# Request for FSG Business Partners (Group Supplier Code of Conduct)

The Fuji Seal Group (hereinafter referred to as "FSG") is engaged in business activities based on the FSG Code of Ethics in order to continue to be a "company that contributes to realize the regenerative society". Based on fairness and equitability, the FSG is committed to creating excitement with our business partners through mutual trust and study.

FSG requests our business partners to understand, agree with and comply with the purpose of this.

#### <u>Scope</u>

This policy applies to FSG business partners (suppliers and subcontractors of goods, services and others).

#### Chapter 1 Compliance

Our basic policy is to comply with all applicable laws and regulations of the countries and regions in which our business partners conduct their businesses, and to conduct them in an honest and ethical manner, in other words, in compliance. Our business partners are required to comply with all applicable laws and regulations related to their business activities. Our business partners also acknowledge and understand, in their responsibility, the requirements of the laws and regulations applicable to their business activities.

#### Chapter 2 Human Rights

#### **1.Respect for Human Rights**

Our business partners will support and respect the protection of internationally proclaimed human rights.

#### 2.Equal Employment Opportunity

Our business partners will not discriminate against any employees for promotion and training or applicant for employment because of their race, religion, ethnicity, nationality, age, gender, sexual orientation/gender identity, disability, or other factors.

#### 3. Prohibition of Forced Labor and Child Labor

Our business partners will not use any form of forced or involuntary labor (including human trafficking). In addition, our business partners will not use child labor. The term "child" refers to a person under 15 years old (or can be under 14 years old where a local

law provides for a lower age), or the local legal minimum age for labor, if it is higher.

#### 4. Sound Employment and Labor

Our business partners will adopt sound employment and labor practices in accordance with the applicable laws and regulations of the countries and regions where it conducts business. Our business partners shall respect employees' freedom of association and collective bargaining rights and develop fair and constructive discussions based on trust. Our business partners shall pay wages that are at least the minimum wage set by applicable laws and regulations in each country or region, considering that wages should be the amount necessary for employees to live a human life.

#### 5. Work environment

Our business partners will make efforts to maintain a healthy, safe, and productive work environment that is free from discrimination and harassment. Our business partners continue to review how the work environment should be, in order to maximize the business output with work-life balance and properly manage employees' working hours, holidays, and vacation time so that they do not exceed the working hours defined by applicable laws and regulations. Our business partners shall respect human rights and not engage in discrimination, harassment, or unfair treatment. We will comply with applicable health and safety laws and regulations.

# 6. Diversity Management and Personnel System

Our business partners will aim to be a "diversity management" that utilizes diverse human resources and provides opportunities for employees to maximize their abilities. Our business partners will make efforts to maintain and improve personnel system and work conditions by which employees' originality and diversity can be fully realized.

# Chapter 3 Safety and Health

#### 1.Securing Safety and Health

Our business partners believe that realizing a workplace where all employees can work safely and physically and mentally in good health is important for protecting the lives and human rights of employees, and our business partners strive to ensure occupational health and safety.

#### 2. Compliance with Laws and Regulations

Our business partners shall comply with the Industrial Safety and Health Law and other

applicable laws and regulations in order to promote fair and impartial safety activities.

#### **3.Health Promotion**

Our business partners will implement programs for employees to promote their health and strive to protect workers from work-related injuries and illnesses.

# Chapter 4 Quality

# **1.Safety of Products and Services**

Ensuring safety of our customers who use our products and services is one of the most important tasks for us. In all phases of its operations, including development, planning, design, production, sales and after-sale services, our business partners will continuously seek and employ measures that meet or exceed legal requirements to ensure the safety of its products and services. Explanation and information on safety will be provided to the customers promptly and accurately. Our business partners will conduct an investigation of the facts promptly and take appropriate actions if there is a report of accident or safety-related problems in connection with their products or services.

#### Chapter 5 Environment

#### 1.Environmental Management

Our business partners shall establish and operate an environmental management system and strive for continuous improvement.

# 2. Effective Use of Resources

Our business partners shall promote energy and resource conservation in the total supply chain.

#### 3. Reduction of Greenhouse Gas Emissions

Our business partners shall promote the reduction of energy consumption and greenhouse gas emissions in each production process in order to contribute to society.

#### 4. Compliance with Laws and Regulations

Our business partners shall develop and produce environmentally friendly products and shall consider and implement measures to meet or exceed legal standards for environmental conservation.

#### 5. Conservation of Water Resources

Our business partners shall provide environmentally friendly materials through the effective use and proper management of water resources.

# 6. Reduction of Waste Generation, Prevention of Local Pollution and Contamination by harmful substances

Our business partners shall promote the reduction and proper management of hazardous chemical substances in order to prevent local pollution and contamination. Our business partners shall handle waste appropriately and strive to reduce, reuse, and recycle.

# 7. Development of Products

Our business partners shall actively engage in development of products that are friendly to human and the environment by promoting the 3Rs as well as providing raw materials that can reduce CO2 emissions.

# 8. Biodiversity Protection

Our business partners shall recognize the importance of biodiversity, understand the relationship to their own business activities, and strive to conserve it.

# 9. Procurement of raw materials with Sustainability and Transparency

Our business partners shall promote the purchase of raw materials that take sustainability into consideration, and endeavor to give priority to the use of sustainability certification systems, if such exist. Our business partners shall not use conflict minerals or other goods that may be involved in conflicts or crimes, such as those that are a source of funds for armed forces or criminal organizations.

#### **10. Information Disclosure**

Our business partners shall endeavor to disclose the status of their environmental conservation efforts.

#### Chapter 6 Fair Trade

#### 1.Fair Competition

Our business partners will comply with all laws and regulations related to prohibition of private monopoly, fair competition and fair business trade within the countries and regions where they conduct its business. These laws and regulations are designed to prohibit agreements or undertakings vis-à-vis third parties that fix prices, divide markets, limit production or otherwise impede or destroy market forces. Some countries or regions

have antitrust or competition laws that assert extraterritorial jurisdictions over certain activities taking place outside the jurisdictions if they affect the markets of those jurisdictions.

# 2.Gifts and Entertainment

Our business partners compete in the marketplace on the basis of the superiority and price competitiveness of its products and services. Commercial bribery is illegal and subject to criminal sanction in many countries (e.g., U.S.: the Foreign Corrupt Practices Act, UK: Bribery Act). Even in countries where the local law does not prohibit such conduct, our business partners are strictly prohibited from making any payment to customers, their business partners and government agencies for the purpose of obtaining or retaining business, or for the purpose of obtaining any other favorable business actions. In addition, our business partners are also prohibited from accepting any payment, gifts or entertainment which are intended, or which appear to influence, their business decisions.

#### 3. Antisocial Behavior

Our business partners will firmly reject antisocial forces and organizations that threaten the order and safety of civil society, and never have any relationship with them.

# Chapter 7 Relationship with Local Communities

As a responsible corporate citizen, our business partners will strive to develop and maintain a good relationship with the local communities. Our business partners will conduct their business with respect to the customs and culture of the community, as well as participate and cooperate with local communities wherever possible.

# Chapter 8 Management and Record keeping of Information and Assets

# **1.Personal Information**

Our business partners respect the privacy of the customers, business partners, and their personnel. When collecting, storing, using, disclosing, discarding, or otherwise handling personal information, officers and employees shall comply with relevant laws and regulations.

# 2.Intellectual Property

Our business partners respect intellectual property rights including patent rights, design rights, trademarks, trade secrets, and copyright.

# **3.Confidential Information**

Information is a valuable corporate asset. Our business partners will ensure the security of information received from customers and business partners, as well as its own confidential and proprietary information. Our business partners are also required to use such information only for the purpose permitted by the respective company in connection with business purposes.

#### Whistle-blower Hotline

Our business partners who become aware of any non-compliance or threat of noncompliance regarding FSG's activities may report or consult the "Whistle-blower Hotline" established by each FSG region. The anonymity of business partners who report or contact us is protected and the contents of the consultation are kept strictly confidential. Any disadvantageous treatment of the informant is prohibited.

# In Closing

This policy will be reviewed periodically in response to changes in laws, regulations, and other social demands. The latest information will be posted on our website. In addition, FSG may request our business partners to cooperate with us on the status of compliance with this policy and our efforts, including through questionnaire surveys. FSG asks for your understanding. FSG requests our business partners to comply with this policy.

Established: 15 January 2021