

Procurement Guidelines

January 2024



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1. Mitsubishi Belting Group Management Policy

Mitsubishi Belting Group's philosophy system



* KAGAKU : Chemistry and Science

Mitsubishi Belting Group Procurement Policy

Staying true to its Corporate Philosophy of "To give attentive consideration to both humanity and nature," the Mitsubishi Belting Group will engage in fair and impartial procurement activities and strive to establish mutually reliable partnerships with our business partners.

1. Fair and impartial business transactions

We provide fair and impartial business opportunities to business partners who wish to do business with us. When selecting business partners, we comprehensively consider quality, technical capabilities, delivery dates, prices, stability of supply, and other factors.

2. Building partnerships

We aim to build mutually reliable partnerships through fair and impartial business transactions so as to achieve mutual growth.

3. Compliance and confidentiality

When conducting procurement activities, we comply with related laws and social norms, and we do not disclose confidential information about our business partners obtained through procurement transactions to third parties without the consent of our business partners.

4. Promoting CSR procurement

We comply with laws and social norms, and promote procurement that fulfills our social responsibilities while taking into consideration respect for human rights, health and safety, information security, and timely and appropriate disclosure of information regarding such details.

5. Promotion of green procurement

To preserve the global environment and realize a sustainable society, we will work with our business partners to engage in procurement activities that aims to reduce environmental impact.

February 1, 2023

2. Mitsubishi Belting Group Procurement Guidelines

Now that companies are supposed to play an even greater role for the good of the environment and society than before, we at the Mitsubishi Belting Group believe that it is important for us to strive as one with our business partners, as well as on our own, to enhance environmental and social value through business activities. We ask that you, business partners of the Mitsubishi Belting Group, uphold the philosophy and values of the Group and promote business activities in accordance with these Guidelines.

Mitsubishi Belting Group Procurement Guidelines

1. Thorough compliance

We ask that you act in good faith and comply with all applicable laws, regulations, and social norms of the country or region where you conduct business activities.

- Respect corporate ethics and abide by internal regulations. Do not engage in any misconduct.
- Execute operations and education based on your policy and framework for thorough compliance and on various systems, including the internal reporting system.

2. Respect for human rights and consideration for the working environment

We ask that you respect human rights and the personality of each individual and that you understand and uphold the Mitsubishi Belting Group Human Rights Policy.

- Do not tolerate any discrimination on the grounds of race, nationality, gender, sexual orientation, gender identity, age, religion, creed, ethnicity, immigration, disability, poverty, marital status, family status, or any other reason.
- Do not engage in inhumane treatment, including abuse, corporal punishment, or any form of harassment, or any act that violates the dignity of a person.
- Pay fair wages in compliance with applicable laws and regulations.
- Comply with legal working hours and holidays.
- Do not engage in any forms of forced labor.
- Do not unreasonably require employees to hand over their identity documents or work permits or unreasonably collect deposits.
- Do not employ children under the legal working age.
- Guarantee your employees' freedom of association and the right to collective bargaining.

3. Consideration for the environment

We ask that you actively promote various environmental initiatives to contribute to the realization of a sustainable society.

- Establish an environmental management system that ensures the continuous improvement of your performance on environmental issues, and engage in activities to conserve resources and energy.
- Work to reduce greenhouse gas (GHG) emissions.
- Work to reduce and recycle waste.
- Work to manage and reduce wastewater, sludge, and exhaust emissions.
- Make effective use of water resources and address water risks.
- Properly manage chemical substances in your products, grasp the amount of chemical substances handled, and report it to the regulating authorities.
- Do not use any substances prohibited by laws and regulations in your products and manufacturing processes.
- Conduct all business activities, including raw materials procurement, in consideration of the conservation of biodiversity, and strive to realize a sustainable society where people and nature coexist in harmony.

4. Maintenance of fair corporate activities and prevention of corruption

We ask that you conduct fair trade that respects commercial ethics and free competition and that you do not engage in private monopolies, unreasonable trade restrictions, or unfair trade practices (such as unfair competition and abuse

of superior bargaining position).

- Establish appropriate relationships with local governments and public officials, as well as customers and suppliers, and take measures to prevent corruption.
- Eliminate any relationships with antisocial forces or organizations.
- Respect the intellectual property rights, such as patent rights, copyrights, and trademark rights, of third parties.

5. Ensuring of quality

We ask that you take proactive measures to ensure stable quality.

- Design, manufacture, and sell products that meet the safety standards stipulated by various laws and regulations and that ensure sufficient product safety.
- Establish and maintain a quality assurance system that complies with quality management system standards, including ISO 9001.

6. Ensuring of safety and health

We ask that you appropriately manage the health and safety of your employees and prevent accidents and disasters so that everyone can work with peace of mind.

- Comply with laws and regulations on safety and health.
- Work to prevent occupational accidents through risk assessment and health and safety training.

7. Strengthening of information security

We ask that you prevent the leakage of confidential and personal information and strengthen information security.

- Clarify the information assets to be protected, and manage and protect them appropriately.
- Comply with laws and regulations on information security as well as contractual security requirements.
- In the event of an information security-related incident, promptly investigate the cause, make maximum efforts to minimize damage, and develop measures to prevent recurrence.

8. Supply chain management

We ask that you disseminate these Guidelines to your suppliers and ensure that your suppliers thoroughly understand and follow each item in the Guidelines.

- Conduct procurement activities in consideration of the effects on regional communities of the use of raw materials that may cause social problems, such as human rights issues and environmental issues, and take measures to avoid their use if there are any concerns.

9. Coexistence with regional communities

We ask that you actively engage in activities that can contribute to the development of international and regional communities.

- Value partnerships with regional communities.
- Work to conduct social contribution activities that will lead to solving the issues of regional communities.

10. Appropriate information disclosure

We ask that you disclose information to your stakeholders in a timely and appropriate manner to ensure the transparency of your corporate activities.

- Disclose information, such as about your commitment to human rights and occupational safety and health, your environmental activities, and your financial status, in a timely and appropriate manner.
- Never falsify records or disclose false information.

3. Mitsuboshi Belting Policies

Mitsuboshi Belting Group Human Rights Policy

In line with the Corporate Philosophy of “to give attentive consideration to both humanity and nature,” the Mitsuboshi Belting Group will be collaborating with stakeholders to engage in activities that respect and honor human rights. Through these activities, we will fulfill our corporate responsibility in respecting human rights as provided in the Guiding Principles on Business and Human Rights issued by the UN.

■ Scope of application

This Policy applies to all officers and employees of the Mitsuboshi Belting Group, and we will encourage our business partners to support this Policy and make efforts to better respect human rights.

■ Compliance

Mitsuboshi Belting Group's business activities in various countries and regions are to be conducted in compliance with the laws and regulations of each country. In our efforts to respect human rights, if laws and regulations do not comply with the United Nations' International Bill of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, we will give these two international principles as much priority as possible.

■ Performing Human Rights DD

In implementing this Policy, we will regularly perform Human Rights DD to identify risks (negative impacts on human rights), identify implementation issues, formulate implementation plans, monitor and evaluate implementation details, and deploy evaluation results so as to continuously improve our undertaking.

■ Implementation system

To ensure reliable and speedy achievement of goals set for initiatives related to respect for human rights, an organization in which officers serve as implementation managers will be formed in order to perform Human Rights DD and report the details to top management. We will also disclose information to stakeholders in an appropriate manner and actively engage in dialogue and consultation. Should a human rights infringement case arise in business activities of Mitsuboshi Belting Group or our business partners, we will immediately rectify the situation in accordance with international standards.

■ Education

This Policy will be communicated to officers, employees and stakeholders of the Mitsuboshi Belting Group, and will be disclosed in an easily accessible manner. We will also provide appropriate education to promote awareness and deepen understanding.

January 1, 2023

Basic Policy for the Environment

In all business activities, the Mitsuboshi Belting Group carries out environmental conservation activities from a global perspective with the aim of realizing a sustainable society based on the Corporate Philosophy of “thinking about people and thinking about the earth.” We will promote the creation of companies that contribute to society.

1. Maintenance of environmental management system

We maintain an environmental management system that functions effectively and manage the environmental preservation activities that are developed in all businesses under this system.

2. Compliance obligations

We comply with environmental laws and regulations, agreements with stakeholders, and internal rules/guidelines.

3. Cooperation with stakeholders

We actively promote cooperation with stakeholders with the aim of ensuring the achievement of our environmental

goals and targets we have set for issues in our environmental preservation activities, including conserving resources/energy and curtailing substances that have an environmental impact. We also actively engage in activities to achieve coexistence with the local community.

4. Utilization of technological capabilities

We apply the know-how and technology cultivated as a manufacturing company to environmental preservation activities with a "product life cycles" perspective.

5. Implementation of continuous improvement

Throughout all our businesses, we identify and monitor environmental impacts, make continuous improvements, and ensure that we achieve our environmental goals and targets.

Through the environmental management system, all employees of the Mitsubishi Belting Group will be informed of this basic environmental policy. We also disclose it outside the company in a form that is easily available to all stakeholders.

Revised on October 1, 2021

Mitsubishi Belting Group Basic Quality Policy

Management Principle:

To contribute to society by supplying goods of high performance, high precision, and high quality.

1. "To contribute to society by supplying goods of high performance, high precision, and high quality" means creating and providing products that satisfy customers with their performance, functionality, reliability, etc., and that are useful to society.
2. So as to realize this Basic Quality Policy, we will adhere to the following.
 - ① Develop products that satisfy customers.
 - ② Enhance and improve Total Quality Management (TQM) and ensure top-level quality in the domestic and international industries.
 - ③ Engage in work in accordance with established standards.

October 18, 1977

Basic Policy on Occupational Health and Safety

Ensuring the health and safety of all employees of the Mitsubishi Belting Group and continuously improving the system that manages them are top business priorities, and all employees are to work together to engage in health and safety activities.

Code of Conduct

All employees strive for good communication and participate in health and safety activities.

- We maintain and improve the health and safety management system so that it continues to function effectively.
- We comply with health- and safety-related legislations and health and safety management regulations.
- We strive to prevent occupational accidents through risk assessments and health and safety education.
- We promote health management for all employees by implementing health checkups, mental health safeguards, infection control measures, etc.
- We raise road safety awareness to eliminate traffic accidents.

April 1, 2020

Mitsuboshi Belting Group Information Security Policy

The Mitsuboshi Belting Group (hereinafter referred to as "the Group") is committed to ensuring information security across the Group based on the policy below in order to protect the information of our customers and business partners as well as the information assets held by the Group from threats such as accidents, disasters, and crimes, and to live up to the trust that society has placed in us.

1. Establishment of information security systems

The Group identifies information assets that need to be protected, and establishes and operates information security systems to protect those assets.

2. Regulatory compliance

The Group will comply with laws and regulations on information security as well as contractual security requirements.

3. Provision of education and training

The group continuously provides education and training regarding information security to our employees.

4. Response to security incidents

In the event of an information security-related incident, the Group will promptly investigate the cause, and strive to minimize damage and prevent recurrence.

5. Continuous improvement

The Group regularly reviews and improves its information security systems in order to adapt to changes in our businesses, society, technology, and other developments.

October 1, 2021