatives with contribute to the local community and residents and collaborate towards sustainable development	9. Coexistence with Local Communities

\* GCNJ CSR / Sustainable Procurement SAQ 1.2 has no corresponding items for the following items in the artience Group Sustainable Supply Chain Guidelines 2.0; 10-3. Proper import / export control.

## Sustainable Supply Chain Check Sheet (ver.2.0)

The artience Group (hereinafter referred to as the “Group”) requires all suppliers who have received the artience Group Sustainable Supply Chain Guidelines (hereinafter referred to as the “Guidelines”) to sign a letter of confirmation confirming their agreement to the Guidelines, based on the state of their CSR activities. Signing this letter of confirmation does not require suppliers to immediately and fully comply with all of these Guidelines. The state of consent and signing of this letter of confirmation by suppliers and their current state of compliance with these Guidelines will be used as reference information for formulating measures to promote the Group's CSR procurement activities.

The Group considers its suppliers to be partners belonging to the same supply chain, and asks for your cooperation in signing this letter of confirmation as an act of collaboration toward improving the sustainability of the supply chain as a whole.

Please check (✓) the boxes for the items you agree to.

1.  Your company has received these Guidelines and has confirmed and understood their purpose and content.
2.  You support the Group’s ongoing compliance with these Guidelines for CSR procurement activities.
3.  Your company is working to ensure to continuous compliance with a CSR code of conduct established by your company, or by your parent company or industry associations, etc. If not, your company will work to ensure continued compliance with these Guidelines.
4.  In addition to Paragraphs 1 through 3 above, your company will endeavor to request the same CSR activities as your company from business partners located upstream of your company in the supply chain to which you and the Group belong.
5.  In addition to Paragraphs 1 through 3 above, you agree to discuss with the Group and cooperate to a reasonable extent regarding the provision of information, investigations, and improvement activities requested by the Group as part of its CSR procurement activities.

Name of artience Group company you supply	
Name of supplier company	
Signatory's affiliation and position	
Signatory's name	
Date of signing	
Signature (handwritten)	

- \* The signatory of this letter of confirmation should be the representative of your company (president, etc.,) the person in charge of the transactions (head of sales division, etc.,) or the person in charge of contract management for the transaction (head of the administrative division, etc.) A seal is not required.
- \* Please fill out this letter of confirmation, print it, sign it by hand, and submit it to your Group representative (you can also scan the signed letter and send it by fax or email.)
- \* Details of your consent and signature based on the letter of confirmation submitted will be shared as confidential information within the Group. Your understanding is appreciated.



## Reference Materials

RBA (Responsible Business Alliance) Code of Conduct 8.0 (January 2024)

<https://www.responsiblebusiness.org/code-of-conduct/>

JEITA (Japan Electronics and Information Technology Industries Association) Responsible Business Conduct Guidelines 1.1 (March 2023)

<https://www.jeita.or.jp/cgi-bin/public/detail.cgi?id=769&cateid=1>

GCNJ (Global Compact Network Japan) CSR / Sustainable Procurement Self-Assessment Questionnaire 1.2 (November 2023)

<https://www.ungcjin.org/activities/help/index.html>

UN Universal Declaration of Human Rights

<https://www.un.org/en/about-us/universal-declaration-of-human-rights>

The Ten Principles of the UN Global Compact

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

UN Guiding Principles on Business and Human Rights

[https://www.ohchr.org/sites/default/files/Documents/Publications/GuidingPrinciplesBusinessHR\\_EN.pdf](https://www.ohchr.org/sites/default/files/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf)

UN Sustainable Development Goals (SDGs)

<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

ILO International Labour Standards

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

ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy (MNE Declaration)

<https://www.ilo.org/empent/areas/mne-declaration/lang--en/index.htm>

OECD Guidelines for Multinational Enterprises

<https://mneguidelines.oecd.org/mneguidelines/>

OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas

<https://www.oecd.org/daf/inv/mne/OECD-Due-Diligence-Guidance-Minerals-Edition3.pdf>

ISO 9001 family (Quality Management Systems)

<https://www.iso.org/iso-9001-quality-management.html>

Section 1502 of the Dodd-Frank Wall Street Reform & Consumer Protection Act (Conflict Minerals)

<https://www.govinfo.gov/content/pkg/COMPS-9515/pdf/COMPS-9515.pdf>

EMRT (Extended Minerals Reporting Template)

<https://www.responsiblemineralsinitiative.org/reporting-templates/emrt/>

Act on the Regulation of Manufacture and Evaluation of Chemical Substances [Japanese laws and regulations]  
<https://elaws.e-gov.go.jp/document?lawid=348AC0000000117>

Poisonous and Deleterious Substances Control Act [Japanese laws and regulations]  
<https://elaws.e-gov.go.jp/document?lawid=325AC0000000303>

Industrial Safety and Health Act [Japanese laws and regulations]  
<https://elaws.e-gov.go.jp/document?lawid=347AC0000000057>

Fire Service Act [Japanese laws and regulations]  
<https://elaws.e-gov.go.jp/document?lawid=323AC1000000186>

Act on the Assessment of Releases of Specified Chemical Substances in the Environment and the Promotion of Management Improvement (PRTR Act) [Japanese laws and regulations]  
<https://elaws.e-gov.go.jp/document?lawid=411AC0000000086>

Directive 2011/65/EU of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment (recast) Text with EEA relevance (RoHS 2 Directive)  
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32011L0065>

Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH Regulation)  
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32006R1907&from=EN>

## Revision History

October 24, 2022	Version 1.0.
May 10, 2024	Version 2.0. Due to the change in company name and the Philosophy System, the description has been revised and the included policy documents have been replaced. The following items have been revised, added or clarified; Article 1, 2-3, 2-4, 2-6, 4-7, 5-9, 10, and the confirmation sheet. Re-complied with the updated version of the RBA Code of Conduct, JEITA Responsible Business Conduct Guidelines, GCNJ CSR / Sustainable Procurement Self-Assessment Questionnaire. Other changes include overall layout changes and wording corrections such as typos, grammatical errors, and difficult expressions.