

## **Nippon Sanso Holdings Group Procurement Guidelines**

### **<Matters to be shared with our suppliers>**

We are addressing various issues we are facing, including the issues of global warming, exhaustion of resources, energy, and human rights that threaten the continuance of sustainable natural and social environments based on the group philosophy “Proactive. Innovative. Collaborative. Making life better through gas technology.”

We believe this approach cannot be completed by a sole effort of our group; it can only be achieved by sharing perceptions and cooperating broadly with our suppliers.

Based on this standpoint, we have established the Nippon Sanso Holdings Group Procurement Policy to promote our suppliers’ understanding and cooperation and have created the Nippon Sanso Holdings Group Procurement Guidelines on matters that we would like our suppliers to address with us.

We seek your acceptance of these objectives and appreciate your understanding and cooperation.

#### **1. Responsibility, Awareness, Accountability, and Transparency**

Be aware of corporate social responsibility, refrain from unfair trade practices and any form of bribery or corruption, preserve transparency in corporate activities, and disclose information both internally and externally in an appropriate manner, in order to conduct business fairly and sincerely.

#### **2. Legal Compliance**

Always comply with social norms and relevant laws and regulations and their spirit in procurement transactions and ensure fair, equitable, and sincere treatment of all stakeholders.

#### **3. Human Rights and Labor**

Respect legal compliance in each country or region and international norms such as the United Nations Global Compact and the Guiding Principles on Business and Human Rights and comply with the following matters.

- (1) Respect the dignity and rights of all people and do not discriminate against or treat unfairly people based on race, gender, religion, or any other reason whatsoever.
- (2) Prevent engaging in any form of forced, compulsory, or child labor.
- (3) Restrain employees from overworking, reduce their overtime work, and conduct appropriate labor management for them.

- (4) Have a labor management principle of paying to each employee a wage above the applicable minimum wage.
- (5) Management at all levels shall respect human diversity, personality, and individuality and create working environment where employees can exercise their abilities to the utmost in safe and physically and mentally healthy settings, in order to make optimal use of human resources.
- (6) Management shall respect employees' rights, including freedom of association and the right to collective bargaining.

From the viewpoint of occupational safety and health, eliminate personal injuries, diseases, and accidents during business activities in workplaces and ensure the safety and health of all individuals engaged in the business.

#### 4. Environment and Safety

Comply with the following matters toward the resolution of environmental challenges including mitigation of and adaptation to climate change, effective use and pollution prevention of resources, preservation of water resources, and preservation of biodiversity to reduce environmental impact through our products, services, and business activities.

- (1) Establish and operate an environment-conscious management scheme.
- (2) Endeavor to mitigate and adapt to climate change through actions such as reduction of greenhouse gas, improvement of energy efficiency, and use of renewable energy.
- (3) Endeavor to prevent pollution by addressing the reduction of energy consumption and improvement of energy use efficiency, reduction of volume of resource usage and waste, prevention of pollution by chemical substances, reduction of water usage, and improvement of water use efficiency and in thorough compliance with various kinds of environmental laws and regulations.
- (4) Promote business activities conducive to preservation of biodiversity and endeavor to avoid or minimize any negative impact on biodiversity.
- (5) Contribute to the development of sustainable society by endeavoring to reduce these environmental impacts.

Put the safety of its employees including contract employees, contractors, and external stakeholders first and secure and continuously improve process safety and security.

#### 5. Sincere and Fair Business Practices

Conduct business fairly and sincerely, adhering to ethical principles and refraining from unfair trade practices and any form of bribery or corruption, to contribute to sound social and economic development through fair competition in the market.

Handle any approaches from anti-social forces and groups (such as organized criminals or organizations subject to government-mandated business restrictions) in a determined manner and refuse to have any business relationship with them.

In addition, work to responsible sourcing of minerals such as to avoid procuring or using raw materials, parts, products, etc. containing conflict minerals.

## 6. Customer Satisfaction and Quality Control

Comply with the following matters to supply products and services in compliance with the applicable laws, regulations, etc. of each country and region and by respecting international standards and by giving attention to human and environment in accordance with the concept of product stewardship.

- (1) Comply with contracts, which are covenants with our customers, accurately identify the needs of society, and offer products and services that best and fully meet the quality standards.
- (2) In order to minimize the impact on human health and safety and global environment, identify risks and adverse factors caused by the products by conducting risk assessment through the life cycle of products and endeavor to reduce the risks by managing them based on the results.
- (3) In the case of any quality issue of product or service, immediately investigate a cause and take appropriate recurrence prevention measures and other similar actions.
- (4) Be truly open to our customers' feedback and make development and improvement for better products and services.

## 7. Information Management

In conducting business activities, be aware that information management is an important part of internal control and appropriately store and manage information so that internal confidential information and confidential information of customers, business partners, and other parties are not leaked.

In addition, personal information shall be handled in accordance with privacy and information security laws and regulations.

## 8. Protection of Intellectual Property Rights

Recognize that the intellectual property rights of the company (such as patent rights, utility model rights, design rights, trademark rights, and copyrights) are important corporate assets, use them appropriately, endeavor to preserve such rights, and respect intellectual property rights of others.

#### 9. Global Social Contribution

In conducting corporate activities, respect the history, cultures, religions, social norms, customs, etc. of each country or region and endeavor to establish a relationship of mutual trust with each local community.

Contribute to the development of local and international communities with an awareness of being a good corporate citizen.

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