



AICA Group
Supplier Sustainability Guidelines

April 2022

Introduction

Social issues that threaten the sustainability of the earth and the society we live in are increasingly serious. There is a strong need for companies to fulfill their social responsibilities by respecting human rights, reducing environmental impact, and acting in accordance with the highest ethical standards.

The Aica Group conducts business activities to resolve various social issues in order to realize our corporate philosophy "Through a philosophy of symbiosis, the Aica Group will create new value and contribute to society through endless innovation."

We would like to enhance the effectiveness of these activities by working together with all stakeholders involved in our supply chain. For this reason, we have recently revised the Aica Group Supplier Sustainability Guidelines.

We hope that you will understand the purpose of these guidelines, and also in order to expand this activity to the entire supply chain, we would appreciate your cooperation in ensuring that your suppliers understand the purpose of these Guidelines.

I Human Rights / Labor

I – 1 : Respect for human rights

We respect the human rights and values of all people. We shall not make unfair discrimination regardless of one's race, sex, nationality, religion, disability, or other reasons.

I – 2 : Prohibition of forced labor and child labor practices

Do not engage in any forced labor and child labor.

I – 3 : Appropriate wages and working hours

Paying employees at statutory minimum wages or higher and not to exceed legal limit for permissible working hours.

I – 4 : Employees rights

Respect the employees' rights including formation of unions and collective bargaining rights. Striving to build good relationships with employees through cohesive communication.

II Health and Safety

II – 1 : Safety and Health Management

We shall comply with all laws and regulations relating to the safety of employees and neighboring residents, establish appropriate safety and health management systems, including risk assessment, and strive to improve the safety of the workplace and the surrounding environment.

II – 2 : Employee Health Care

We shall conduct appropriate health management for employees, including medical examinations, working hours' management and mental health surveys.

II – 3 : Consideration for physically loaded tasks

Appropriately manage physically loaded tasks by providing work aids, taking regular short breaks and promoting sharing and cooperation among multiple workers.

II-4 : Safety measures for machinery devices

For machinery and facilities used in-house, safety risks shall be evaluated and appropriate safety measures shall be taken.

II-5 : Prevention and management of occupational accidents and labor diseases

Ensure workplace safety and prevent occupational accidents and labor diseases. Provide necessary medical treatment in the event of an accident, and take measures to support return to work. We shall also investigate and record occupational accidents and labor diseases to prevent recurrences.

II-6 : Emergency Response

Prepare emergency response manuals for possible disasters and accidents and ensure that all employees are familiar with it.

III Environment

III-1 : Environmental Management

Comply with all laws and regulations for products and services related to the environment and hazards, establish appropriate management systems such as ISO 14001 or other similar management system to minimize environment impact and comply with inspection standards and customer requirements.

III-2 : Control of chemical substances

In compliance with the laws and regulations of each country and region, we shall identify, label, and control chemical substances and other substances that pose a risk to the human body or the environment, and control them to ensure their safe handling, transfer, storage, use, reuse, or disposal.

III-3 : Minimize the environmental impact

Establish voluntary standards for environmental impact items such as greenhouse gas emissions, industrial waste emissions, and water consumption, and manage them appropriately.

III- 4 : Efficient use of resources and energy

We shall strive to conserve energy and resources, promote reduction, reuse and recycling, and continue to make effective use of energy and resources.

III- 5 : Environmental permits and administrative permits

Submit the requested management report without any delay subject to the required administrative authorization in accordance with the laws and regulations of each country and region.

III- 6 : Disclosure of the status of environmental conservation efforts

Regularly disclose the results of environmental activities.

IV Fair deal / Ethics

IV- 1 : Fair Business Conduct

In order to maintain fair and free competition, we shall comply with the anti-competition laws and other transaction rules of the applicable countries, and act in accordance with the laws and the proper corporate ethics.

IV- 2 : Prohibition of bribery and corruption

We shall not engage in any form of bribery or corruption, whether for money or non-money, and shall endeavor to contribute to the development of society and the economy through fair competition.

IV- 3 : Prohibit abuse of a superior position

We shall not engage in activities that are anti-competition in nature.

IV- 4 : Prevention and early detection of misconduct activities

Education and enlightenment activities should be conducted to prevent misconduct activities, and enhance certain system such as the internal reporting system to detect misconduct activities at an early stage.

IV- 5 : **Respect for Intellectual Property**

Do not infringe on the intellectual property rights of others.

IV- 6 : **Appropriate export control**

We shall execute export procedures for the export of technology and goods which regulated by laws and regulations under an appropriate control system.

IV- 7 : **Information disclosure**

We shall strive to provide and disclose timely and appropriate corporate information to our stakeholders.

V Quality Control / Safety

V- 1 : **Quality Control**

We shall comply with all laws and regulations relating to the quality and safety of products and services, establish an appropriate quality control system, and comply with our own quality and inspection standards and customer requirements.

V- 2 : **Ensuring product safety**

Every product shall comply with the safety standards set forth by the laws and regulations of each country and region. It also manages traceability and other aspects of the products, and takes prompt action to solve any problems.

VI Information Security

VI- 1 : **Protection against the computer networks threats**

Provide protection against computer network threats and manage not to cause any harm to the company and other companies.

VI- 2 : **Prevent the leakage of personal information**

Properly manage and protect personal information of customers, third parties, and company employees.

VI- 3 : Prevent the leakage of customer and third-party confidential information
Properly manage and protect confidential information received from
customers and third parties.

VII CSR (Corporate Social Responsibility)

VII- 1 : Contribution to society and the local communities
Voluntarily engage in activities that contribute to the development of the
international and local communities.