



Topre Group Supplier CSR Guidelines



First edition

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Purchasing Headquarters, Topre Corporation

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Attachment of confirmation document

1. Introduction

In recent years, the environment surrounding companies has changed greatly due to the increased severity of global environmental pollution, the globalization of corporate activities, changes in the business environment associated with borderless business activities and the rapid evolution towards an information society.

In such an environment, we are required not only to comply with corporate laws and regulations, but also to fulfill our social responsibilities as a member of society through our corporate activities.

The Topre Group has a Basic Philosophy of “contributing to society through the creation of products and services using its outstanding technologies,” and conducts CSR activities to address various social issues shared by all employees.

We have been working on environmental, quality, and safety initiatives in cooperation with suppliers to this point, but while social conditions and the environment are changing drastically, CSR activities across our supplier chain as a whole are becoming more important.

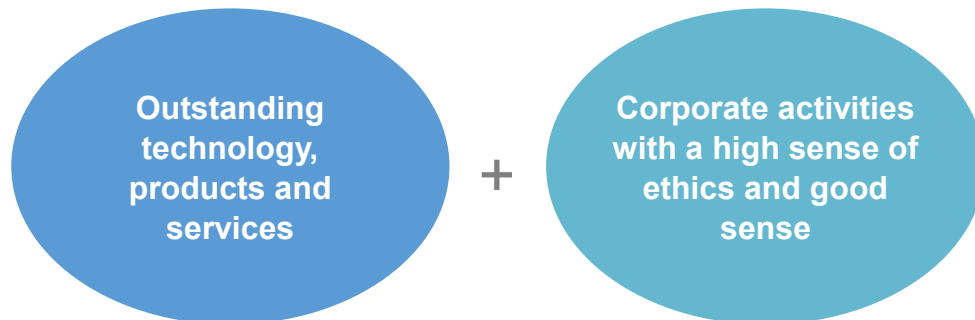
Please understand and use these guidelines to develop and promote CSR together with the Topre Group.

March 2022
General Manager, Topre Purchasing Headquarters

2. Basic Philosophy, basic CSR policy

1) Basic Philosophy

The mission of the Topre Group is to “contribute to society through the creation of products and services using its outstanding technologies.” In addition to pursuing economic results, we conduct business activities with high ethical standards and good sense as a company that is required and respected by society as an international company. Employees of the Topre Group working around the world share this philosophy and act looking for contributions to society and the lasting prosperity of the company.



2) Basic CSR policy

Topre contributes to society by giving top priority to the provision of products and services that reduce environmental impacts.

1. As a company, we strive for fairness and transparency by complying thoroughly with laws and regulations.
2. We promote social contribution activities and initiatives for sustainability.
3. The company as a whole responds to environmental problems and implements environmental conservation initiatives positively.
In particular, we emphasize efforts to combat climate change (CO₂ reductions).
4. We enhance and develop technologies to provide products and services useful to society through customer satisfaction.
5. We provide safe and healthy work environments for all employees.
6. We promote CSR activities cooperatively through communication with stakeholders.

3) Scope of application

These guidelines apply to all products that the Topre Group procures from business partners.

3. Purchasing policy

The Topre Group Purchasing Policy

Basic way of thinking

The Topre Group has shared the following policy with the Topre Group as a whole for the procurement of materials.

We build relationships of trust with business partners, promote procurement emphasizing CSR and environmental conservation, and roll-out initiatives towards the development of a sustainable society.

1. Compliance with law, regulations and social morality

We promote fair and transparent purchasing activities in compliance with related laws and regulations as well as social morality and norms.

2. Environmental protection

We implement purchasing activities that lead to environmental protection based on our environmental policy, and promote “green procurement activities.”

3. Fair and equitable transactions

We provide open, fair and equitable entry opportunities regardless of nationality, company size or whether or not we have a track record of business.

4. Selection of business partners

We select based on comprehensive consideration of quality, cost, technology, delivery time and other capabilities, as well as management attitudes and systems.

In addition, we strengthen cooperation among each division, domestic and overseas bases and related companies to ensure the optimal procurement of materials by using the mass benefits of centralized purchasing.

5. Building of relationships of trust

We establish relationships of trust with business partners through fair and transparent transactions, and promote mutual development.

By strengthening trust with suppliers, we realize flexible and timely parts provision to customers.

6. Information protection

We manage confidential information properly and do not disclose it without mutual approval.

March 2022
General Manager, Topre Purchasing Headquarters

4. Requests for suppliers

In order to meet the expectations of society and the requirements of customers, we have summarized the following items that suppliers and the Topre Group should share understanding of and observe. Please understand the content and purpose of these guidelines fully and implement similar initiatives to those of the Topre Group.

In addition, please develop your own CSR policies and guidelines and undertake activities for the dissemination and spread of initiatives towards CSR.

1) Safety and quality

[1] Provision of products that meet customer needs

Grasp the needs of consumers and customers, and develop and provide products that are useful socially (*).

* Products that are useful socially: For example, products that are accessible to everybody regardless of age, gender or disability. Or, earth-friendly products with features such as energy-saving, resource-saving or environmental conservation.

[2] Provision of appropriate information about products

Provide consumers and customers appropriate information about products and services.

[3] Ensure product safety

Manufacture and provide products and services that meet the laws and regulations on safety established in each country and region.

[4] Ensure product quality

Build and operate company-wide systems that ensure quality.

2) Human rights and labor

[1] Respect for human rights

In order to respect human rights and accept diversity, respect the diverse abilities, individuality and sense of value of each and every employee.

Do not tolerate discrimination based on race, creed, gender, nationality, physical characteristics or any other reason, or any harassment that harms human rights or somebody's personality.

Do not tolerate child labor, forced labor or human trafficking.

[2] Handling of human rights risks

Apprehend human rights violations as a human rights risk and build and manage appropriately processes to identify, mitigate and prevent human rights risks.

[3] Protection and relief of human rights

Strive for the protection and relief of human rights if a human rights violation is made clear.

[4] Appropriate labor management

Comply with laws and regulations concerning labor that are applicable in each country and region, and provide and manage appropriate work environments for employees.

[5] Education and enlightenment

Implement appropriate education and enlightenment activities for all officers and employees.

3) Environment

[1] Environmental management

In order to promote a wide range of environmental activities, comply with the laws and regulations of each country and region, build a company-wide management system, and operate and improve it continuously.

[2] Reduction of greenhouse gas emissions

In order to contribute to the prevention of global warming, manage greenhouse gas emissions in business activities and promote activities to reduce them. Also, work on the effective use of energy.

[3] Prevention of environmental pollution, such as air, water, and soil pollution

Comply with the laws and regulations of each country and region concerning the prevention of pollution of air, water, soil, etc., and prevent environmental pollution by continuous monitoring and reducing pollutants.

[4] Resource-saving and waste reduction

Comply with the laws and regulations of each country and region concerning the proper disposal, recycling, etc., of waste, and work on the reduction of the amount of final waste disposal through the effective use of resources.

[5] Chemical substance management

Implement safe management of chemical substances that may cause environmental pollution.

Do not include chemical substances prohibited by the laws and regulations of each country or region in products in those countries or regions.

Do not use prohibited chemical substances in manufacturing processes, and for chemical substances designated by laws and regulations in each country and region, grasp emissions and report to the government in accordance with laws and regulations.

4) Compliance

[1] Compliance with laws and regulations

Comply with the laws and regulations of each country and region.

For thorough implementation of compliance, establish and implement policies and systems, action guidelines, reporting systems, educational systems, etc.

[2] Compliance with competition law

Comply with the competition laws of each country and region, and do not engage in acts such as private monopolization, unfair restraint of trade (cartels, bid rigging, etc.), unfair trade practices or abuse of a superior position.

[3] Prevention of corruption

Make political contributions and donations based on the laws and regulations of each country and region, and strive to build transparent and fair relationships with political actors and administrations.

Do not entertain or give gifts or money to business partners in order to obtain or maintain unjust benefits or preferential treatment.

[4] Management and protection of confidential information

Obtain the personal information of customers, third parties and company employees and confidential information of customers and third parties in a legitimate manner, manage it strictly, use it within the appropriate range and protect it.

[5] Export transaction management

Implement appropriate export procedures and management with respect to exports of technology and goods regulated by the laws and regulations of each country and region.

[6] Protection of intellectual property

Protect intellectual property rights owned or attributed to the company, and do not acquire, use or infringe the intellectual property rights of third parties illegally.

5) Information disclosure

[1] Disclosure of information to stakeholders

Disclose information on the company's financial condition, results and business activities to stakeholders in a timely and appropriate manner, and strive to maintain and develop mutual understanding and relationships of trust with stakeholders through open and fair communication.

5. CSR self-check sheet

We have prepared a self-check sheet so that business partners can self-diagnose their CSR initiatives and make improvements on their own. Please inquire if you would like one.

Inquiries

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Confirmation of the Topre Group Supplier CSR Guidelines

The representatives of business partners who have received these guidelines are asked to please sign and submit the “Confirmation of Agreement” for each department.

By signing this confirmation document, the business partner will supply various products to the Topre Group in agreement with the matters described in these guidelines. Thank you in advance for its submission.

< Company name >

< Title of signatory (representative) >

< Name of signatory >

< E-mail address of signatory >

< Date signed >

< Signature (handwritten or printed + seal impression of representative) >

* Please submit this document by e-mail to the purchasing personnel stated in the guidance e-mail used to send these guidelines.