

SUMITOMO RIKO GROUP

Supplier **CSR Guidelines**

August 2019
3rd Edition



**SUMITOMO
RIKO**

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I. Introduction

Sumitomo Riko Company Limited and its group companies recognize that contributing to the sustainable development of society through corporate social responsibility (CSR) initiatives is an essential management issue in order for a company to achieve sustainable development.

In November 2011, we established the first "Supplier CSR Guidelines" and asked our suppliers to implement CSR management.

In September 2015, "Sustainable Development Goals (SDGs)" were adopted by the United Nations in order to realize the sustainable society "leave no one behind", and efforts to address social issues on a global scale have are expected, and the situation related to CSR has changed dramatically.

In May 2018, we revised the former med-term vision "Sumitomo Riko Group Vision (2022V)" with the aim of creating social value and achieving sustainable growth together with society by simultaneously enhancing corporate value represented by financial objective and public value presented by non-financial objectives. We also revised our "Sumitomo Riko Group Vision (2022V)" to reflect the needs of the global society.

We have revised the "Supplier CSR Guidelines" to reflect the latest "Sumitomo Riko Group Corporate Action Charter". Sumitomo Riko Group will continue to conduct CSR-conscious procurement activities with our business partners, so we ask for your continued cooperation.

Acting in accordance with "Sumitomo Riko Group Corporate Action Charter" and revised "Supplier CSR Guidelines", together with our suppliers, we are going to continue to perform procurement activities based on CSR awareness.

Therefore, we are asking for your cooperation.

II. The Sumitomo Spirit and The Sumitomo Riko Group Management Philosophy

• The Sumitomo Spirit (Business Principles)

Article 1. Sumitomo shall achieve prosperity based on a solid foundation by placing prime importance on integrity and sound management in the conduct of its business.

Article 2. Sumitomo's business interests must always be in harmony with the public interest. Sumitomo shall adapt to good times and bad times but will not pursue immoral business.

•The Sumitomo Riko Group Management Philosophy

In light of the Sumitomo Spirit, all of us at the Sumitomo Riko Group will:

- 1. We will provide superior products and services to meet customer needs based on technological innovation.**
- 2. We will place top priority on safety and work to ensure the safety of people and society.**
- 3. We will strive to protect the global environment and to contribute to creating better communities.**
- 4. We will maintain a high standard of corporate ethics and observe all laws and regulations to earn public trust and confidence worldwide.**
- 5. We will foster an invigorating corporate culture that respects our employees' diversity, personal qualities, and individuality.**

III. Sumitomo Riko Group Corporate Action Charter

The Sumitomo Riko Group, in view of The Sumitomo Spirit, including “integrity and sound management” and to “not pursue immoral business,” and in accordance with the Sumitomo Riko Group Management Philosophy, creates social value by enhancing corporate value and social value with a strong sense of ethical values and autonomous and responsible behavior to aspire to be a Global Excellent Manufacturing Company.

To contribute to realizing the sustainable development of society in harmony with people and the Earth, we act in line with the following 10 principles.

(Commitment to Customers and Realizing a Sustainable Society)

1. We shall develop and provide socially beneficial and safe products and services through innovation that provide satisfaction to customers and earn their confidence. We shall contribute to sustainable economic growth and the resolution of social issues through such business activities.

We shall:

- 1-1. endeavor to understand customer needs and develop and provide socially beneficial products and services to contribute to the sustainable development of society and the resolution of social issues;
- 1-2. ensure the safety and quality of products and services;
- 1-3. provide customers with appropriate information on products and services; and
- 1-4. respond sincerely to inquiries from customers and reflect their perspectives in the improvement and development of products and services.

(Fair Business Practices)

2. We shall engage in fair, transparent, and free competition, and ensure that transactions are appropriate and responsible. Also, we shall observe laws, regulations, and rules, as well as maintain a sound and proper relationship with political bodies and government agencies.

We shall:

- 2-1. comply with the antitrust laws of countries and regions and not engage in monopolistic practices, unlawful restraint of transactions (cartels), or unfair trade practices;

- 2-2. protect the intellectual property rights of the Sumitomo Riko Group and not engage in illegal acquisition or illegal use of the intellectual property of third parties nor infringe their rights;
- 2-3. implement appropriate export procedures and controls regarding exports of technologies and goods that are restricted by laws and regulations of countries and regions;
- 2-4. not provide or receive entertainment, gifts, or money to or from private business partners for the purpose of gaining or maintaining unlawful profit and/or preferential treatment;
- 2-5. not provide or receive inappropriate entertainment, gifts, or money to or from public officials;
- 2-6. promote responsible procurement to support a sustainable society under appropriate policies; and
- 2-7. comply with the laws and regulations of countries and regions when making political donations or other monetary contributions and endeavor to build transparent and fair relationships with political bodies and government agencies.

(Dialogue with Stakeholders, Information Disclosure, and Information Management)

3. In addition to communicating with a wide range of shareholders constructively, we shall interact extensively with the public, and disclose corporate information actively, effectively, and fairly to create social value by enhancing corporate and social value. We shall also protect and properly manage personal and customer data and other types of information.

We shall:

- 3-1. promote fair disclosure of information and constructive communication with shareholders and investors through general meetings of shareholders and investor relations (IR) activities;
- 3-2. endeavor to prevent insider trading;
- 3-3. disclose information to stakeholders in an appropriate and timely manner and build relationships of trust by promoting two-way communication continuously through public communications, public hearings, dialogue, and other means; and

3-4. protect personal and customer data appropriately.

(Respect for Human Rights)

4. We shall conduct business that respects the human rights of all persons.

We shall;

- 4-1. understand and respect internationally recognized human rights;
- 4-2. clarify policies for respecting human rights and reflect them in business activities;
- 4-3. contribute to the creation of an inclusive society by supporting socially vulnerable people who are at greater risk of human rights violations, through collaboration with a diverse range of stakeholders; and
- 4-4. not countenance child labor or forced labor.

(Decent Workplace)

5. We shall realize work practices that will improve the capability of employees and that respect the diversity, character and personality of employees.

We shall ensure a healthy, safe and comfortable working environment, thereby cultivating a sense of belonging and plenitude.

We shall:

- 5-1. promote diversity and inclusion by establishing personnel and organizational systems that enable a diverse range of people to work;
- 5-2. promote reform of work practices and work-life balance;
- 5-3. make no unjustified discrimination in employment and treatment of persons and provide equal opportunities;
- 5-4. prevent occupational accidents and support the wellbeing of our employees;
- 5-5. respect the different attributes of our employees and support their career development and skill development;
- 5-6. engage in dialogue directly with our employees or with their representatives, and discuss matters with them in good faith; and
- 5-7. comply with laws and regulations of countries and regions concerning wages and other benefits, working hours and holidays.

(Global Environment)

6. Recognizing that global environmental issues pose challenges to all humankind, and that it is an integral part of our existence and activities, we shall proactively tackle these issues.

We shall:

- 6-1. implement measures to mitigate global warming and work to establish a recycling-based society;
- 6-2. comply with laws and regulations of countries and regions concerning prevention of pollution of air, water, and soil, etc. and prevent environmental contamination through continuous monitoring and reduction of pollutants;
- 6-3. manage potentially environmentally harmful chemical substances to ensure safety;
- 6-4. ensure that our products of each country and region do not contain chemical substances prohibited by laws and regulations of that country and region;
- 6-5. not use prohibited chemical substances in manufacturing processes, and regarding chemical substances that are specified by laws and regulations of countries and regions, monitor their emission volumes and report to governmental agencies; and
- 6-6. engage in nature conservancy activities, including conservation of biodiversity.

(Social Contribution)

7. We shall actively engage in community involvement activities and contribute to community development as a good corporate citizen.

We shall:

- 7-1. apply our resources and expertise to help resolve social issues that can be devoted to and addressed with priorities;
- 7-2. promote collaboration with a wide range of partnerships, including NPOs/NGOs, local communities, government agencies and United Nations agencies, in order to resolve issues;
- 7-3. support employees' voluntary involvement in the community; and
- 7-4. participate in social contribution activities of the industry of which we are a part and of the business community.

(Respect for International Norms of Behavior and Good Relations with the Community)

8. In line with the globalization of business activities, we shall comply with laws and regulations of the countries and regions where our business operations are based and respect human rights and other international norms of behavior. We shall also conduct business by taking into consideration the local culture and customs as well as the interests of stakeholders, and contribute toward the development of the local economy and society.

We shall:

- 8-1. respect international norms of various kinds, including human rights, in addition to ensuring compliance with the Sumitomo Riko Group Action Charter and laws and regulations of the countries and regions where we operate;
- 8-2. respect the cultures, religions, traditions and customs of the countries and regions where we operate, and always promote business activities based on mutual trust with stakeholders;
- 8-3. promote localization of management and improvement of the working environment attuned to the circumstances of the countries and regions; and
- 8-4. take an interest in the CSR initiatives of suppliers in the countries and regions where we operate and provide support to them for improvement, as necessary.

(Risk Management and Crisis Management)

9. We shall assess risks that may arise in the future and develop measures to prevent their materialization; and if they do materialize, we shall endeavor to minimize the damage.

We shall conduct thorough and organized crisis management in the face of actions caused by natural disasters, cyber attacks, terrorism, antisocial forces and other crises that pose a threat to civil society and corporate activity.

We shall:

- 9-1. identify and analyze risks to which business activities of the entire Sumitomo Riko Group are exposed and establish a structure to avert risks and Group-wide systems for risk management;
- 9-2. monitor and evaluate activities in order to prevent risks materializing and to minimize damage in the event that they do materialize;

- 9-3. establish a solo crisis response headquarters in times of emergency and address crises that pose a threat to business activities of the entire Sumitomo Riko Group; and
- 9-4. establish clear basic policies and systems within the Group to drive out antisocial forces and organizations by working with organizations concerned.

(Initiative of Top Management and Implementation of this Charter)

10. Recognizing that it is the role of top management to inculcate the spirit of this Charter throughout the Group, top management of the Sumitomo Riko Group shall take the initiative in an exemplary manner to build an effective governance system and implement the Charter within Sumitomo Riko and throughout the Group companies, while also encouraging the Group's suppliers to endorse and fulfill the principles of this Charter. Furthermore, top management shall continuously listen and respond to voices from within and outside the Group and establish internal systems to promote CSR.

In the event of any violation of the Charter causing a loss of social trust, top management of the Sumitomo Riko Group shall take charge to resolve the issue, investigate and identify the causes of the lapse, and make efforts to prevent recurrence while fulfilling their responsibilities.

- 10-1. Top management shall fully exercise leadership in order to establish a governance structure to ensure the soundness, efficiency and transparency of corporate management, clarify the management philosophy and the code of conduct, ensure adherence to the same throughout the Sumitomo Riko Group, and promote CSR.
- 10-2. Top management shall express the management philosophy and their commitment to realizing a sustainable society as the spirit of this Charter and disclose information on concrete activities.
- 10-3. We shall establish Group-wide systems for implementation of compliance with corporate ethics.
- 10-4. We shall ensure that corporate ethics are observed and CSR is promoted throughout the Sumitomo Riko Group. In addition, we shall also encourage companies in the supply chain to act in accordance with the spirit of this Charter.

- 10-5. We shall maintain the corporate ethics helpline (point of contact for consultation), which is independent of the usual chain of command, and utilize it to improve business conduct.
- 10-6. We shall implement education and training concerning observation of corporate ethics and promotion of CSR and increase their effectiveness.
- 10-7. We shall check and evaluate the impact of initiatives concerning the Sumitomo Riko Group Action Charter and the extent to which its principles are inculcated.
- 10-8. Top management shall always adopt a risk management perspective and design internal systems for prevention of emergencies.
- 10-9. In the event of an emergency, top management shall take command of the investigation of the facts and the identification of the causes without delay and formulate and implement appropriate policies and measures to fulfill the responsibility of the company.
- 10-10. Top management shall promptly make full public disclosure, explain what has occurred, and, upon determining the source of competence and responsibility, impose strict disciplinary action against those held responsible.

IV. Basic Attitude toward Procurement Activities

Based on the understanding that fulfilling one's Corporate Social Responsibility (CSR) is a prerequisite for a company to survive, we emphasize to our employees that "compliance with the law takes priority over profits".

As part of such policies, we are making efforts to spread compliance awareness among all employees of the Sumitomo Riko Group companies by distributing brochures entitled " Sumitomo Riko Group Global Compliance Conduct Guidelines", as well as by organizing internal workshops.

In this setting, we can ensure that our procurement activities are conducted in a fair and transparent manner in all aspects of our transactions, above and beyond "compliance." As fundamental policies in procurement activities, we have set Sumitomo Riko's basic policy on transactions and our code of conduct as outlined below. If our employees behave in any way which conflicts with the code, we will take firm action.

1. Basic policy on transactions

We consider Sumitomo Riko Group and its suppliers to be partners on an equal footing, and therefore we ensure that all transactions are conducted in a fair and transparent manner and that promises and contracts are always respected.

2. Code of conduct

- 1) The selection of suppliers should be implemented in accordance with guidelines related to procurement. (we never decide and support a specific supplier due to personal reasons)
- 2) All determinations on terms and conditions of transaction and releases of information to suppliers should be made in a fair manner.
- 3) Sumitomo Riko Group shall pay significant attention to the management of

confidential information regarding suppliers and must not use such information for any purposes other than procurement activities.

4) Sumitomo Riko Group must not accept from its suppliers, nor ask a supplier for, any remuneration such as a gift or entertainment that exceeds the scope of social norms.

3. Reaction to violations

If our employees violate the terms outlined above, we will take firm action as specified in employment regulations.

V. Sumitomo Riko's Expectations of Suppliers

1. Delivery of the highest quality products and services

Sumitomo Riko Group aims to provide products and services useful for life in terms of safety, high quality, competitive costs, and meeting customer expectations.

Therefore, we ask our suppliers to supply goods and services complying with ordered specifications, safety and quality standards, at commercially attractive prices, and to respect delivery dates and stability.

2. Enhancing technological level

Sumitomo Riko Group carries out ongoing monitoring of customers' needs, and demonstrates its creativity in an effort to develop original new products and solutions. To this end, we ask our suppliers of products and services to continuously improve technological standards, develop new technologies and materials, and persistently apply VE / VA and to submit proposals for solutions.

*VE / VA (Value Engineering / Value Analysis): analysis of a project in order to optimize costs before / after the start of production.

3. Promoting healthy management

We aim to create long-term relationships with suppliers who demonstrate healthy management practices, and to build together bonds of trust and cooperation. Therefore, we ask our suppliers to share information concerning their policies and current management situation (including financial condition).

4. Caring for the environment

We believe that engaging in environmental issues is the common responsibility of mankind and is a necessary element in the existence and activity of the company. We require that our suppliers demonstrate deep understanding of this matter, and expect them to promote spontaneous and proactive measures to protect the environment with a view to nature, as well as to comply with Sumitomo Riko Group Green Procurement Standards for supplies.

5. Compliance with regulations and social norms, fair and appropriate activity of the company

We expect our suppliers to act in accordance with laws and regulations in force in the country or region where the supplier conducts business activity (domestic and regional anti-trust regulations, the Subcontract Act, foreign exchange regulations, acts on personal data protection, copyright, laws preventing the abuse of intellectual property etc.).

We expect our suppliers to put strong emphasis on actions that prevent extortion and corruption including bribery.

6. Contribution to society and eliminating antisocial forces

Striving for a better society, we ask our suppliers to respect the culture and customs of their country or region, and to promote active contribution to the economic and social development of those areas.

Furthermore, we believe that we should strongly oppose any forces and organizations posing a threat to safety or public and civil order. Also in this regard, we ask our suppliers for understanding and appropriate action.

7. Caring for human rights, health and safety at work

We ask our suppliers to respect fundamental human rights in their activities and to create a healthy and active work environment based on the principle "Safety First".

We insist that our suppliers never use forced labor, inhuman treatment, child labor, racial harassment, or illegal employment of foreigners. We also ask that suppliers comply with state and local standards regarding health and safety at work, conditions of employment, including the issue of wages and working conditions.

Regarding the supply of raw materials and materials which might result in social problems related to human rights, work or the environment (e.g. conflict minerals (*1)), it is recommended that such materials should be used reasonably, only after their impact on society has been carefully analyzed and, in case of doubt, it is recommended that their use be abandoned.

(*1) minerals extracted within territories affected by armed conflicts including,

without limitation, the Democratic Republic of the Congo and neighboring countries (tantalum, tin, gold, tungsten), which are used to fund military actions (conflict minerals).

8. Information disclosure and promoting public dialogue

We ask suppliers to submit in a timely and appropriate manner any information useful for stakeholders concerning management, finance, environmental protection or contribution to the society, and to promote public dialogue.

9. Maintaining confidentiality and data protection

We request that suppliers implement proper management and respect the confidentiality of data obtained in the course of transactions with Sumitomo Riko Group and we ask them not to disclose such data without our permission. Moreover, we request that suppliers implement security measures against threats to the computer network and continuously update these measures so that their own company or other companies do not suffer any damage.

10. Risk Management

We ask for our suppliers' cooperation regarding appropriate preventive measures and risk management activities undertaken by Sumitomo Riko Group. Especially in unforeseen circumstances, treating the safety of local society and our employees as a priority, we aim to ensure a stable supply to our customers. We would like to kindly ask our suppliers to take action in the same way, setting the security of local society and their employees as the highest priority.

Moreover, in order to react quickly in emergencies, we ask for the implementation of accident prevention measures such as the establishment of a Business Continuity Plan (BCP).

11. Extending and promoting CSR values along the supply chain

We ask our suppliers to extend the spirit of our CSR guideline also to their suppliers by means of education and promotion of company CSR policies. It is important for us that suppliers and other trade partners are committed to CSR management.



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