

# **Sustainable Procurement Guidelines**

November 2025

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## I Introduction

We recognize our suppliers as our partners who grow together, regardless of company size. We have established the Sustainable Procurement Guidelines to strengthen our partnerships with suppliers, support sustainable corporate growth, and contribute to realizing a sustainable society across the entire supply chain.

In conducting business transactions with suppliers, we have set each supplier's understanding of the Sustainable Procurement Guidelines as one of our criteria for determining whether to proceed with business relationships. Therefore, we request each supplier to comply with the conditions stipulated in these guidelines.

Furthermore, we will conduct surveys to monitor compliance with the Sustainable Procurement Guidelines. Based on the results, we may request our suppliers whom we have found any incompliances for improvements.

We appreciate your understanding and cooperation in this matter.

## **II Sustainable Procurement Guidelines**

### **1. Compliance with Laws and International Norms**

- Suppliers shall comply with the laws and regulations applicable in their home country and in the countries/regions where they conduct business, and respect international codes of conduct.

### **2. Human Rights and Labor**

- Suppliers shall not use labor obtained through coercion, bondage, inhumane prison labor, or human trafficking. Furthermore, suppliers shall not force workers to work and shall protect workers' rights to resign or terminate their employment voluntarily.
- Suppliers shall not employ children below the minimum working age.
- Suppliers shall not require workers to work beyond the limits set by the laws and regulations of the region where they work, and shall properly manage their working hours and holidays.
- Suppliers shall comply with all applicable laws and regulations regarding compensation paid to workers.
- Suppliers shall respect workers' human rights and prevent inhumane treatment such as mental or physical abuse, coercion, harassment, and any actions that may lead to such treatment.
- Suppliers shall refrain from discrimination and harassment. Suppliers also shall accommodate requests from workers regarding religious practices to an appropriate extent.
- Suppliers shall respect workers' right to organize as a means to achieve labor-management dialogue on working conditions and wage levels, while complying with local laws and regulations.

### **3. Health and Safety**

- Suppliers shall identify and evaluate occupational safety risks and ensure safety through appropriate design, technical measures, and management practices.
- Suppliers shall prepare emergency action procedures to minimize harm to workers and assets in case of emergencies such as disasters or accidents that threaten life or bodily safety. Suppliers also shall install necessary equipment and provide education and training to ensure these actions can be taken during disasters.
- Suppliers shall identify, evaluate, record, and report occupational accidents and occupational diseases, and conduct appropriate countermeasures and corrective actions.
- Suppliers shall identify and evaluate risks of worker's exposure to harmful biological, chemical, and physical agents in the workplace and conduct appropriate controls.
- Suppliers shall identify and evaluate physically demanding work and manage it appropriately to prevent occupational accidents and diseases.
- Suppliers shall evaluate the safety risks regarding equipment used by workers in their operations and conduct appropriate safety measures.
- Suppliers shall ensure the appropriate health and safety of facilities provided to workers (such as restrooms).

- Suppliers shall provide appropriate health and safety education and training regarding the various occupational hazards workers may encounter. Suppliers also shall establish a system for receiving safety-related feedback from workers.
- Suppliers shall conduct appropriate health management for all employees.

#### **4. Environment**

- Suppliers shall actively work on global environmental issues such as resource depletion, climate change, and environmental pollution, and also consider local environmental issues with regard to ensuring the health and safety of people in the relevant communities.
- Suppliers shall strive to improve energy efficiency and work on continuous reduction activities for energy consumption and greenhouse gas emissions.
- Suppliers shall comply with relevant laws and regulations and conduct appropriate measures to reduce emissions of harmful substances into the air, water, and soil.
- Suppliers shall promote reduction, reuse, and recycling, strive for effective resource utilization, and work to reduce waste generation.
- Suppliers shall identify, label, and manage chemicals and other substances that pose risks to human health or the environment. Suppliers also shall ensure safe handling, transportation, storage, use, recycling or reuse, and disposal.
- Suppliers shall comply with all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products.

#### **5. Fair Transactions and Ethics**

- Suppliers shall refrain from all forms of bribery, corruption, extortion, and embezzlement.
- Suppliers shall not provide or accept promises, offers, or authorizations as a means to obtain bribes or other improper or inappropriate benefits.
- Suppliers shall disclose information related to labor, health and safety, environmental activities, business operations, organizational structure, financial information and performance, in accordance with applicable laws and regulations and industry practices.
- Suppliers shall respect intellectual property rights and ensure that intellectual property is protected when transferring technology and know-how. Suppliers also shall protect the intellectual property of third parties, such as customers.
- Suppliers shall conduct fair business practices, competition, and advertising.
- Suppliers shall protect the confidentiality of information related to whistle-blowing and the anonymity of whistle-blowers, and prevent retaliation against them.
- Suppliers shall conduct due diligence to ensure that minerals such as tantalum, tin, tungsten, and gold contained in the products they manufacture are not causing or contributing to serious human rights abuses, environmental destruction, corruption, or conflict in conflict-affected and high-risk areas.

## **6. Quality and Safety**

- Suppliers shall fulfill their responsibilities as suppliers by ensuring that their products meet the safety standards set forth in the laws and regulations of each country, and design, manufacture, and sell products that ensure sufficient safety.
- Suppliers shall comply not only with all applicable laws and regulations regarding the quality of their products and services, but also with their own quality standards and customer requirements.
- Suppliers shall provide accurate and non-misleading information regarding their products and services.

## **7. Information Security**

- Suppliers shall implement defensive measures against threats such as cyberattacks and manage their operations to prevent harm to themselves and others.
- Suppliers shall comply with relevant laws and regulations regarding all personal information, including that of suppliers, customers, consumers, and employees, and manage and protect it appropriately.
- Suppliers shall properly manage and protect own confidential information, as well as confidential information received from customers and third parties.

## **8. Business Continuity Planning and Stable Supply**

- Suppliers shall prepare to resume production activities as quickly as possible to fulfill their supply responsibilities in case their own company or their business partners are affected by large-scale natural disasters or similar events.
- Suppliers shall establish an appropriate maintenance system to ensure that stable supply systems are not threatened by failures in production environments or production equipment.
- Suppliers shall share these Sustainable Procurement Guidelines with their own suppliers and work together to build a sustainable supply chain.
- Suppliers shall promptly report to JMS if there is a risk of supply stoppage due to unavoidable reasons.