

## Procurement Guidelines

### Introduction

The PARK24 GROUP's philosophy states: "We create new forms of comfort and convenience by responding to the needs of today and anticipating the needs of tomorrow." In line with this approach, we conduct business activities with a view towards the sustainable development of society.

To address social issues such as human rights and the environment in collaboration with suppliers, we are stepping up our efforts in our sustainable procurement activities. Defining our Group Philosophy, Group Code of Conduct and the environmental policy, human rights policy, anti-corruption policy and the procurement policy that are parts of the Sustainability Policy as higher-level concepts, we formulated these guidelines.

We ask that suppliers actively carry out sustainable procurement activities including activities in their own supply chains while referencing these guidelines.

### 1. Fairness and impartiality

#### 1-1: Prohibition of corruption

We will conduct no act of corruption in any form, including extortion and bribery. We will not be involved in any act that has a high risk of involvement in bribery, corruption, inappropriate provision, receipt or extortion of interests, embezzlement or other corrupt acts.

#### 1-2: Fair business activities

We will respect not only local laws and regulations but also cultures and customs in individual regions where we conduct business activities in an effort to carry out sincere and fair business activities.

#### 1-3: Protection of intellectual property

We will respect the intellectual property of third parties and will not conduct any acts infringing upon them.

#### 1-4: Development and maintenance of whistleblowing program and whistleblower protection program

We will strive to develop and maintain programs for reporting any act that may violate any law or regulation or otherwise be considered misconduct and for protecting the people submitting these reports.

#### 1-5: Exclusion of anti-social forces

PARK24 GROUP (the "GROUP") will take a firm stance against antisocial forces and have no relationships whatsoever with them.

#### 1-6: Prohibition of the use of conflict minerals

We will endeavor to manage raw materials to avoid manufacturing products that contain any conflict minerals.

We ask that suppliers examine and disclose information on conflict minerals. Conflict minerals refer to tantalum, tungsten, gold and other minerals produced in the Democratic Republic of Congo and in its neighboring countries. They act as sources of funds for armed groups in the region.

## **2. Human rights and labor**

### **2-1: Prohibition on discrimination and harassment**

We will not conduct any act of unreasonable discrimination, harassment or similar act due to a person's race, ethnicity, nationality, place of origin, social status, gender, marital status, age, disability status, religion, thoughts, creed, sexual orientation, gender identity, differences in job type or in employment status or an equivalent factor.

### **2-2: Prohibit child labor and forced labor**

We will observe laws and regulations related to employment in individual regions and will not be involved in child labor under the minimum age for employment or in any form of forced labor against workers' will.

### **2-3: Working hours and wages**

We will properly manage employees' working hours, holidays and leave to prevent their working hours from exceeding the statutory limit. We will pay wages that meet statutory standards and will not unfairly reduce wages.

### **2-4: Respect for freedom of association and collective bargaining and action rights**

We will respect employees' freedom to form associations and their rights to bargain and act collectively in accordance with laws and regulations.

## **3. Safety and health**

### **3-1: Protection of employees**

We will identify work and environments that place physical burdens on employees and provide a safe workplace environment that prevents industrial injuries and diseases.

### **3-2: Employee health management**

We will implement proper health management for all employees and strive to prevent them from contracting diseases and to discover health risks swiftly.

## **4. Environment**

### **4-1: Compliance with environment-related laws and regulations**

We are aware of the importance of preserving the global environment, we will comply with environmental laws and regulations (to control soil, air and water pollution) and strive to conduct responsible activities for the environment.

#### **4-2: Reduction of climate change risks**

We will endeavor to reduce greenhouse gas emissions and energy and resources consumption to reduce climate change risks.

#### **4-3: Waste management**

We will properly manage waste, striving to reduce it by controlling its generation, using it and recycling it into resources.

#### **4-4: Water management**

We will endeavor to effectively use water and reduce water consumption. We will properly manage water intake and discharge to reduce environmental impact.

#### **4-5: Management of hazardous materials**

We will strive to properly manage, treat and control emissions of chemical substances with a hazardous impact on human health and on the environment.

#### **4-6: Respecting biodiversity**

We will consider biodiversity. When there is the possibility of adversely impacting biodiversity in any way, we will take proper action in accordance with relevant laws and regulations.

### **5. Business continuity**

#### **5-1: Efforts for business continuity**

In the event of a natural disaster, accident or other emergency, we will strive to operate our business without interruption. Should it be interrupted, we will strive to swiftly resume business operations.

### **6. Information security**

#### **6-1: Protection of confidential information and personal information**

We will properly handle confidential information and personal information we own or that we have acquired through transactions.

#### **6-2: Protection from threats to computer networks**

We will strive to ensure information security as the foundation of information management. We will implement measures to protect against threats to computer networks to carry out proper management and prevent damage to other companies as well as to ourselves.

## **7. Safety and quality of products and services**

### **7-1: Ensuring security**

We will strive to develop and manage systems to fully ensure safety to ensure that the products and services we supply meet the safety standards prescribed in laws and regulations of the individual regions we are active in.

### **7-2: Quality control and quality assurance**

We will endeavor to develop proper quality control and quality assurance systems and fulfill the quality standards agreed upon with customers.

Established on February 15, 2022