Yokowo Co., Ltd.
CSR Purchasing Guidelines

Version 1.0

To Our Business Partners

Based on our Sustainability Fundamental Policy and Code of Conduct, Yokowo Corporation and its group companies (hereinafter collectively “Yokowo”) have established the Supplier Code of Conduct as a set of standards of behavior and activities that we expect our suppliers to practice and observe.
This Supplier Code of Conduct was developed referencing the RBA Code of Conduct, JEITA and other resources to further enhance the corporate value of our company and our suppliers, and to ensure that we do an even better job of living up to the trust that our stakeholders have in us.

These CSR Purchasing Guidelines are intended to help suppliers better understand our Supplier Code of Conduct by explaining the items of our Supplier Code of Conduct together with our initiatives.
We would like to use these CSR Purchasing Guidelines to build relationships that will continue to earn the support of society in the future by ensuring that Yokowo and our suppliers share a common understanding of Yokowo’s Corporate Social Responsibility (CSR) activities and contribute to the development of a sustainable society. We appreciate your continued understanding and cooperation.

June 10, 2025
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Yokowo's Purchasing Policy

Yokowo Co., Ltd.("Yokowo") will conduct its global purchasing activities in accordance with the following Purchasing Policy based on its Corporate Philosophy: Purpose, Vision, and Values.

◆ Coexistence and co-prosperity with suppliers

Build long-term relationships of trust with suppliers and create partnerships that mutually enhance value. Procure from a diverse range of suppliers and contribute to society by creating added value.

◆ Fair and equitable transactions

Transparently select suppliers based on a comprehensive evaluation of quality, price, delivery time, service, technical capabilities, CSR, and other factors.

Provide fair and equitable entry opportunities regardless of national or international status or scale of operation.

◆ CSR Initiatives

We will respect Yokowo's Sustainability Fundamental Policy and Code of Conduct and promote purchasing activities that respect human rights and preserve the global environment.

Work with suppliers to encourage CSR activities such as corporate ethics and legal compliance.

Structure of CSR Purchasing Guidelines

Our Code of Conduct for Business Partners is described with specific initiatives to deepen understanding. We request that our suppliers take the same approach.

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1. COMPLIANCE WITH LAWS AND REGULATIONS AND RESPECT FOR INTERNATIONAL NORMS

Companies must not only comply with the applicable laws and regulations of their own country and the countries/regions in which they operate, but they must also respect international codes of conduct.

2. LABOR

Companies must support the human rights of all workers, including temporary employees, migrant workers, students, contract workers, direct employees, and workers employed through other forms of employment, and treat them with dignity and respect as understood by the international community.

(2-1) Prohibition of Forced Labor

Companies shall not permit the use of forced, bonded (including debt bondage) or custodial labor, involuntary or exploitative prison labor, slave labor, or labor by means of human trafficking. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.

Initiatives

- ◎ There shall be no forced, bonded (including debt bondage) or custodial labor, involuntary or exploitative prison labor, slave labor, or trafficked labor.
- ◎ There shall be no unreasonable restrictions imposed on workers regarding access to workplaces or dormitories.
- ◎ Workers shall be notified of working conditions in writing in the worker's native language or a language understood by the worker, before the signing of formal contracts (for foreign workers, before the worker leaves their home country), and written contracts shall be exchanged.
- ◎ There shall be no changes to the terms and conditions of the contract that the worker signed in their home country that disadvantage the worker after arriving in the country in which they will work.
- ◎ Workers shall have the freedom to leave their jobs.
- ◎ Firms, temporary employment agencies and recruitment agents shall not retain workers' government-issued identification documents, passports, immigration applications, etc.
- ◎ Information on former workers shall be retained.
- ◎ Facilities shall be provided for storing personal possessions and valuables in the dormitories provided by the company to its workers.
- ◎ Firms, staffing agencies, and recruitment agents shall not collect placement fees from workers. In the unlikely event that a worker is found to have paid a fee, the fee shall be promptly refunded.
- ◎ The company shall request and confirm with the staffing agency and recruitment agent that the above items are addressed.

(2-2) Young Workers

Companies must have an appropriate mechanism for verifying the ages of workers and must not allow children under the minimum working age to work. In addition, companies must not allow workers under the age of 18 (young workers) to work night shifts, work overtime, or perform hazardous work that may jeopardize their health or safety.

Initiatives

- ◎ No children shall be employed. (A child is defined as a person who is under 15 years of age, or under the age when compulsory education is completed, or under the minimum working age for employment in the country, whichever is the highest).
- ◎ Workers under the age of 18 (young workers) shall not be permitted to work night shifts, work overtime, or engage in hazardous work that may jeopardize their health or safety.
- ◎ Workers' ages shall be verified using appropriate mechanisms.
- ◎ In the absence of applicable local law, compensation for student workers, interns, and apprentices shall be at least equal to other entry-level workers performing work of comparable value.

(2-3) Working Hours

Companies must not exceed the maximum working hours set by local law. Workweeks must not be more than 60 hours per week, including overtime, except in emergencies or unusual situations.
In addition, all overtime shall be voluntary. Workers shall be allowed at least one day off every seven days.

Initiatives

- ◎ Workweeks shall not exceed 60 hours per week, including overtime, except in emergencies or unusual situations. If local laws and regulations are stricter than this, local laws and regulations shall be followed.
- ◎ The planned and actual number of working days per year shall not exceed legal limits.
- ◎ Workers shall be allowed at least one day off every seven days.
- ◎ All overtime work shall be voluntary.

(2-4) Wages and Benefits

Companies must adhere to the principle of equal pay for equal work and comply with all applicable laws and regulations regarding the compensation paid to workers (including minimum wages, overtime wages, and legally mandated benefits and wage deductions). Deductions from wages as a disciplinary measure shall not be permitted.

Initiatives

- ◎ All applicable wage laws, including laws related to minimum wage, overtime, and legally mandated benefits, shall be followed.
- ◎ Workers shall be compensated for overtime at pay rates greater than regular hourly rates in accordance with local laws.
- ◎ Deductions from wages as a disciplinary measure shall not be permitted.
- ◎ Workers shall be provided with wage statements containing sufficient information in a language they understand by the appropriate deadline so that they are able to verify accurate compensation for work performed.
- ◎ Workers' wages and benefits shall be paid in accordance with local laws without delay.

(2-5) Non-Discrimination/Non-Harassment/Humane Treatment

Disciplinary policies and procedures established in accordance with the company's commitment and requirement to establish work environments that are free of harassment and discrimination regarding wages, promotions, rewards, participation in training, etc. must be clearly stated and communicated to workers. Workers must be provided with reasonable accommodations for religious practices and disabilities. In addition, workers or prospective workers must not be directed to undergo physical examinations that may contain discriminatory elements.

Initiatives

◎ Inhumane practices such as violence against workers, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical oppression, bullying, or verbal abuse shall not be tolerated.

◎ Disciplinary policies and procedures shall be clearly defined and communicated to workers.

◎ There shall be no discrimination on the basis of race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability status, pregnancy, religion, political affiliation, union affiliation, prior military service, protected genetic information, or marital status in hiring and employment practices, including wages, promotions, compensation, and access to training.

◎ Workers' diverse values, perspectives and personalities shall be respected, and companies shall strive to create new value.

◎ Reasonable accommodations for workers' religious practices and disabilities shall be provided.

◎ Workers or potential workers shall not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

(2-6) Freedom of Association and Collective Bargaining

Companies must respect the rights of all workers to form and join trade unions of their own volition, to bargain collectively, and to peacefully assemble, as well as the rights of workers to refrain from such activities. Where those rights are restricted by local law, workers shall be allowed to elect labor representatives and participate in alternate lawful forms of worker representation.

Initiatives

◎ Workers shall be permitted to engage in collective bargaining and peacefully assemble.

◎ Workers' right to form and join trade unions shall be recognized in accordance with local laws.

◎ Workers or their representatives shall not discriminate, retaliate, threaten, or harass others because of their membership or non-membership in a union.

◎ Workers or their representatives shall be permitted to communicate with management regarding working conditions and management practices.

3. HEALTH AND SAFETY

Companies must strive to ensure safe and sanitary work environments that improve the quality of products and services, the uniformity of production, and that workers are retained and motivated, in addition to the minimization of work-related injuries and illnesses. It is also essential that workers are informed and educated on an ongoing basis to enable them to identify and resolve health and safety issues in the workplace.

(3-1) Health and Safety Permits and Reports

Companies must apply for, obtain, keep current, and notify all relevant parties of all necessary permits, registrations, licenses, and test reports involved in their business in accordance with the laws and regulations in locations in which they operate. In addition, they must report necessary business matters in accordance with laws and regulations.

Initiatives

◎ Appropriately manage documents related to health and safety that must be submitted to government and other authorities. In Japan, companies are required to submit documents and reports to the government and other health and safety-related authorities and comply with the requirements set forth in the relevant laws and regulations.

Examples of notifications, reports and responsible employees that may be required include the following:

- General health and safety managers, safety managers, health managers, industrial physicians, chief electrical engineers, disaster prevention managers, etc.
- Notification of the appointment of people to the above positions.
- Notification of the installation or movement of equipment (cranes, exhaust equipment, specified equipment, hazardous material storage facilities, high pressure gas storage facilities, small boilers, etc.)
- Reports of a worker death or injury, medical examination results reports
- Firefighting plans
- Regular substation inspection reports, boiler contractor inspection reports

(3-2) Occupational Health and Safety

Companies must identify, evaluate, and mitigate potential health and safety hazards using the Hierarchy of Controls. Reasonable measures must also be taken to eliminate or reduce sex or gender-sensitive occupational health and safety risks, such as hazards that may be dangerous to pregnant women or mothers raising children, and to provide reasonable accommodations.

Initiatives

◎ Companies shall identify potential workplace hazards (chemicals, electricity and other sources of energy, fires, vehicles, fall hazards, etc.), implement preventive maintenance and safe working procedures in the workplace (including lockout/tagout*), and provide training in an ongoing manner.

*Hazardous areas shall be monitored using sensors. Machines and equipment shall have their power sources shut off and locked in the off position (lockout) before workers enter hazardous areas and tagout devices shall be attached to the device shutting off power to machines and equipment that clearly indicates the operation of the power source shutoff device is prohibited (tagout).

◎ Properly maintained personal protective equipment such as safety glasses, safety hats, gloves, etc. shall be provided if hazards cannot be properly controlled using the Hierarchy of Controls.**

**Elimination Remove the hazard entirely from the workplace. *Example: Replace a toxic chemical with a non-toxic alternative.*
Engineering Controls Isolate people from the hazard through design. *Example: Install ventilation systems or machine guards.*
Administrative Controls Change the way people work to reduce exposure. *Example: Rotate job assignments to limit exposure time.*
Personal Protective Equipment (PPE) Provide equipment to protect workers from hazards. *Example: Safety glasses, gloves, helmets.*

◎ Work that requires qualifications, etc., shall be identified, and work shall be performed by people who possess the necessary qualifications.

◎ Sex or gender-sensitive occupational health and safety risks, such as hazards that may be dangerous to pregnant women or mothers raising children shall be eliminated.

◎ Reasonable steps shall be taken to provide gender-responsive accommodations (e.g., the provision of clean and safe places for nursing mothers to nurse or store breast milk).

(3-3) Emergency Preparedness

Companies must identify and assess potential emergencies and contingencies and minimize their impact by implementing emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, and the training of workers. Companies must also allow workers to leave areas where there is an immediate hazard without fear of reprisal and handle situations so that workers cannot return to the area until the hazard is addressed.

Initiatives

◎ Evacuation routes and evacuation sites shall be posted in workplaces.

◎ Fire detectors and extinguishers shall be installed as appropriate.

◎ Equipment and evacuation routes shall be regularly inspected to ensure that they can be used without problems in an emergency.

◎ Plans for recovery after emergencies shall be developed.

◎ Emergency response drills shall be conducted regularly (at least annually or as required by local law, whichever is more stringent).

◎ Doors along evacuation routes shall be designed to permit one-motion escape in the direction of travel.

(3-4) Occupational Injury and Illness

Companies must operate mechanisms to prevent, control, track, and report occupational accidents and illnesses. This includes provisions to encourage workers to report occupational accidents and illnesses, classify and record occupational injuries and illnesses, provide necessary treatment, investigate cases in detail, take corrective actions to eliminate the cause of occupational accidents and illnesses, and facilitate workers' return to work.

Initiatives

◎ Appropriate treatment for injuries and illnesses shall be provided. The causes of injuries and illnesses shall be investigated, countermeasures shall be taken, and records shall be kept.

◎ Injuries and illnesses (including near misses) shall be classified, recorded, and analyzed and corrective actions shall be taken if necessary.

◎ Workers who have been involved in occupational accidents shall be assisted in their return to work.

◎ First aid kits and other life-saving tools and equipment shall be regularly inventoried and their expiration dates shall be checked.

◎ Medical checkups shall be conducted once a year.

◎ Stress checks, mental health measures and other measures shall be implemented.

(3-5) Industrial Hygiene

Companies must identify, assess, and properly manage risks related to workers being exposed to biological, chemical, and physical hazards in the workplace. Appropriate controls include education and training on the risks associated with the hazards the workers will encounter.

Initiatives

◎ The effects of dust, organic solvents, vapors, bacteria, etc. in the work environment shall be measured to identify and control factors that are harmful to workers' health.

◎ Harmful factors shall be eliminated. Measures to reduce risk (for example, changing to or using alternative materials/substances or introducing equipment) and other measures shall be taken.

◎ The Hierarchy of Controls shall be used to mitigate risks regarding health and safety hazards.

◎ Workers shall be provided with properly maintained personal protective equipment, ventilation, and other equipment.

◎ Health checkups shall be conducted in accordance with laws and regulations to prevent and detect workers' illnesses at an early stage.

◎ Industrial hygiene-related training shall be provided on a regular basis.

(3-6) Physically Demanding Work

Companies must identify and evaluate physically demanding work and manage it appropriately to prevent occupational accidents and illnesses.

Initiatives

◎ Hazards in physically demanding tasks such as the manual handling of materials, heavy or repetitive lifting, prolonged standing, and extremely repetitive or forceful assembly tasks shall be identified and evaluated, and hazard mitigation measures shall be implemented.

(3-7) Machine Safeguarding

Companies must conduct risk assessments to identify and evaluate safety hazards involving the machinery and equipment used by workers on the job and implement appropriate safety measures.

Initiatives

◎ Risk assessments shall also be conducted for hazards identified through near-misses and hazard prediction training (KYT).

◎ If hazards are present, physical protection, interlocks,* and barriers shall be installed and properly maintained.
*Interlocks are safety devices that prevent the operation of equipment unless certain conditions are met.

◎ Poka-yoke, foolproof, fail-safe, and emergency stop buttons and systems shall be installed and set up.*
*Poka-Yoke are systems or devices installed on production lines in factories to prevent operational (human) error. “Poka” means failure, and “poka-yoke” means failure avoidance.
Foolproof is a term used in safety engineering referring to a design method used to ensure that industrial products and systems do not operate in a manner that is dangerous to the user or the surrounding environment, to make it not possible to use them incorrectly, or ensure they do not operate in a dangerous manner even when used incorrectly, such as when they are mishandled or misconfigured.
Fail-safe equipment is designed so that in the event of a failure due to mishandling or the malfunction of some equipment or system, the equipment will fail in a safe way that was predicted during the design of the equipment. Fail-safe is a design method for reliably ensuring that a device or system will always operate safely in ways that were predicted during the design of the device or system when a failure does occur due to a malfunction or incorrect operation. This method is based on the assumption that equipment and systems always fail.

(3-8) Sanitation, Food, and Housing

Companies must provide workers with clean toilet facilities, access to potable water, and facilities to hygienically prepare, store and eat food, and they must properly manage health and safety.

Initiatives

◎ Workers shall be provided with clean toilets, drinking water, food prepared and stored in a clean environment, and a cafeteria.

◎ Cafeterias shall be inspected for pests, hygiene shall be managed, and hygiene measures such as extermination shall be implemented.

◎ Clean and safe dormitory facilities shall be maintained, including hot water for bathing and showers, lighting and ventilation.

◎ Dormitories shall include places for the storage of personal possessions and valuables, as well as personal space of an appropriate size.

◎ Dormitory evacuation drills shall be conducted regularly and emergency exits shall be clearly indicated to ensure safety.

(3-9) Health and Safety Communication

Companies must provide appropriate health and safety information and training on all workplace hazards in the native language of the workers or a language they understand. This health and safety information and training must include content regarding risks specific to relevant demographic groups, such as gender or age groups, if applicable. Companies must also establish and maintain a process by which workers can anonymously report health and safety concerns without fear of retaliation, and companies must make these systems known to workers.

Initiatives

◎ Information about workplace hazards and health and safety shall be posted in facilities in workers' native languages or languages they understand.

◎ Health and safety training shall be provided to all workers before they begin work and periodically thereafter.

◎ Workers shall be able to report health and safety issues anonymously and without fear of reprisal, and companies will promptly remedy the issues reported.

◎ Opportunities to share information and discuss health and safety issues shall be provided during committee meetings and at other times.

4. ENVIRONMENT

Companies must recognize that environmental responsibility is integral to the manufacturing of their products. Companies must be aware of the environmental impact of their manufacturing activities and they must protect the health and safety of the public and minimize their adverse impact on communities, the environment, and natural resources.

(4-1) Environmental Permits and Reporting

Companies must obtain, keep current, and apply for and notify the necessary permits, registrations, licenses, and test reports for their business in accordance with the laws and regulations of the location of their business. They must also report matters required for their business in accordance with laws and regulations.

Initiatives

◎ In Japan, the Act on Waste Management and Public Cleaning (Waste Disposal and Public Cleaning Act) requires a specially controlled industrial waste manager, the Act on the Rational Use of Energy (Energy Efficiency Act) requires an energy manager in factories that use more than a certain amount of energy, the Air Pollution Control Act and other laws require a pollution control manager in factories that emit chemicals, dust, soot, etc. These managers must have certain qualifications to comply with the requirements specified in the relevant laws and regulations.

◎ Relevant local laws and regulations regarding obligations to appoint people to be in charge of controlling toxic or deleterious substances, specified chemical substances, hazardous materials, etc. dependent on the chemical substances used in the business shall be followed.

◎ All required environmental permits (e.g., permits regarding the monitoring of emissions), authorizations, and registrations shall be obtained, maintained, and kept current.

(4-2) Pollution Prevention and Resource Conservation

Companies must minimize or eliminate pollutant emissions and sources of waste. They must also implement measures such as the addition of removal equipment and process changes. Natural resources such as water, fossil fuels, minerals, and native forest products must be conserved through the implementation of process changes, the use of alternative materials, the reuse, conservation, and recycling of resources, and other production, maintenance, and equipment-related measures.

Initiatives

◎ Pollutants and waste shall be reduced by controlling the source of pollution or installing equipment to prevent pollution, and by improving manufacturing, maintenance, and facility operation methods and processes.

◎ Natural resources (water, fossil fuels, minerals, etc.) shall be conserved by reducing their use by using alternative materials, reusing and recycling materials, and improving manufacturing, maintenance, and equipment operation methods and processes.

◎ The amount of waste and materials used when making products shall be reduced, and the use of recycled resources and parts shall be promoted for the effective use of resources.

(4-3) Hazardous Substances

Companies must comply with laws and regulations and identify, label, and control chemicals, waste, and other materials that pose a risk to human health or the environment. They must ensure toxic substances are handled, transferred, stored, used, recycled, reused, and disposed of properly and that records of this are kept.

Initiatives

◎ In Japan, management is based on relevant laws and regulations such as the Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc. (Chemical Substances Control Law), the Poisonous and Deleterious Substances Control Act, the Industrial Safety and Health Act, the Fire Service Act, and the Law Concerning the Reporting, etc. of Releases to the Environment of Specific Chemical Substances and Promoting Improvements in Their Management (PRTR Law).

◎ Rules for the identification (including labeling), safe handling, transfer, storage, use, recycling, reuse, and disposal of chemical substances shall be established, and operational management shall be implemented.

(4-4) Solid Waste

Companies must implement a systematic approach to identifying, managing, reducing, recycling and responsibly disposing of waste.

Initiatives

◎ Whether contracted waste disposers and transporters are processing waste in accordance with the terms of contracts and relevant regulations shall be regularly evaluated.

◎ Regulations regarding the identification, classification, storage, transfer, and disposal of waste shall be established, implemented, and managed.

(4-5) Air Emissions

Companies must characterize, regularly monitor, and control atmospheric emissions of hazardous substances and treat hazardous substances as necessary before they are emitted.

Initiatives

◎ Hazardous substances (volatile organic compounds (VOCs), aerosols, corrosive substances, particulates, ozone-depleting substances, combustion by-products, etc.) emitted into the atmosphere shall be analyzed and their effects assessed before they are emitted, monitored regularly, and treated as necessary based on the results of the assessments.

◎ Ozone-depleting substances shall be controlled in accordance with the Montreal Protocol and applicable related laws and regulations.

◎ Noise and vibration levels shall be measured at site boundaries and controlled within legal limits.

(4-6) Materials Restrictions

Companies must comply with all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of the use of certain substances in products and manufacturing processes, including labeling for recycling and waste labeling.

Initiatives

◎ Products shall not contain designated chemical substances prohibited by applicable related laws and regulations, required labeling shall be used and required tests and evaluations for controlling the chemical substances contained in products shall be implemented.

◎ Chemical substances that must not be contained in products shall be controlled, and chemical substances discharged into the external environment shall be monitored and reported to the government. Efforts shall be made to reduce the amounts of these substances discharged and to control chemical substances in manufacturing processes.

◎ Chemical substances used in products and manufacturing processes shall comply with applicable related laws and regulations as well as customer requirements.

(4-7) Water Management

Companies must comply with regulations and documents, monitor, and protect the source of the water they use and the discharge of the water they use. Any wastewater must be analyzed, monitored and controlled, and any necessary treatment must be implemented before it is discharged or disposed of. Additionally, potential sources of water pollution must be identified and properly controlled.

Initiatives

◎ Water sources, water usage, and wastewater discharge shall be monitored and documented. Water resources shall be managed, conserved and reused, including the prevention of waterway contamination.

◎ The operating conditions of wastewater treatment systems and emergency response equipment, etc. shall be regularly monitored to ensure optimal operating conditions and compliance with relevant local laws and regulations.

(4-8) Energy Consumption and Greenhouse Gas Emissions

Companies must set company-wide greenhouse gas reduction targets. Companies must also improve energy efficiency and reduce energy consumption and Scope 1 and 2 emissions and significant categories of Scope 3 emissions. Companies must pursue, document, and publicly report ways to minimize emissions of greenhouse gases.

Initiatives

◎ Voluntary reduction targets shall be set, plans shall be developed, and the implementation of these plans shall be ensured to engage activities to improve energy efficiency (conserve energy) and continuously reduce greenhouse gas emissions.

◎ Energy consumption and related greenhouse gas emissions shall be understood and recorded, and records shall be kept.

◎ Information about the improvement of energy efficiency and reduction of greenhouse gas emissions shall be disclosed.

(4-9) Biodiversity Conservation

The impact of companies' business activities on the ecosystem must be assessed and measures to minimize the companies' negative impact must be taken.

Initiatives

◎ To minimize the negative impact of business activities on biodiversity in and around the local community, ecological risks on and outside the premises of businesses, production sites, etc. shall be understood and identified, and appropriate biodiversity conservation activities shall be implemented.

5. ETHICS

Companies must fulfill their responsibilities to society and conduct their business activities in accordance with the highest standards of ethics.

(5-1) Business Integrity

To maintain the highest standards of integrity in all business dealings, companies must maintain a zero-tolerance policy that does not tolerate any and all forms of bribery, corruption, extortion and embezzlement.

Initiatives

◎ Internal anti-corruption training shall be provided to prevent bribery and other corrupt practices.

(5-2) No Improper Advantage

Companies must not promise, offer, authorize, provide, or accept bribes or engage in any other method of obtaining undue or improper advantage.

Initiatives

◎ The promising, offering, permitting, provision, or acceptance of bribes or undue or improper advantage by companies or third parties (including bribes paid to public officials, undue advantage involving anti-social forces, insider trading, etc.) shall be prohibited.

(5-3) Disclosure of Information

Companies must be transparent in all their business dealings. They must disclose information about their labor, health and safety, and environmental activities, and their business operations, organizational structure, financial condition, and performance in accordance with applicable laws, regulations, and industry practices.

Initiatives

◎ Information about the company's labor, health and safety, and environmental activities, business operations, organizational structure, financial condition, and performance shall be disclosed in accordance with applicable regulations and prevailing business practices.

◎ The falsification or misrepresentation of information in our supply chain shall not be tolerated.

(5-4) Intellectual Property

Companies must respect intellectual property rights and transfer technology and know-how in a manner that protects intellectual property. They must also protect the intellectual property of third parties, including customers and suppliers.

Initiatives

◎ The product specifications and know-how of customers and suppliers shall not be used without permission.

◎ The intellectual property of other companies shall be investigated before developing or producing products and intellectual property rights shall not be infringed upon.

◎ Workers shall not be permitted to take information about the intellectual property of customers, suppliers, or their companies with them when they retire or otherwise cease to be employed by their companies.

(5-5) Fair Business, Advertising and Competition

Companies must uphold standards of fair business, advertising, and competition. They must not act to the detriment of their own business partners by abusing their dominant position.

Initiatives

◎ Business, advertising, and competition activities shall be fair and in compliance with international standards and industry rules.

◎ Acts that constitute a cartel or bid rigging shall not be committed. False or misleading representations about products shall not be provided to customers.

◎ Business shall be conducted in good faith and in a fair and equitable manner based on contracts and other agreements.

◎ Positions as a purchaser or consignor shall not be used to unilaterally determine or change the terms and conditions of transactions with business partners, or to impose unreasonable demands or obligations on them.

◎ The laws and regulations on abuse of a superior position in the countries in which operations occur shall be complied with.

(5-6) Protection of Identity and Non-Retaliation

Companies must protect the confidentiality of information related to whistleblowing reports and the anonymity of whistleblowers. They must maintain a process whistleblowers can use to report matters without fear of retaliation.

Initiatives

◎ Mechanisms to ensure that workers and other whistleblowers can submit reports confidentially, anonymously, and without fear of reprisal shall be established. Mechanisms to protect workers and other whistleblowers shall also be established.

◎ Avenues for workers and other people with ethics concerns to raise their concerns without fear of retaliation shall be established.

(5-7) Responsible Sourcing of Minerals

Companies must conduct due diligence to ensure that they are not causing or contributing to serious human rights abuses, environmental degradation, corruption, or conflict in OECD conflict-affected and high-risk areas.

Initiatives

◎ Policy on responsible mineral sourcing shall be established to reasonably and continuously ensure that companies are not directly or indirectly financing armed groups causing human rights abuses, etc. in OECD conflict-affected and high-risk areas through the use of tantalum, tin, tungsten, and gold in products.

◎ Due diligence on the origin of minerals shall be conducted and disclosed to customers upon request.

(5-8) Appropriate import/Export Controls

Companies must establish a clear control system and follow proper import/export procedures in the import or export of technology and goods regulated by laws and regulations.

Initiatives

◎ International agreements and regulations regarding imports and exports shall be researched and complied with.

◎ Appropriate import and export procedures shall be implemented for parts, products, technology, equipment, and software whose import or export is regulated by international agreements, laws, or regulations.

◎ A control system for exports and imports shall be established. (There may be required procedures for obtaining permission to import or export parts, products, technology, equipment, or software from regulatory authorities.)

(5-9) Cutting off Relations with Antisocial Forces

Companies shall sever any relationship with antisocial forces that threaten the order and safety of society. In the unlikely event that companies receive unreasonable demands, they shall immediately report the matter to or consult with the department in charge of the matter and endeavor to resolve the issue in cooperation with the relevant organizations.

6. QUALITY AND SAFETY

Companies must ensure the safety and quality of the products and services they provide and provide accurate information.

(6-1) Ensure Product Safety

Companies must fulfill their responsibilities as suppliers by designing, manufacturing, and selling products that meet the safety standards set by the laws and regulations of each relevant country and ensure that products are sufficiently safe.

Initiatives

◎ Laws and regulations shall be complied with and the safety that should normally be present shall also be considered (regarding design, process, parts, etc.).

Laws, regulations and organizations related to product safety based on Yokowo's products and locations (non-exclusive)

Japan: Electrical Appliance and Materials Safety Act, Consumer Product Safety Act, Household Goods Quality Labeling Act

Overseas: UL, BSI, CSA, etc.*

*UL is UL Solutions, formerly Underwriters Laboratories, an inspection and certification organization in the U.S. BSI is the British Standards Institution, the U.K.'s National Standards Body. CSA is the CSA Group, formerly the Canadian Standards Association, which publishes safety standards.

◎ Management systems that ensure the traceability of materials, parts, and processes and include a process for quickly responding to problems shall be established

(6-2) Quality Control

Companies must not only comply with all applicable laws and regulations regarding the quality of their products and services, but also with their own quality standards and customer requirements.

Initiatives

◎ Efforts to establish quality management systems and obtain ISO 9001 or other third-party quality management system certifications shall be made.

(6-3) Provision of Accurate Product and Service Information

Companies must provide accurate and non-misleading information about their products and services.

Initiatives

◎ Consumers and customers shall be provided with accurate information on the specifications, quality, and handling of products and services.

◎ Information about the chemical substances, etc. contained in products shall be properly reported in accordance with laws and regulations.

◎ Expressions that are not true, that could mislead consumers or customers, that constitute defamation, or that otherwise infringe on the rights of other companies or individuals shall not be used in catalogs and other displays and advertisements concerning products and services.

◎ When a change to people (“men”), machines, methods or materials (including parts) that impacts a delivered part (commonly known as a 4M change) occurs, it shall be promptly reported to the appropriate people and organizations.

7. INFORMATION SECURITY

Companies must strengthen information security to prevent the leakage of confidential or personal information.

(7-1) Defense Against Cyberattacks

Companies must take protective measures to address cyberattacks and other threats and manage them so that they do not cause damage to themselves or others.

Initiatives

◎ Develop and manage defenses against threats to computer networks to prevent harm to customers, consumers, employees, and others.

(7-2) Protection of Personal information

Companies must comply with all relevant laws and regulations and properly manage and protect all personal information of suppliers, customers, consumers, and employees.

Initiatives

◎ Efforts shall be made to protect the personal information of everyone with whom business is done, including suppliers, customers, consumers, and employees.

◎ Privacy and information security laws and regulations shall be complied with when personal information is collected, stored, processed, transferred, or shared.

(7-3) Prevention of Leakage of Confidential Information

Companies must properly manage and protect confidential information. This includes not only their own confidential information, but also confidential information received from customers and third parties.

Initiatives

◎ Confidential information received from suppliers, customers, consumers, and employees shall be appropriately managed and protected.

◎ Information security training (including training regarding targeted attacks) shall be regularly provided to employees.

◎ Systems and procedures for responding to information security problems shall be established.

8. BUSINESS CONTINUITY PLAN

To fulfill their supply responsibilities, companies must be prepared to resume production activities as quickly as possible after they or their suppliers have been affected by a major natural disaster.

(8-1) Business Continuity Planning and Preparation

Companies must identify and assess risks to the continuity of their businesses. They must formulate business continuity plans (BCPs) that include the close examination of matters that may impact business, any necessary medium-to long-term countermeasures, and the status of these measures. Formulated BCPs must be reviewed at least once a year.

Initiatives

◎ Suppliers throughout the supply chain shall be investigated to ensure delivery dates are appropriate and supply is stable.

◎ Measures to ensure that supply is stable in the event of a natural disaster, accident, unforeseen circumstances, etc. (e.g., purchasing from multiple suppliers, securing sufficient inventory, etc.) shall be implemented.

◎ The dates that parts will be discontinued shall be communicated to relevant parties within the period agreed upon in contracts.

9. CONTRIBUTION TO SOCIETY

Companies must actively engage in activities that contribute to the development of international and local communities in order to realize a sustainable society.

(9-1) Contribution to Society and Local Communities

Companies must actively engage in activities that contribute to the development of the international and local communities.

Initiatives

◎ Community outreach activities shall be implemented using management resources.

Examples of Support Activities

- Contributions to society through products, services, technologies, facilities and human resources
- Monetary donations to social contribution organizations and activities, and cooperation with local communities in the event of a disaster

10. MANAGEMENT SYSTEMS

Companies must establish and continuously improve their management systems within the scope relevant to the content of this Code of Conduct.

(10-1) Company Commitment

Companies must develop policy statements on human rights, health and safety, the environment, and ethics that are approved by senior management. Companies must be committed to the implementation of due diligence and continuous improvement. These policies must be published and communicated to workers in a language they understand.

Initiatives

◎ Senior management shall develop policies regarding labor, health and safety, environment, ethics, quality, information security, personal information protection, business continuity, and procurement to meet the requirements of this Code of Conduct and ensure that workers are informed of these policies.

(10-2) Management Accountability and Responsibility

Companies must regularly evaluate and revise the operations of their management systems. They must place an officer in charge of these systems and regularly evaluate this officer.

Initiatives

◎ Management shall be regularly reviewed at least once a year.

(10-3) Legal and Customer Requirements

Companies must establish and implement processes to identify, monitor, and understand applicable laws, regulations, and customer requirements, including the requirements of this Code of Conduct

Initiatives

◎ Labor, health and safety, environmental, ethical, quality, information security, personal information protection, business continuity, and procurement regulations and customer requirements related to this Supplier Code of Conduct shall be identified and managed, and internal rules shall be developed and updated as necessary.

(10-4) Risk Assessment and Risk Management

Companies must develop and implement processes to identify legal compliance, environmental, health and safety, and labor practice and ethical risks associated with their operations, including significant human rights and environmental impact risks associated with their operations.

Initiatives

◎ Risks shall be identified, and regulatory compliance shall be ensured.

◎ Administrative and physical controls shall be implemented through appropriate procedures.

◎ Production sites, warehouse and storage facilities, factory and facility support equipment, laboratory and testing areas, restrooms, kitchens, cafeterias, and worker dormitories shall be within the scope of risk assessments.

(10-5) Improvement Objectives

Companies must develop and regularly evaluate goals and implementation plans to fulfill their responsibilities to society.

Initiatives

◎ Goals, targets, and implementation plans for implementing the requirements of this Code of Conduct shall be clearly stated, particularly regarding labor, health and safety, the environment, ethics, quality, information security, personal information protection, business continuity, and procurement.

◎ The status of the achievement of these goals, targets and implementation plans shall be evaluated periodically.

(10-6) Training

Companies must provide training to managers and workers to achieve their goals.

Initiatives

◎ Managers and workers shall be provided with training on labor, health and safety, the environment, ethics, quality, information security personal information protection, business continuity, and procurement, and on compliance with legal, regulatory, and customer requirements

(10-7) Communication

Companies must communicate accurate information about their policies and activities to workers, suppliers, and customers.

Initiatives

◎ Financial and non-financial information shall be communicated to workers.

◎ Policy briefings shall be held for customers and suppliers to explain policies and requirements.

(10-8) Worker/Stakeholder Engagement and Access to Remedy

Workers, their representatives, and stakeholders must be able to anonymously raise concerns and communicate violations of laws, regulations, and social practices without fear of retaliation, and companies must establish and implement an ongoing two-way communication process that makes it possible to legitimately evaluate issues and implement improvements.

Initiatives

◎ A grievance mechanism, such as a whistleblower system (opinion box or hotline) shall be established so that workers and others can report issues and grievances anonymously without fear of retaliation.

◎ Appropriate internal remediation of issues and complaints raised through whistleblowing.

(10-9) Audits and Assessments

Companies must regularly conduct self-assessments to ensure compliance with legal, regulatory, and customer requirements.

Initiatives

◎ Assessment sheets summarizing legal regulations and customer requirements shall be prepared, and the status of the conformity of these sheets to legal regulations and customer requirements shall be regularly checked and reported to management.

◎ Internal audits and external audits conducted by third parties shall be conducted to ensure compliance with legal regulations and customer requirements.

(10-10) Corrective Action Process

Firms must implement appropriate and prompt corrective actions to address deficiencies identified in assessments.

(10-11) Documentation and Records

Companies must create and maintain documentation and records regarding the operation of their management systems and their protection of privacy.

Initiatives

◎ The CSR items that suppliers are required to fulfill shall be organized and published (e.g., contracts, guidelines, etc.).

◎ The confidentiality of documents and records shall be appropriately ensured to ensure compliance with regulations and conformity to company requirements, and also to protect privacy.

(10-12) Supplier Responsibility

Companies must communicate the requirements of this Supplier Code of Conduct to their suppliers and ensure compliance.

Initiatives

◎ The requirements of this policy and code of conduct shall be communicated to suppliers.

◎ Supplier compliance with this policy and code of conduct shall be confirmed (through audits, interviews, etc.)

Reference information

- Yokowo's Sustainability Policy and Code of Conduct
  https://www.yokowo.co.jp/sustainability/management.html
- RBA Responsible Business Alliance's RBA Code of Conduct Ver. 8.0
  http://www.responsiblebusiness.org/media/docs/RB https:// 𠮷 CodeofConduct8.0_Japanese.pdf
- The Japan Electronics and Information Technology Industries Association (JEITA)'s Guidelines for Responsible Corporate Behavior
  https://www.jeita.or.jp/japanese/pickup/category/2020/200331.html
- Japan Auto Parts Industries Association, Inc. (JAPIA)'s CSR Guidebook
  https://www.japia.or.jp/files/user/japia/work/csrbcp/csr/CSR_H22guidebook.pdf

CSR　Purchasing Guidelines Revision History		
Revision Date (Effective Date)	Version	Reasons for Change
2024/7/1 (2024/7/1)	Version 1.0	Initial Release
2025/6/10 (2025/7/1)	Version 1.0	Minor wording revisions
2026/5/28 (2026/5/28)	Version 1.0	Addition of revision history, minor wording revisions, reference link updates