

【DIC Group Sustainable Procurement Guidelines】

In order to fulfill social responsibility across its entire supply chain and contribute to the sustainable development of society/environment, the DIC Group sets out those matters related to procurement activities, into which business partners are kindly requested to put efforts proactively in accordance with the DIC Group Universal Purchasing Policy, in the DIC Group Sustainable Procurement Guidelines.

We shall set it down as a principle to be taken by the DIC Group to procure from and transact business with those partners who satisfy these guidelines.

I. Compliance with Laws/Social Norms and Promotion of Sound Business Management

- The business partners shall comply with laws and social norms applicable to business activities regarding business transaction, labor, intellectual properties, environment, safety, etc. and make fair deals based on business ethics.
- The business partners shall not only comply with laws applicable to each country/region in which business activities are conducted but also respect the local culture and practices.
- In order to carry out continued transactions and build a stable and mutually relied upon relationship, the business partners shall work on promoting sound and transparent business management and implementing appropriate information disclosure/sharing.

II. Human Rights and Work Environment

- The business partners shall give consideration to the equal opportunity of employees and their human rights: Thus, the business partners shall eliminate discrimination.
- The business partners shall prohibit inhumane labor practices, such as forced labor, child labor, low-wage labor, etc.
- The business partners shall prevent sexual harassment, violence in the workplace and excessive punishment from occurring.
- The business partners shall respect employees' rights by providing appropriate wages, implementing appropriate management practices for fair working hours, etc.
- The business partners shall respect workers' freedom of association and right to organize and engage in collective bargaining.

III. Safety and Health

- By establishing clean and safe working conditions and conducting healthcare management activities for workers, the business partners shall strive to prevent occupational injuries from occurring.

IV. Consideration for the Environment

- The business partners shall reduce/minimize environmental impacts by preventing pollution of the atmosphere, water, soil and underground water, disposing of waste in an appropriate manner, saving natural resources, reducing the emissions of greenhouse gases, etc.
- The business partners shall proactively promote business activities and product development which consider protection of global environment and biodiversity conservation.
- As for the products to be delivered to the DIC Group, the business partners shall provide those that meet the DIC Group Green Procurement Guidelines, which are separately set out by the DIC Group.

V. Information Security

- The business partners shall protect the personal information of customers, third parties and our employees by keeping it confidential.
- The business partners shall appropriately keep confidential information under its control and make efforts to prevent the information from leaking.
- By providing protective measures against attacks from outside on its computer networks, the business partners shall implement its management practices to prevent not only the company, but also other companies from becoming damaged.

VI. Appropriate Quality and Safety and Improvement of Technology

- By satisfying the quality requirements of the DIC Group, the business partners shall strive to

provide safe products and improve quality.

VII. Stable Supplies and Flexible Responses to Changes

- The business partners shall meet the predetermined deadline and make efforts to maintain stable supply.
- The business partners shall lay down a business continuity plan (BCP) to cope with unforeseeable circumstances, such as natural disasters and/or accidents.

VIII. Promotion of Sustainability and Sustainable Procurement Initiatives

- The business partners shall actively promote sustainability of its own company.
- The business partners shall encourage their suppliers to promote sustainable procurement to ensure sustainability across their entire supply chains.