

Asahi Kasei Group Supplier Guidelines

The Asahi Kasei Group aims to contribute to sustainable society.

Achieving this requires efforts across the entire supply chain. Issues such as human rights violations and occupational accidents are becoming increasingly serious in the supply chains of global companies, and we require the understanding and support of our supplier companies.

Based on this perspective, we have compiled and established the following Supplier Guidelines regarding issues we seek to address in partnership with our suppliers. Suppliers are requested to comply with these standards as well as relevant laws, regulations, and social norms.

Human Rights and Labor

1. Prohibition of Compulsory Labor and Child Labor

Suppliers will not engage in any form of slave labor or compulsory labor, including human trafficking.

Suppliers will not allow children under the minimum age for employment to work, and will not allow young workers under the age of 18 to work late at night, work overtime, or engage in work that endangers their health or safety.

2. Working Hours based on Laws and Regulation

Suppliers will not make employees work in excess of the working hours stipulated by laws and regulations.

3. Wages and Benefits based on Laws and Regulations

Suppliers will pay wages and provide benefits to employees in accordance with laws and regulations.

4. Prohibition of Harassment

Suppliers will prohibit all forms of harassment of employees, including power harassment and sexual harassment.

5. Eradication of Discrimination and Provision of Equality of Opportunity

Suppliers will prohibit all forms of discrimination based on race, ethnicity, ancestry, nationality, religion, gender, age, physical characteristics, sexual orientation, ideology, form of employment contract, etc., in the hiring and treatment of employees.

6. Freedom of Association

Suppliers will respect the freedom of association and the right to collective bargaining and will engage in dialogue and discussions with employees or the representatives of employees in good faith.

Safety, Hygiene, and Health

1. Operational Safety and Workplace Safety and Hygiene

Suppliers will strive for operational safety and prevent workplace accidents to ensure the safety of their employees and the local community. To this end, suppliers should verify and understand risks in the working environment, take the necessary measures, prepare work manuals and other documents, and provide appropriate education and training.

2. Health

Suppliers will work to create a comfortable working environment and maintain and promote the health of employees.

Environment

1. Measures Against Global Warming

Suppliers will set voluntary quantitative targets for GHG emissions and strive to achieve reductions.

2. Efficient Use of Resources, Energy, and Water

Suppliers will set voluntary quantitative targets for the use of resources, energy, and water, and strive to achieve reductions.

3. Waste Reduction

Suppliers will set voluntary quantitative targets for waste and strive to achieve reductions by promoting recycling, etc.

4. Prevention of Air, Water, and Soil Pollution

Suppliers will set voluntary quantitative targets for substances with environmental impacts discharged into the air, water, and soil, and strive to achieve reductions.

5. Biodiversity

Suppliers will work to preserve biodiversity based on an understanding of the impact of their business activities on the ecosystem.

Ethics

1. Prohibition of Bribery and Maintenance of Sound and Appropriate Business Relationships

Suppliers are prohibited from giving any improper gifts, entertainment, benefits, or other economic advantages to public officials or people in equivalent positions, both in Japan and overseas.

In addition, suppliers will not provide or receive money, goods, or services to or from business partners that violate laws and regulations or deviate from socially accepted norms and common sense.

2. Appropriate Accounting and Tax Processes

Suppliers will carry out appropriate accounting and tax processes in accordance with laws and regulations related to accounting and tax.

3. Information Disclosure and Public Communication

Suppliers will maintain a sound relationship with society by proactively disclosing information and performing communication. Suppliers will disclose information in a fair, impartial, and accurate manner, and as promptly as possible.

4. Protection of Information

Suppliers will strictly manage and properly handle their own confidential information and the confidential information of their customers and third parties.

5. Respect for Intellectual Property Rights

Suppliers will respect intellectual property rights, including patent rights, utility model rights, design rights, trademark rights, and copyrights, and will not infringe on the intellectual property rights of third parties.

6. Fair Business Dealings

Suppliers will comply with laws and regulations for free and fair competition, including anti-trust laws and competition laws.

In addition, when advertising or promoting products, suppliers will confirm the accuracy of content, and ensure fair representation in accordance with laws and regulations when comparing other companies' products with their own.

7. Whistleblowing System

Suppliers will maintain a program that allows employees to report, without fear of reprisal, organizational or individual violations of laws, regulations, work rules, or other company policies occurring within the company, as well as any suspected violations. The confidentiality of whistleblowers will be strictly maintained and protected, without fear of reprisal.

8. Responsible Procurement of Minerals

Suppliers will practice responsible procurement of minerals and avoid the use of minerals used to finance armed groups in conflict zones or involved in promoting or contributing to human rights abuses or environmental destruction.

9. Privacy

Suppliers will handle the personal information of business partners, customers, and employees properly in accordance with laws and regulations throughout the cycle of collection, use, storage, and disposal.

Management Systems

1. Company Measures

Suppliers will establish a management system to ensure compliance with these standards. It will be made clear who is responsible for the management system, and continuous improvement will be performed through a Plan-Do-Check-Act cycle.

2. Approach to the Supply Chain

Suppliers will fulfill their corporate social responsibility throughout the supply chain by not only complying with the matters set forth in these standards but also requiring their business partners to do so.

Supplementary Provisions

- These Guidelines were established in September 2021.
- These Guidelines apply to the entire Asahi Kasei Group. However, each Group company may have individual guidelines, policies, etc., to the extent that they do not contradict the basic spirit of these Guidelines, depending on the specific circumstances of the industry in which each Group company operates.