

Hoosiers Group CSR Procurement Guidelines

To fulfill the social responsibility in our supply chain together with suppliers, the Group developed “Hoosiers Group CSR Procurement Guidelines” to clarify our policy and criteria for CSR procurement.

1. Establishment of a compliance system

- The Group’s basis stance is to always comply with laws and regulations in every aspect of corporate activities, and we ensure that our corporate activities conform to normal commercial practice and social ethics.

2. Respect for human rights

- The Group respects basic human rights of all people in any aspect of corporate activities. Also, we do not tolerate any form of discrimination based on race, belief, ideas, gender, age, social status, occupation, family origin, nationality, ethnicity, religion or disability, etc. or behavior that will impair human dignity.
- The Group prohibits any type of harassment including sexual harassment.
- The Group complies with labor-related laws and regulations to maintain safe and sound working environment
- The Group prohibits any form of forced labor.
- The Group responsibly conducts its business activities with consideration for regional society and community.

3. Fair business activities

- The Group must not commit bribery of members of the Diet, the head and assembly members of local governments and officers and employees of governmental agencies and local governments (including those regarded as quasi-public servants who are officers and employees of corporations or associations) as well as entertainment, gift-giving and other dealing without reasonable grounds, that are deemed as provision of benefits for the purpose of obtaining illicit profits.
- The Group takes a firm attitude toward antisocial forces and organizations that pose a threat to social order and public safety and eliminates any relations with them. We also strive to prevent money laundering by undertaking a thorough verification of personal identification and avoiding transactions suspected to be crime proceeds.
- The Group conducts its business in compliance with the Antimonopoly Act and other relevant laws and regulations. We also do not commit any acts that would obstruct fair and free competition, such as collusion or cartels, and not participate in meetings or exchange information that would restrict free competition, or other acts suspected to

be such acts.

- The Group makes donations after careful consideration of its necessity and appropriateness in accordance with the relevant laws and regulations.
- The Group complies with the Political Funds Control Act and the Public Offices Election Act, etc. for political fund/donation, election, and political activities and keeps politically correct attitude.
- The Group always tries to be mindful of customer satisfaction and gives due consideration to the quality and safety of our services.

4. Environmental friendliness

- Preserve global environment and contribute to creation of sustainable society by complying with relevant laws and regulations and other rules as well as reducing the environmental impact throughout the lifecycle from use, recycle, and disposal of office supplies on a continuing basis.
- Conduct business activities in accordance with laws and regulations of relevant countries and regions.
- Contribute to reduction of greenhouse gas emissions through provision and spread of eco-friendly products and services.
- Manage hazardous substances properly and implement leakage prevention measures.
- Conduct business activities in consideration of biodiversity and natural environment.
- Ensure sustainable procurement of raw materials by avoiding the use of those produced by illegal means

5. Securing and improvement of quality

- Understand diversifying needs in society and strive to provide useful products and services.
- Manage work processes properly to set fair and competitive prices and meet deadlines.
- Recognize the environmental and social impact of our business activities on supply chains and strive to disclose information timely and appropriately.

6. Securing of information security

- Ensure not to use information of our customers, suppliers, and business partners including distribution partners, for purposes other than legitimate ones and keep tight control over them to prevent disclosure or leakage. Do not access or obtain confidential information of our customers, suppliers, distribution and other partners, competitors, etc. through illegal methods.