

Supplier CSR Guidelines

Revised in September 2024

TACHI-S Co., Ltd.

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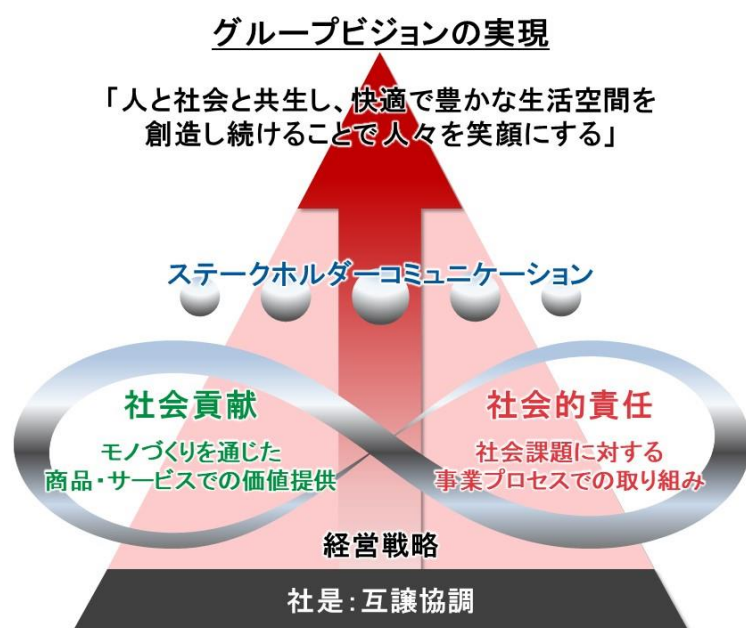
TACHI-S Home Page
https://www.tachi-s.co.jp/en/sustainability/society/supply_chain.html#anchor01



1. Introduction

TACHI-S Group Vision

"We bring smiles to people's faces by coexisting with people and society and continuing to create comfortable and rich living spaces."



To achieve this, we position "social contribution" and "fulfilling social responsibility" as the core of our CSR (see diagram on the left). We also aim to be a "company that continues to be chosen" as a highly sensitive organizational group that implements appropriate and preventative measures in each ESG (Environment, Social, Governance) area to ensure sustainable business activities.

This cannot be achieved by our group alone; it is essential that we work closely with you, maintain a high level of vision, and continue to take concrete steps.

Therefore, these guidelines will be revised as appropriate based on future developments and societal demands.

We ask that you all understand the purpose of these guidelines and take actions in accordance with them. We also ask that you ask your suppliers to understand the purpose of these guidelines and to take action in accordance with them.

TACHI-S Co., Ltd. Manufacturing Division
Procurement Group Manager
Hiroyuki Morimoto

2. TACHI-S Group Supplier CSR Guidelines

Based on the above Group Vision and Procurement Code of Conduct, we ask for your cooperation in the following areas.

We will establish this as a guideline.

2-1. TACHI-S Procurement Code of Conduct

- 1) We will comply with relevant laws and regulations and implement proper sales contracts.
- 2) We will strive to improve our QCD evaluation techniques by collecting and sharing information both inside and outside the company.
- 3) In conducting transactions, we will adhere to fair and impartial treatment and strive to build relationships of mutual trust.
- 4) We will thoroughly manage confidential information and strive to prevent leaks.
- 5) We promote procurement activities that take into consideration human rights, labor, safety and health, and the environment.

2-2. What we want to share about manufacturing

We provide our suppliers with products that are superior in quality, delivery, technology, and cost.

We would like to receive it. We also want our customers to be satisfied with our products.

In order to steadily provide high-quality products that meet customer needs, We believe that it is essential to take measures and strengthen business continuity plans.

2-2-1. Safety

By prioritizing safety above all else, we can steadily produce better products. To achieve this, we ask that you create a workplace environment where employees can work safely and healthily.

2-2-2. Quality

In order to meet customer expectations with "quality," we will pool our manufacturing power to create better products.

I would like you to provide it. To achieve this, we need to strengthen change management and emphasize the importance of quality.

Please spread this throughout your company.

2-2-3. Production

In order to improve productivity, it is important to carry out improvement activities in all manufacturing processes.

To achieve this, we must always be conscious of improvement and create competitive products.

I think it's important.

In addition, we always strive to provide a stable supply of products, and also to be able to supply products in the event of unforeseen circumstances.

Please establish and strengthen your BCP response.

2-2-4. Technology

As interest in the environment grows, we are looking to the future with natural materials and materials free of environmentally hazardous substances.

Technological development and the application of materials will become important.

In order to provide proposals that meet customer expectations,

Please develop the technology.

2-2-5. Cost

Please continue to provide us with raw materials, processing, logistics, etc. at a fair and market-competitive cost.

2-2-6. Trust

We will promote activities and build good relationships with our suppliers through thorough communication, understanding, and consent.

Build it.

2-3. CSR target areas

2-3-1. Compliance

a. Compliance with laws and regulations

Comply with the laws and regulations of each country and region.

Policies and systems for thorough compliance, guidelines for action, reporting systems, education, etc.

Prepare and implement.

b. Compliance with Competition Laws

We comply with the competition laws of each country and region, and do not engage in private monopolies or unfair trade restrictions (cartels, bid rigging, etc.).

We will not engage in unfair trade practices or abuse of dominant bargaining position.

c. Anti-corruption

Political donations and contributions are made in accordance with the laws and regulations of each country and region, and we will communicate with our suppliers in a transparent and

Strive to build fair relationships. Stakeholders are targeted for obtaining or maintaining unfair benefits or preferential treatment.

We will not accept or provide any money, including meals, entertainment, gifts, or year-end or mid-year gifts, between our suppliers or business partners.

d. Management and protection of confidential information

Personal information of customers, third parties and employees, as well as confidential information of customers and third parties, must be handled in a legitimate manner.

Upon acquiring such information, we will strictly manage it and use and protect it within appropriate limits.

e. Export Trade Controls

Regarding the export of technologies and goods that are regulated by the laws and regulations of each country and region, we will follow the appropriate export procedures and

Manage. Applicability determination (whether it is not intended to be used as a weapon, or the country or region of manufacture, (checking the status of disclosure) appropriately, and report and share such information.

f. Intellectual Property Protection

Protecting intellectual property rights owned or attributed to the company, as well as protecting the intellectual property of third parties

Do not obtain or use unauthorized content or infringe on any rights.

g. Elimination of anti-social forces in Japan based on Japanese government guidelines and ordinances

All employees, from management to employees, will reject anti-social forces and resolutely sever all ties with them.

We will share this clear policy with our stakeholders and suppliers.

h. Responsible Sourcing of Minerals

We will proceed with due diligence regarding conflict minerals and comply with laws related to responsible mineral sourcing.

The mineral resources contained in materials and components may have adverse social impacts in terms of human rights, the environment, etc.

Check to see if anyone is there. If adverse effects are predicted or confirmed, we will not use those mineral resources. Promote the method.

2-3-2. Safety and quality

a. Provision of products and services that meet customer needs

Understand customer needs and develop and provide socially useful products.

Socially useful products

These are products that are easy for anyone to use, regardless of age, gender, or whether they have a physical disability.

Alternatively, it refers to products that have a low environmental impact, such as energy saving, resource saving, and environmental conservation.

b. Ensuring the safety of products and services

We manufacture and provide products and services that comply with the safety laws and regulations established in each country and region.

c. Ensuring quality of products and services

Build and operate a company-wide system to ensure quality.

2-3-3. Human rights and labor

a. Non-Discrimination

In all employment situations (recruitment, employment, promotion, salary, dismissal, retirement, job assignment, discipline, etc.)

In this regard, nationality, race, ethnicity, origin, ideology, creed, marital status, age, sex, sexual orientation,

Do not discriminate on the basis of gender identity, disability, employment status, or any other grounds.

b. Prohibition of Harassment

Any form of harassment in or outside the workplace (including power harassment, Sexual harassment and harassment related to pregnancy, childbirth, childcare, and elderly care, etc.

I will not forgive you.

c. Prohibition of Child Labor

Employment of minors who have not reached the legal working age under the laws of each country or region is not permitted.

In addition, under any circumstances, employment of persons under the age of 15 is not permitted.

d. Prohibition of Forced Labor

Ensuring that all work is voluntary and that employees are free to leave;

No forced labor will be used.

e. Wages

Compliance with the laws and regulations of each country and region regarding minimum wages, overtime work, wage deductions, piecework wages, and other benefits
Comply.

f. Consideration for foreigners

If you are accepting foreign workers, trainees, or other foreigners, you must comply with the labor laws and regulations of the relevant country. We will comply with these rules and will not engage in any actions that go against the purpose of the acceptance system.

g. Working hours

Determining employee working hours (including overtime) and granting holidays and annual paid leave,
We will comply with all other laws and regulations of each country and region.

h. Dialogue and consultation with stakeholders

We will discuss and communicate in good faith with stakeholders.
The right to freely associate or not to associate is governed by the laws and regulations of the countries and regions in which we operate.
It is recognized based on this.

i. Safe and healthy working environment

We prioritize the occupational safety and health of our employees and do our utmost to prevent workplace accidents.

j. Eliminating human rights violations in local communities and supply chains

Consideration of the local environment in which we operate and elimination of human rights violations in our supply chains
We will continue our efforts to achieve this.

2-3-4. Environment

Environmental Management

In order to promote a wide range of environmental activities, we will comply with the laws and regulations of each country and region and will keep up to date with future changes to such laws and regulations.

We will strive to respond. We will establish a company-wide management system and continuously operate and improve it.

b. Reducing greenhouse gas emissions

We will comply with the laws and regulations of each country and region, and strive to respond to future changes in laws and regulations.

Manage greenhouse gas emissions from business activities and promote reduction

activities.

Make effective use of energy.

c. Prevention of environmental pollution of air, water, soil, etc.

We will comply with the laws and regulations of each country and region regarding the prevention of air, water, soil, etc.

We will also strive to comply with changes in laws and regulations. Continuous monitoring and reduction of pollutants to prevent environmental pollution

Prevent.

d. Resource conservation and waste reduction

We will comply with the laws and regulations of each country and region regarding proper waste disposal and recycling. Efficient use of resources

By doing so, we will work to reduce the amount of waste that is finally disposed of, and also strive to reduce water consumption.

e. Chemical Substances Management

We will comply with the laws and regulations of each country and region, and strive to respond to future changes in laws and regulations. Environmental pollution Identify chemical substances that may be harmful and manage them safely.

The laws and regulations of each country and region and our company

The product does not contain any chemical substances prohibited by regulations.

We do not use any prohibited chemical substances in our manufacturing processes, and do not use any substances specified by the laws and regulations of each country or region.

Regarding chemical substances, emissions will be tracked and reported to the government.

f. Ecosystem protection

We will strive to protect the ecosystem in our business activities and parts manufacturing, including raw material procurement.

*Regarding item 2-3-4. a-f above, if you request information disclosure from a supplier,

To submit records and reports. Regarding chemical substances contained in products, IMDS is

This shall be considered as a report.

2-3-5. Information disclosure

Disclosure of information to stakeholders

Provide stakeholders with information on financial status, business performance, and details of pre-planning activities in an appropriate and timely manner.

We will disclose information and communicate with stakeholders in an open and fair manner.

Strive to maintain and develop mutual understanding and relationships of trust.

2-3-6. Defense against cyber attacks

Companies should take measures to defend against threats such as cyber attacks to prevent damage to themselves and others.

It must be managed in this way.

2-3-7. Formulation of business continuity plan

Companies should identify and assess risks that could impede business continuity, examine their impact on business, and take necessary measures in the medium to long term.

It is necessary to formulate a business continuity plan (BCP) that summarizes advance measures and the status of those measures.

3. To our suppliers

3-1. Compliance with laws and regulations

We ask that you strictly adhere to these guidelines, in particular to legal compliance.

3-2. Strengthening the internal structure

In order to comply with all laws, regulations and rules, we ask that you establish, maintain and operate an appropriate internal system. We ask that you strengthen your company's internal governance and audits, and create a corporate culture in which violations of laws, regulations, and standards do not occur.

3-3. Thorough awareness throughout the supply chain

We ask that you thoroughly disseminate information about the CSR guidelines, especially compliance, not only to your suppliers and contractors but also throughout your supply chain.

In the unlikely event that a supplier commits a compliance violation, we ask that you immediately report it to us and submit the results of the investigation and an improvement plan. Until the problem is resolved and appropriate measures are taken, We may suspend business and new requests for quotes.