

## **Nippon Sanso Holdings Group Global Policy on Respecting Human Rights, Contributing to Communities, Employment, Labor and Health**

We support the spirit and meaning of the Universal Declaration of Human Rights, the International Covenants on Human Rights, the Guiding Principles on Business and Human Rights and the United Nations Global Compact, and we shall fulfill our social responsibilities as a business entity through the promotion of respect for human rights in the workplace and creation of adequate working environments.

### **Respecting Human Rights and Contributing to Communities**

#### **1. Respect for the Dignity and Rights of Individuals**

- (1) We respect the dignity and rights of all individuals. We shall not discriminate against individuals based on race, color, gender, age, nationality or national origin, ethnic or social origin, caste, belonging to an indigenous people, family status, disability, health conditions such as HIV/AIDS status, marital status, pregnancy, language, LGBTQ status, property, religion, economic grounds, trade union affiliation, political or other opinion or any other grounds whatsoever.
- (2) We shall not engage in any behavior that would deny the integrity of an individual as a human being or impair the dignity of an individual, such as sexual or power harassment in the workplace.

#### **2. Awareness of Human Rights and Education**

We shall endeavor to provide human rights education in each organization so that every employee may gain a better understanding of human rights and the various issues related to human rights.

#### **3. Privacy Protection**

We shall protect the privacy of individuals.

In handling personal information, we shall implement procedures to prevent any information loss or leakage in compliance with related laws and regulations.

#### **4. Prevention of Human-Rights Infringement**

We expect all stakeholders relevant to our business to respect human rights and avoid human-rights infringements or unjustifiable discrimination. We shall endeavor to avoid complicity in human rights violations, even indirectly.

#### 5. Initiatives on Human Rights Due Diligence

We shall endeavor to prevent human rights infringement from occurring in connection with our business activities, based on the concept of “Human Rights Due Diligence,” which is a process for recognizing, preventing and coping with adverse human rights impacts.

#### 6. Response to Unexpected Problems

We shall establish a mechanism to address unexpected human rights infringement as a matter of precaution. We shall endeavor to resolve any such problem as soon as possible by using this mechanism in a fair, equitable and transparent manner.

In case a problematic situation is identified or a claim is made by an employee, we shall act quickly and fairly to resolve such problem in accordance with the basic concept of respect for human rights.

#### 7. Response to Human Rights Risk Situations

Based on the fundamental philosophy of respect for human rights, we shall endeavor with particular care to prevent human rights infringement from occurring, even when we are faced with certain circumstances and environments that involve a high risk of such occurrences, including conflicts, natural disasters and a culture of corruption.

#### 8. Contributions to Local and International Communities

We shall respect the history, cultures, religions, social norms, customs, etc. of each country or region where we operate and shall make efforts to build a relationship of trust with each local community. We shall also make efforts to employ and develop people in each country or region where we operate so that we, as a good corporate citizen, can contribute to the development of the local and international communities.

### Employment, Labor and Health

#### 9. Compliance

We shall establish and comply with rules of employment and other company rules and regulations in accordance with applicable national and/or local employment and labor laws that provide for working conditions, workplace safety and hygiene, etc.

#### 10. Prohibition of Forced Labor and Child Labor; Payment of Wages above Minimum Wages

We shall not engage in forced labor or employ any child under the legal working age as prescribed in national and/or local laws and regulations. We shall require our business partners to adhere to the same policy. We shall also pay employees wages above the minimum wages prescribed in national and/or local laws and regulations.

#### 11. Favorable Relationship between Employers and Employees

We respect freedom of association, the right to collective bargaining and other civil and political rights.

We shall develop a favorable relationship between employers and employees through dialogue and shall create a workplace culture and environment that places a high value on communication and teamwork.

#### 12. Utilization of Human Resources and Efforts to Ensure Diversity in the Workplace

We shall create an organization where a diverse workforce is able to work in a lively and vivacious manner.

We shall endeavor to ensure equal opportunities in recruitment, job assignment, promotion, employability and occupational development, and shall endeavor to develop and utilize human resources from a medium- or long-term perspective.

We shall aim at creating an environment where each employee is aware of his/her role, enhances necessary capabilities and respects diverse ways of working and values. We shall also strive for a workplace where employees are able to fully utilize their capabilities and cooperate with each other to increase productivity, thereby allowing them to pursue and realize diverse ways of life at home as well as in their communities.

#### 13. Ensuring Safety and Restraining Employees from Overworking

We shall conduct drills, trainings and information provision to prevent workplace hazards by prioritizing safety over anything else and endeavor to restrain employees from overworking and reduce their overtime work. We shall be able to ensure a safe and pleasant occupational environment by exercising safety management and labor management in accordance with applicable national and/or local laws, and through the voluntary and proactive efforts of each employee.

#### 14. Promoting Health

We shall work for the maintenance and promotion of the mental and physical health of our employees.

We believe that a key to business growth is employees who work lively and vivaciously. As such, maintenance and promotion of each individual employee's physical and mental well-being are essential. We shall strive to achieve and maintain a healthy occupational environment, and enable all employees to take the lead in managing their own health and devote their time to working lively and vivaciously.

This policy may be revised or abolished by the Board of Directors of the Company.

Established on February 2nd, 2021