

To provide high-quality products and services, it is essential to build a strong relationship of trust based on cooperative efforts with business partners.

At Ogawa, we see the need to work on achieving a sustainable society with everyone involved in Ogawa's supply chain.

To continue business activities, we will strive to comply with and promote the Guidelines outlined in the following pages, and at the same time, we would like to ask our suppliers to understand the Guidelines and commit to complying to and promoting the Guidelines.

We would also like to request that you encourage the understanding and cooperation of the Guidelines to your procurement partners as well.

## **Compliance with Legal Requirements**

- We ask for compliance with applicable laws and regulations.
- Please take measures to ensure that your employees are informed of and educated about compliance.
- Please promote an organization which enables prompt information collection and identification in the event of problems, such as establishing an anti-retaliation program.

## **Promotion of Fair Trade**

- We request that you engage in fair and equal trade.
- Please do not trade with anti-social forces and keep a firm attitude to avoid any kind of relationship.
- Please strictly prohibit bribery.

## **Ensuring Quality and Safety**

Please ensure the following for delivery of safe and reliable products and services:

- Strict control of product development and quality
  - Understanding and complying with laws and regulations related to business operations
  - Observance of delivery time
  - Investigation of raw material components
  - Implementation of product development and production using manuals and instructions and record-keeping
- Prompt review and continuous improvement in the quality control system of daily business operations
- Not only safety but also technical improvement
- Prompt and customer-friendly response to any inquiries from customers regarding a product or service
- Correct product labeling
- Appropriate explanation in marketing activities and advertising (no exaggeration and ambiguity)

## **Consideration of Human Rights and Labor Environment**

Please work on the following to protect human rights for all people and to ensure that people can work safely and healthily:

- Cooperating and making efforts to achieve a world where people can live without human rights violation, especially with consideration for gender equality
- Enforcing human rights due diligence to respect basic human rights at suppliers and procurement partners, assessment of human rights risks, formulation of action plans, monitoring, and conducting public announcements, etc.
- Compliance with labor-related laws and regulations and providing a safe and sanitary work environment
- Establishing an environment which supports physically and mentally healthy life through actions such as setting up a consultation desk, providing health consultations with an industrial physician, etc.

## **Considerations for Safety and Sanitation**

As we handle a range of chemicals as raw materials and products, we would like you to promote the following to ensure strict chemical management, with top priority given to ensuring the safety of workers and preventing fire:

- Compliance with industrial safety-related laws and regulations
- Assignment of supervisors to ensure industrial safety
- Provision of planned work safety training to employees and regular on-site patrolling
- Thorough preparation of safety data sheets (SDS), execution of risk assessment, local ventilation during operations, and reducing risks to the human body by use of safety equipment and protective gear
- Storage of chemicals in facilities that meet appropriate safety standards
- Global collection of related information for safety and sanitation

## **Considerations for the Environment**

Please promote the following with the aim to reduce environmental impact:

- Efficient production and improvement of production technology development
- Promotion of resource saving, energy saving, reduction of GHG emissions, waste reduction, recycling, and reuse
- Strict monitoring of environment-related laws and regulations, and compliance with laws, regulations, agreements, and other requirements
- Strict management of chemicals and preventing pollution of the global environment
- Promotion of environmental improvement activities and continuous improvement of the Environmental Management System
- Activities and efforts to encourage individual employees to have awareness for the conservation of the global environment
- Conservation of biodiversity

## **Reinforcement of Information Security**

Please promote the following to reinforce information security:

- Establishment of an information security policy
- Improvement of employees' awareness, skills, and literacy regarding information security by means of information security training and thorough notification
- Establishment of systems that minimize information security risks and the magnitude of damage in case any information security issues occur

## **Contribution to Sustainable Growth**

Please promote the following for the sustainable growth of the economy and society:

- Building a relationship of trust with all stakeholders both internally and externally of the company and conducting activities for mutual success
- Engagement with local communities (engagement in community contribution activities, support for community activities, etc.)

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