

Supplier Corporate Social Responsibility Guidelines

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Introduction

Recently, due to the globalization of the economy, corporations are faced with more diverse conditions. Companies must fulfill expectations to be more actively involved in societal challenges that are common across the world, such as the issue of climate change, and should fulfill their corporate social responsibility (CSR) towards the goal of realizing a more sustainable society.

At the same time, the global expansion of business activities has led to more diverse Stakeholders (such as customers, suppliers etc...) with various backgrounds, necessitating CSR activities that consider the individual culture and history of a broad spectrum of countries.

Based on ICAPGROUP Safety, Environment and Quality Philosophy, we realized the “Supplier CSR Guidelines.”

It is our hope that these Guidelines will help our suppliers and ICAPGROUP to maintain a shared understanding of CSR, to carry out CSR initiatives actively.

We would like to ask each supplier to move forward with their CSR activities and to request their sub tier suppliers to conduct their own CSR activities.

Safety and Quality

1. Providing products and services that meet consumer and customer needs
2. Providing relevant information concerning products and services
3. Ensuring safety of products and services
4. Ensuring quality of products and services

Human rights and working conditions

1. **Eliminating discrimination**
We do not discriminate in any aspect of employment based on race, ethnicity, nationality, religion, gender, or other characteristics.
2. **Respect for human rights**
We do not allow any form of harassment in the workplace on the basis of race, ethnicity, nationality of birth, religion, gender, or other characteristics.
3. **Prohibition against child labor**
We do not permit the employment of minors who do not meet the legal minimum working age of each country and region.
4. **Prohibiting forced labor**
We do not practice forced labor. Guarantee that all labor is voluntary and that employees are free to leave their jobs.
5. **Wages**
We comply with the laws of each country and region regarding minimum wages, overtime, wage deductions, performance-based pay and other remuneration.
6. **Working hours**
We comply with the laws of each country and region regarding the setting of employees' working hours (including overtime) and the granting of scheduled days off and paid annual vacation time etc.
7. **Dialogues and consultation with associates**
We sincerely undertake consultation and dialogue with employees or their representatives. Recognize employees' right to associate or not associate based on the laws of each country and region of operation.
8. **Safe and healthy working environment**
We regard ensuring a safe and healthy working environment for all associates. This is our priority and we aim to prevent any accident or injury.

Environment

1. Environmental management

To promote a wide range of environmental initiatives, we comply with the laws and ordinances of each country and region. We also establish a company-wide system for environmental management and will continuously operate and improve the system.

2. Reduction of greenhouse gas emissions

To contribute to the prevention of climate change, we manage greenhouse gas emissions in our business activities and promote initiatives for their reduction.

3. Prevention of air, water, and soil pollution

We comply with the laws and ordinances of each country and region concerning the prevention of pollution and contamination of air, water, soil, etc., and will continuously monitor and reduce pollutants to prevent environmental pollution.

4. Saving resources and reduction of waste

We comply with the laws and ordinances of each country and region concerning appropriate disposal of waste and recycling, etc., and will work towards reducing the amount of waste final waste disposal through more effective use of natural resources.

5. Chemical substance management

We will safely manage any chemical substances that carry a risk of environmental pollution. For chemical substances prohibited by the laws and ordinances of each country and region, we make sure our products in those countries and regions do not contain such chemical substances. We also do not use prohibited chemical substances in manufacturing.

Compliance

1. Compliance with laws and ordinances

We comply with the laws and ordinances of each country and region. To ensure legal compliance, we establish the necessary policies and systems for the code of conduct, reporting system, education and training, etc., and implement the necessary measures.

2. Compliance with antitrust laws

We comply with the antitrust laws of each country and region, and do not engage in acts such as formation of private monopolies, unreasonable restraint of trade (including cartels and bid rigging), unfair business practices, and abuse of a dominant position.

3. Prevention corruption

Any political contributions, donations, etc., are made in accordance with the laws and ordinances of each country and region. We strive to establish and maintain transparent and fair relationships with any political or administrative entity. We do not condone any entertainment, exchange of gifts, giving or acceptance of money, and giving favors to business partners, for the purpose of obtaining or maintaining undue profit or preferential treatment.

4. Management and protection of confidential information

We only use legitimate means to obtain personal information of any customer, third party or associate and to obtain confidential information of any customer or third party. We strictly manage and protect such information and will use such information only within its appropriate scope.

5. Managing exports

Regarding the export of any technology or item restricted by the laws and ordinances of each country and region, we ensure appropriate export procedures and controls.

6. Protection of intellectual property

We protect intellectual property rights owned by or belonging to the company, and do not condone improper acquisition.

Disclosure of information

1. Disclosure of information to stakeholders

We properly disclose, as necessary, information such as the financial condition, business performance, and description of business activities, to our stakeholders. Through open and fair communication, we aim to maintain and develop mutual understanding and trust with our stakeholders.