

## **Sustainable Procurement Standards**

### **1. Observance of Laws and Regulations**

- We will comply with the laws and regulations of the countries and regions (including countries' regional laws and international laws) in which we engage in business activities .

### **2. Respect for Human Rights**

- We will comply with and respect international standards concerning human rights and will respect basic human rights.
- We will not engage in discrimination or harassment on the basis of race, nationality, creed, gender, sexual orientation, age, social status, origin, etc.

### **3. Assurance of Sound Labor Practices and Working Environments**

- We will assure freedom of association and collective bargaining rights.
- We will prevent and eliminate forced labor and child labor.
- We will not engage in discrimination in labor conditions on the basis of race, nationality, creed, gender, sexual orientation, age, social status, origin, etc.
- We will comply with laws and regulations that apply to minimum wages, overtime pay, employee benefits, etc.
- We will not allow long working hours or overwork in violation of law.
- We will strive to create a physically and mentally safe and healthy working environment for employees.

### **4. Fair Business Activities**

- We will not engage in bribery or other acts of corruption.
- We will comply with antimonopoly law and subcontracting law, and will not engage in unfair or anti-competitive business.
- We will take a firm stance against antisocial influences and will never respond to illegal demands.
- We will not commit infringement of the intellectual property rights (patent rights, copyrights, design rights, etc.) or the trade secrets of third parties.
- We will comply with laws concerning personal information, will properly handle personal information, and will perform appropriate management to ensure that confidential information obtained in the course of business is not leaked outside the company.
- We will protect the confidentiality of information related to whistleblower reports, will protect the anonymity of whistleblowers, and will eliminate any retaliation against whistleblowers.

### **5. Assurance and Improvement of Safety and Quality**

- We will establish appropriate quality control and quality assurance systems for the products and services that we provide to customers, will endeavor to ensure and improve quality, and will disclose accurate information without falsehood.
- Putting the standpoint of customers first, we will respond with sincerity to requests and complaints regarding the products and services we provide.

### **6. Environmental Considerations**

- We will promote energy conservation and will work to reduce emissions of greenhouse gases.
- We will promote the 3Rs (Reduce, Reuse, Recycle), will work to effectively use natural resources such as water and raw materials, and will strive to reduce, reuse, and recycle wastes.
- We will prevent atmospheric, water, soil, and other pollution, and will properly manage and treat chemical substances (including those contained in our products).
- We will work toward the conservation of biodiversity and the reduction of impact on ecosystems.
- In the procurement of raw materials, we will strive to eliminate those that are collected or produced through illegal means.

### **7. Co-existing with Local Communities**

- We will strive to build, maintain, and improve positive relationships with local communities.
- We will work to fully understand and respect the cultures and customs of local communities, and will strive for coexistence and mutual prosperity with local communities.

### **8. Formulation and Creation of BCP**

- In preparation for disasters and unforeseen circumstances, we will formulate a business continuity plan (BCP) and will work to create systems for its execution.

### **9. Collaboration in the Supply Chain**

- We will encourage our suppliers to understand and comply with the aims of these procurement standards, and will urge necessary improvements so that business activities are carried out in compliance with these procurement standards.

Established: May 12, 2021  
Tokyo Tatemono Co., Ltd.