

UACJ GROUP GUIDELINES
FOR
CSR AND PROCUREMENT

PURCHASING DEPARTMENT

Preface:

Recent years, enterprises have been expected to proactively work on the fulfillment of social responsibility through their activities, what we call, “Corporate Social Responsibility (CSR)”, as a member of society, including, but not limited to, responsibility to comply with laws under the situation of diversification of stakeholders and consequent changes of evaluation criteria of each enterprise.

UACJ Group takes into account the social responsibility and desires to continue to be a group trusted by all the stakeholders through “Corporate activities”, “Environment protection activities” and “Social contribution activities”, and has been working on CSR activities.

From the whole perspectives of supply chains, however, efforts of UACJ Group to work on the above activities should not be enough, and we believe it inevitable for all the business partners providing us with equipment and services, no matter whether directly or indirectly, to have full understandings of the importance of CSR activities of UACJ Group.

For such purpose, we hereby present our “UACJ GROUP GUIDELINES FOR CSR AND PROCUREMENT” to our business partners, according to which UACJ Group will carry out its procurement activities. Therefore, we would like our business partners to understand these guidelines and to cooperate with our CSR procurement activities.

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UACJ Corporation

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1. Human Rights and Work

1.1 Elimination of discrimination

We will eliminate discrimination in recruitment and employment, and will strive to achieve equal opportunity and fairness in treatment.

The “**Discrimination**” means the provision of differences in opportunities and treatment such as recruitment, promotion, compensation, participation in training and so on, depending on factors other than such reasonable ones as ability, aptitude and achievements of the person. Factors of the discrimination, for example, include race, ethnicity, nationality, region of origin, color, age, gender, sexual orientation, disability, religion, political opinion, union membership and marital status. If a health check or pregnancy test compromises equal opportunity or fairness in treatment, it deems discriminatory.

1.2 Prohibition of forced labor

We will hire all our employees at their own free will, and will never force our employees to work.

The “**Forced Labor**” means all kind of labor that does not depend on one's will, including, but not limited to, the following: Forced labor to work against one’s will; Bonded labor *saimu roudo*, limiting freedom to leave work for the purpose of repayment of debt and the like; Slavery labor as a result of human trafficking; Inhumane prison labor in harsh environments even for a prisoner; Restriction of right to leave work; Act to require the deposit of an identification card, a passport and/or a work permit to employers.

1.3 Prohibition of inhumane treatment

We will respect the human rights of our employees and will not treat them harshly and inhumanely, including, but not limited to, abuse and various types of harassment.

The “**Inhumane Treatment**” means abuse, corporal punishment, sexual harassment, power harassment (harassment and intimidating behavior by abusive language).

1.4 Prohibition of child labor

We will not hire children under the minimum working age and will not let them work in a way that impairs their development.

The “**Child labor**” generally means hire of persons under the minimum working age set forth in the ILO Conventions and Recommendations, and neglect of the protection of young workers. For example, in Japan, it is also the prohibited child labor to employ persons under the age of 15 or to violate laws and regulations for the protection of young workers. Restrictions on night work and dangerous work are examples of regulations which protect young workers from employment that could impairs their health, safety and morality. Even overseas, employment of persons under the minimum working age or incompliance with obligations to protect such persons under the laws and regulations of the country of residence is the child work. In countries where there are no such laws and regulations, acts that violate the ILO's Minimum Age Convention or recommendations are the child labor, which, in principle, stipulate 15 years old as the minimum (C138 of ILO Convention)

1.5 Appropriate wages

We will pay at least the legal minimum wage to our employees, and will not make any unreasonable wage reduction.

The “**Minimum Wage**” means the minimum wage stipulated or controlled by laws and regulations related to wage in the country of residence. This section also covers payment of other allowances including, but not limited to, overtime allowance and legal benefits. Unreasonable wage reduction means wage reduction that violates labor-related laws and regulations.

1.6 Working hours

We will properly manage the working hours, holidays and vacations of employees so as not to exceed the legal limit of working hours.

The “**Proper Management of Working Hours**” refers to the following actions:

- To prevent the number of working days per year from exceeding its legal limit;
- To prevent working hours including overtime (excluding in case of emergency) per week from exceeding its legal limit;
- To give at least one day off per week; and
- To grant the right to take annual leave with pay as required by laws

1.7 Employees' right to organize

We will respect the right of employees to organize as a means of realizing labor-management consultations regarding working environment, wage levels, etc.

The “**Respect for the right of employees to organize**” means giving consideration to the freedom of employees to associate without retaliation, intimidation or harassment, the freedom of employees to join a labor union in accordance with laws, the freedom of employees to protest, and the freedom of employees to join a labor council or the like.

2. Compliance

2.1 Compliance with laws and regulations

As a global company, we will not only appropriately obtain necessary licenses and make necessary notifications, etc. but also fully understand and comply with relevant laws and regulations in Japan as well as overseas in conducting business activities. We will also respect the religions, customs, cultures and traditions of each country and/or region.

2.2 Prohibition of acts to restrict competition

We will not act to impede fairness, transparency or free competition.

The “**Act to hinder competition**” means such action as to agree with other companies in the same industry on price, sales volume, sales area, etc. of products and services (cartel) or to make an arrangement with other bidders on a successful bidder or winning bid price (Bid Rigging). Obtaining or using trade secrets of other companies in an illegal manner, falsely indicating other companies' products or displaying information that could mislead customers is the unfair competition.

2.3 Prohibition of unfair trading methods

We will not engage in unfair trading methods that may hinder fair competition.

The “**Unfair trading methods**” includes such acts as refusal or restriction of transactions in collaboration with other companies in the same industry, discriminatory treatment of discriminatory consideration or transaction terms, dumping, or unreasonable expensive purchases which could make it difficult for other business persons to do their business activities, attraction of customers with unreasonable benefits, tying sale and binding of resale prices.

2.4 Prohibition of abuse of dominant bargaining position

We will not act to give any disadvantage to our suppliers by abusing our dominant bargaining position.

The “**Abuse of dominant bargaining position**” means using the position as a purchaser or a entruster to unilaterally determine or change the terms and conditions of transactions with its suppliers or other trade partners, or to impose unreasonable demands or obligations. Transactions for procurement will be conducted in a good faith as well as in a fair manner based on contracts, etc. and will not abuse our dominant bargaining position. In countries having laws and regulations regarding abuse of dominant bargaining position, we will comply with those laws and regulations (e.g. the Subcontract Act in Japan).

2.5 Management and protection of confidential information

2.5.1 Protection against threats on computer network

We will take protective measures against threats on the computer network and manage our computers so as not to do damage our company nor other companies.

The “**Threats on computer networks**” refer, for example, to computer viruses, computer worms and spyware. If a computer connected to the Internet is infected with a computer virus, etc., customer information and confidential information stored in such computer

might be leaked, and computers of another company might be attacked and result in business stagnation or loss of credit, which might cause serious loss. Therefore, it is important to take measures to prevent such threats on the computer network from affecting both inside and outside our company.

2.5.2 Prevention of leakage of personal information

We will appropriately manage and protect the personal information of customers, third parties, and employees of our company.

The “**Personal information**” means information related a living individual that can identify a specific individual by name, date of birth or other description contained in the information (including one that can be easily collated with other information by which a specific individual can be identified). The “**Appropriate management**” herein refers to the building up of overall management system and its operation regarding personal information, including the creation of norms and policies to be observed by employees, etc., and planning, implementation of measures, auditing and review in accordance with them. The “**Appropriate protection**” herein means such protection as to prevent personal information from being illegally or improperly acquired, used, disclosed or leaked.

2.5.3 Prevention of leakage of confidential information of customers and third parties

We will appropriately manage and protect any confidential information that we receive form our customers and third parties.

The “**Confidential information**” means, in general, information disclosed with documents, etc. on which confidentiality has been agreed (including information recorded electromagnetically and optically) and information disclosed orally with notification of its confidentiality. The “**Appropriate management**” herein refers to the building up of overall management system and its operation for confidential information including the creation of norms and policies to be observed by employees, etc., and planning, implementation of measures, audit and review in accordance with them. The “**Appropriate protection**” means such protection as to prevent confidential information from being illegally or improperly acquired, used, disclosed or leaked.

2.6 Respect for intellectual property

We will not infringe any intellectual property rights of others.

The “**Intellectual property**” means patent rights, utility model rights, design rights, trademark rights, copyrights, trade secrets, etc. When developing, producing, selling or providing products and services, we will perform a thorough preliminary research and survey of intellectual property rights of third parties. Unauthorized use of the intellectual property of a third party constitutes an infringement of intellectual property rights, unless there is a justifiable reason. In addition, illegal copying of computer software and other copyrighted works is also an infringement of intellectual property rights. Obtaining and using trade secrets of a third party by illegal means is also an infringement of intellectual property rights.

2.7 Appropriate import/export control

Regarding the import/export of technologies and goods regulated by laws and regulations, we will establish a clear control system and carry out appropriate import / export procedures.

The “**Technologies and goods regulated by laws and regulations**” means parts, products, technologies, equipment, software, etc. that are regulated for import and export by laws and regulations based on international agreements (Wassenaar Arrangement, etc.). Some import / export will be subject to permission from the supervising authorities.

2.8 Prohibition of corruption and bribery

2.8.1 Prohibition of inappropriate provision and receipt of benefits

We will not provide or receive inappropriate benefits in our relationships with our stakeholders.

The “**Provision or receipt of inappropriate benefits**” means the following:

- **Bribery acts** such as providing or receiving freebie, prize goods, prize money, etc. to or from customers beyond the limits of laws and regulations, and providing or

- receiving money, entertainment, etc. beyond the scope of social rituals;
- Any acts to provide inappropriate benefits to **antisocial forces** *hanshakaiteki seiryoku* (criminal or terrorist organizations, etc.) that adversely affect social order or hamper sound activities; and
 - **Insider trading** to buy or sell the shares, etc. of a company based on undisclosed material information about the business of that customer, etc.

2.8.2 Prohibition of corruption and bribery

We will maintain sound and normal relationships with politics and government, and will not make any bribery or illegal political contributions, etc.

The “**Bribery**” means acts of offering money, entertainment, gifts or other benefits/favors to public servant or persons equivalent to public servant (hereinafter referred to as “Public Officials, etc.”) in pursue of some business benefit in return, such as obtaining or maintaining a license or business deal, or obtaining non-disclosed information, etc. It also includes acts of providing entertainment or gifts beyond social rituals to the Public Officials, etc. **even if not pursuing any business advantage in return.**

The “**Illegal political contributions**” means acts of making political contributions in pursue of some business advantage in return, such as approval and license, acquisition / maintenance of trading, or access to non-disclosed information, or acts of making political contributions without following formal procedures.

2.9 Blocking relationships with antisocial forces

We will deal with antisocial forces in a resolute manner, and block all relationships.

It is required to deal with antisocial forces, such as gangsters *boryokudan* (antisocial individuals or groups) in a resolute manner so as not to give in to their unreasonable demands, and not to have any relationships with them.

2.10 Responsible procurement efforts

We will not use any minerals unjustly mined at conflict areas in our products.

Minerals (tantalum, tin, tungsten, gold and its derivatives) produced in the Democratic Republic of Congo and surrounding countries are believed to serve as a source of funding for inhumane militants. International activities are being promoted to cut off the sources of funding for these armed groups.

2.11 Provision of accurate information of products and services

We will provide accurate information about our products and services to consumers and customers.

The “**Accurate information**” means, for example, the following:

- Accuracy of the specifications, quality, and handling methods for products and services;
- Accuracy of information on substances contained in materials and parts used in products; and
- In descriptions in catalogs, etc. for products and services as well as in advertisements for them, no use of expressions that are different from the facts or that make consumers or customers misunderstand the contents, and information not containing contents that defame or slander other companies or individuals, or infringe on their rights, etc.

2.12 Prevention and early detection of wrong-doings

We will conduct activities to prevent wrongdoings and establish a system for early detection and response.

The “**Activities to prevent wrongdoings**” means education and enlightenment of employees regarding the prevention of wrongdoings, and establishment of a good communication environment in the workplace for this purpose.

The “**A system for early detection and response to wrongdoings**” includes, for example, the following: to set up contact points for reporting wrongdoings inside and outside the company so that management can detect wrongdoings as early as possible; to strive to keep a whistleblower confidential and ensure that he/she is properly protected; and to take prompt actions against any wrongdoings and feedback the results of our response to the whistleblower as appropriate.

3. Disclosure of Information

We will proactively provide and disclose information to stakeholders regardless of whether or not disclosure is obligated by laws and regulations.

Information to be provided and disclosed to stakeholders includes information on business activities, financial conditions and business performance, and risk information (e.g. damage caused by a large-scale disaster, occurrence of adverse effects on the environment or society, discovery of serious violations of laws and regulations, etc.). As for important risk information, it is an example of proactive information provision to make it public each time and disclose it to customers.

4. Health and Safety

4.1 Safety measures for machinery and equipment

We will take appropriate safety measures for the machinery and equipment used by our company.

The “**Appropriate safety measure**” means management to prevent accidents and health problems that could occur during work, including, for example, the following: Adoption of safety mechanisms called “Fail-Safe”, “Fool-Proof”, “Interlock”, etc.; Installation of safety devices and protective walls, etc.; periodic inspection and maintenance of machinery and equipment.

4.2 Safety of workplace

We will assess risks to safety in the workplace, and ensure the safety through appropriate design and technology, and control methods.

The “**Risks to safety in the workplace**” refer to potential risks of accidents and health problems that could occur during work from such as electricity and other energies, fire, vehicles, slippery and tripping floors, and falling objects. The “**Appropriate design and technology, and control methods**” include, for example: monitoring hazardous areas with sensors; locking the power source supplying power to machines and equipment

to make it inaccessible (Lock-out); installing tags clearly stating to prohibit from operating energy shutoff devices while the power source is shut off (Tag-out); and providing protective equipment such as safety glasses, and safety caps and gloves.

4.3 Hygiene of workplace

We will grasp the situation in the workplace where we are exposed to organisms and chemical substances, noise and odor that are harmful to the human body, and take appropriate preventive measures.

Chemical substances that are harmful to the human body include soot, steam, mist, dust, poisonous and toxic substances, radiation, and substances that cause chronic diseases (lead, asbestos, etc.). Noise and odor, if significant, are also elements of this section as harmful to the human body. The “**Appropriate preventive measures**” include, for example, identifying and assessing a chance for direct contact with them, establishing and operating management standards, providing appropriate education and protective supplies to employees, etc.

4.4 Industrial accidents and occupational diseases

We will grasp the situation of industrial accidents and occupational diseases, and take appropriate measures.

The “**Appropriate measures**” include: promotion of reporting the occurrence of industrial accidents and occupational diseases by employees; classification and recording of accidents and diseases; provision of treatment as needed; investigation of the accidents and diseases; implementation of corrective measures to eliminate the causes; systems and measures to encourage employees to return to work (including enrollment in workers' compensation insurance). They also include taking necessary procedures for the government in accordance with the provisions of laws and regulations.

4.5 Emergency response

In order to protect the safety of life and body, we will prepare for possible disasters and accidents and prepare emergency response measures, and ensure that everyone in the workplace is aware of the emergency response measures.

The “**Emergency response measures**” refer, for example, to emergency reporting, notification to employees, clarification of evacuation process, preparation of evacuation facilities, stockpiling of emergency medical supplies, installation of fire detection systems, installation of fire control equipment, securing external communication means, preparation of a recovery plan, etc. **One way to ensure that employees are aware of emergency response measures** is to provide employees with emergency response training (including evacuation drills), and to keep or post emergency response manuals in easily accessible places in the workplace.

4.6 Consideration for physically demanding work

We will identify physically demanding work and appropriately manage it to prevent industrial accidents and occupational diseases.

Physically demanding work includes hard work such as manual carrying of heavy loads as well as repetitive and continuous work over long period of time such as assembly and data entry. **The appropriate management** includes regular short breaks, provision of work aids, and sharing of work and cooperation among multiple workers.

4.7 Facility safety and health

We will appropriately ensure the safety and health of facilities (dormitories, cafeterias, toilets, etc.) provided for the living of employees.

The “**Facilities provided for the living of employees**” mean facilities provided to employees at the workplace (toilets, water fountains, locker rooms, cafeterias, etc.) and outside the workplace (dormitory, etc.). **Examples of ensuring health and safety** include maintaining cleanliness and hygiene, safe drinking water, fire prevention, ventilation, temperature control, emergency escape routes (exits), and safe storage of personal belongings.

4.8 Health management of employees

We will provide appropriate health management for all employees.

The “**Appropriate health management**” means the prevention and early detection of diseases among employees through medical examinations and other measures at least to the level required by law. In addition, it is necessary to give due consideration to the prevention of health problems caused by overwork and care for mental health, etc.

5 Environment

5.1 Management of chemical substances contained in products

We will manage chemical substances designated by laws and regulations for all products.

The “**Management of chemical substances in products**” means management acts to ensure that products must not contain chemical substances prohibited by laws and regulations, and that required labeling obligations be complied with, and required testing and evaluation be performed, etc.

5.2 Management of chemical substances used in the manufacturing processes

In the manufacturing processes, we will manage chemical substances designated by laws and regulations of the country where we operate.

The “**Management of chemical substances in the manufacturing processes**” means not only managing chemical substances that must not be contained in products, but also grasping the amount of chemical substances emitted into the external environment, reporting to the government, and making efforts to reduce the emissions of such substances.

5.3 Environmental management system

We will establish and operate an environmental management system.

The “**Environmental management system**” means a general management system for promoting environmental activities, which includes organizational structure, planned activities, responsibility sharing, practices, procedures, processes and management

resources. The environmental activities in this context mean such activities as creating an environmental policy, and implementing, achieving, reviewing and maintaining measures in accordance with that policy, and continuously improving environmental conservation by implementing the so-called Plan-Do-Check-Act (PDCA) Cycle.

Typical environmental management systems include ISO 14001, by which a third-party certification is available.

5.4 Minimization of negative impact on the environment (drainage, sludge, exhaust, etc.)

We will comply with the laws and regulations of the country in which we operate regarding wastewater, sludge, exhaust, etc., and make further improvements on impact on the environment based on our voluntary standards as necessary.

The “**Voluntary standards**” means having targets to reduce environmental impact beyond the level set by laws and regulations. In addition to preventing the occurrence of pollution, activities for further improvement include, for example, improvement of monitoring methods, control methods and treatment methods for wastewater, sludge, and exhaust, and reduction of their outflow.

5.5 Environmental permit / Administrative permit

We will obtain permits and approvals from the government, if necessary, in accordance with the laws and regulations of the country in which we operate, and never fail to submit required management reports to the government.

In the case of Japan, appointment of managers with certain qualifications as stipulated by laws and regulations is obligated as follows: Special Controlled Industrial Waste Control Manager under the Waste Disposal Law; Energy Manager in a factory that uses a certain level of energy under the Energy Conservation Law; Pollution Control Manager in a factory that emits chemical substances, dust and soot under the Air Pollution Control Law, etc.

In addition, depending on the chemical substances used in the business, there exist obligations to appoint a responsible person for the management of poisonous and

deleterious substances, specified chemical substances and hazardous materials, etc. Depending on the nature of business or the plant location, environmental impact assessments or governmental permits and approvals, etc. for facilities handling hazardous materials may be required.

5.6 Effective use of resources and energy (3R)

We will set voluntary implementation targets for conservation of resources and energy saving, and continue to make effective use of resources and energy.

The “**Conservation of resource**” means effective use of resources. For that purpose, there are such ways to reduce the amount of materials used in products and of waste as well as to promote the use of recycled resources and parts, etc. **Energy saving** means rationalization of use of heat and electrical energy. By saving energy, effective use of fuel resources such as oil, natural gas, coal and coke can be achieved. 3R refers to **Reduce, Reuse and Recycle**.

5.7 Reduction of greenhouse gas emissions

We will set voluntary implementation targets for reduction of greenhouse gas emissions, and continue to reduce the emissions.

There are a variety of **greenhouse gases** but here we refer, in particular, to the six substance groups specified by the Kyoto Protocol: carbon dioxide, methane, nitrous oxide, HFC, PFC and SF₆. Continuous reduction activities include setting voluntary targets for the reduction of these six types of greenhouse gases and make implementation plans, and ensuring that such plans are implemented.

5.8 Reduction of waste

We will set voluntary implementation targets for reduction of final waste, and continue to reduce the final waste.

The “**Final waste**” means waste that needs to be landfilled or incinerated. Continuous reduction activities include setting voluntary targets for the reduction of final waste and making implementation plans, and ensuring that such plans are implemented.

5.9 Disclosure of the status of environmental conservation efforts

We will disclose the results of our environmental activities as necessary.

The “**Results of environmental activities**” means implementation of measures to protect the environment, waste matters emitted to the atmosphere, drainage and soil, etc., the amount of resources used, and the amount of waste, etc., including harmful results to the environment caused by an enterprise. In order to compile the results on a regular basis, we will establish an organization for environmental preservation activities and appoint a person in charge of such activities, and continuously record the management indicators of environmental preservation activities, the degree of achievement of the targets and other important environment-related matters. **Methods of disclosure** is to be performed by public disclosure of an environmental report and by reporting to stakeholders as necessary.

6. Quality and Safety

6.1 Ensuring products safety

When designing products on our own responsibility, we will take care to ensure that the products meet the safety standards stipulated by the laws and regulations of each country.

When designing products, we design them to ensure sufficient product safety, and we take into account our responsibility as a manufacturer when selling them. With regard to product safety, we will not only comply with relevant laws and regulations, but also give consideration to the safety that the products should normally have. In the case of Japan, **Laws and regulations related to product safety** include the Electrical Appliance and Material Safety Law, Consumer Product Safety Law and Household Goods Quality Labeling Law. Safety standards are specified in detailed regulations of laws and regulations, JIS (Japanese Industrial Standards), etc. There are also overseas safety standards such as UL (Underwriters Laboratories Inc.), BSI (British Standards Institution), CSA (Canadian Standards Association), etc. **Ensuring product safety** includes the management of traceability (history of materials, parts, processes, etc.) and prompt action to resolve problems.

6.2 Quality management system

We will establish and operate a quality management system.

The “**Quality management system**” means the overall management system for promoting quality assurance activities, which includes organizational structure, planned activities and responsibility sharing, and practices, procedures, processes, and management resources for the system. Quality assurance activities in this context mean such activities as creating a quality policy, and implementing, achieving, reviewing and maintaining measures in accordance with that policy, and continuously improving the quality assurance by implementing the so-called Plan-Do-Check-Act (PDCA) Cycle.

Typical quality management system includes the ISO9000 family, ISO/TS16949, ISO13485, etc.

6.3 Stable supply of products

In order to fulfill a stable supply of products, we will work on a Business Continuity Plan (BCP) to quickly restore our core business even in the event of unforeseen circumstances.

Careful preparation of a Business Continuity Plan, as a company-wide activity, in normal times, makes it possible to continue and quickly restore our business in an emergency. As a result, we can play a role in supporting the decline in economic activities in an emergency, which also leads to fulfillment of our social responsibility.

7. Social Contributions

7.1 Contributions to society and community

We will voluntarily engage in activities that contribute to the development of international and local communities.

The “**Activities that contribute to the development of international and local communities**” means support activities for communities utilizing corporate management

resources and, in general, include the following activities:

- Contribution to society through the utilization of main business, technology, etc.;
- Non-monetary contribution to society the utilization of facilities, human resources, etc.: and
- Contribution to society by monetary donation

Specifically, cooperation with local communities in times of disaster, volunteer activity by employees, support to NPO/NGO activities, donation, and provision and introduction of various information are such examples. Each company decides on the scope of activities that it can carry out, and works on the contribution to society proactively.

8. Expansion of our CSR activities to your business partners

We would greatly appreciate it if you could make efforts to spread and disseminate our CSR activities to your business partners based on the above objectives.