TMR0-08

Tokyo Seimitsu Supplier CSR Guidelines

January 2019 1st Version

Tokyo Seimitsu Co., Ltd.

Introduction

Under its corporate philosophy, "Growing together with partners and customers by collaborating technology, knowledge, and information to create the world's No.1 products," the Tokyo Seimitsu Group has kept growing with the support of many business partners.

Recently, global social issues such as global warming, coupled with frequent corporate scandals and unethical practices, have heightened worldwide interest in "corporate social responsibility" (CSR). In line with this trend, we have incorporated the fulfillment of CSR in the "ACCRETECH Group Code of Conduct." Also, considering it necessary to ensure sustainable business activities across the supply chain, we declared our compliance with the RBA Code of Conduct (former Electronic Industry Code of Conduct (EICC)) in 2015.

To align with the purpose of the RBA Code of Conduct, we formulated the "Tokyo Seimitsu supplier CSR guidelines." With the aim of deepening the WIN-WIN relationships with all our suppliers, we build a socially responsible supply chain and work with them toward sustainable growth.

We ask that our suppliers understand the purpose of these guidelines and further cooperate with us in our CSR activities. We will also appreciate your active efforts in this area, including spreading CSR activities to your business partners.

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1. Procurement Policy

In providing high-performance, high-quality products and services to customers, the Tokyo Seimitsu Group deepens partnerships with all suppliers through procurement, builds mutual cooperation and trust, and forges relationships that allow us to grow and develop together.

In addition to quality, we comply with laws and social norms, and engage in procurement activities that fulfill social responsibilities such as human rights, labor, safety and health, global environmental protection, and information security throughout the supply chain.

Through fair and impartial evaluation processes and communication, we will respond to market changes and promote high-value-added manufacturing together with reliable suppliers.

2. Supplier CSR Guidelines

We formulated the “Tokyo Seimitsu supplier CSR guidelines” based on the “ACCRETECH Group Code of Conduct” and “procurement policy” to help our suppliers understand the importance of fulfilling social responsibilities. We are promoting CSR initiatives for the entire supply chain.

“Human rights and labor”

We protect the human rights of workers and treat workers with dignity and respect in a manner that aligns with the expectations of the international community. This applies to all workers, including temporary workers, foreign workers, students, contract workers, direct employees, and workers of other employment types.

1. We respect the character and personality of each individual, embrace diversity, and prohibit all forms of discrimination based on gender, age, nationality, ethnicity, race, belief, or other characteristics.
2. We do not engage in any illegal or improper conduct, including unfair, forced, and child labor, in any business activity.
3. We respect the human rights of workers and prohibit harsh or inhumane treatment of workers, including all forms of abuse and harassment.
4. We properly manage working hours, rest days, and leave for workers to ensure they are within legal limits.
5. We shall pay at least the statutory minimum wage and shall not reduce wages unfairly.
6. We recognize the right to freedom of association and engage in dialogue and collective bargaining with the representatives of employees in good faith.

“Safety and health”

Minimizing work-related injuries and illnesses and maintaining a safe and healthy work environment help increase the quality of products and services, the integrity of manufacturing processes, and the retention rate and work motivation of workers.

1. We prioritize ensuring the safety and health of workers, keep the workplace safe and clean, and strive to prevent accidents and disasters.
2. We identify and assess potential emergencies, such as fires or earthquakes, develop response procedures, and ensure they are known throughout the

workplace.
3. We grasp the status of occupational accidents and illnesses and implement appropriate measures.
4. We identify, assess, and appropriately manage physically demanding tasks to prevent accidents and illnesses.
5. We assess the risk levels of individual instruments, formulate safety measures, and implement appropriate maintenance.
6. We ensure that safe drinking water and clean bathrooms are available in workplaces, residential buildings, cafeterias, and other related facilities.
7. We provide training and information on safety and health in languages understood by workers.

"Environment"

Recognizing environmental conservation as an important theme common to all humankind, the Tokyo Seimitsu Group has adopted the environmental philosophy of "making environmental conservation an integral element of all manufacturing and service activities."

1. We obtain, register, and file all environmental permits (emissions monitoring, hazardous material control, etc.) required by applicable laws and regulations and submit required control reports to the administrative authorities.
2. We strive to save energy and reduce greenhouse gas emissions.
3. We control water consumption to minimize the impact on biodiversity.
4. We strive to minimize the environmental impact and prevent air, soil, and water pollution.
5. We strive to reduce and recycle wastes to curb the use of resources.

"Ethics"

The Tokyo Seimitsu Group is committed to maintaining a highly transparent and ethical corporate culture and promotes compliance to achieve sustained growth with its stakeholders.

1. We comply with laws and regulations in the region in which we conduct business activity and act fairly in line with sound business practices and social norms.
2. We prohibit all types of bribery, corruption, blackmailing, and embezzlement and shall not stifle fair, transparent, and free competition.
3. We strive to disclose corporate information accurately and appropriately to

stakeholders.

4. We protect our own intellectual property rights, while respecting those of others and avoiding misusing or violating them intentionally.
5. We protect the right to report acts that violate laws, regulations, and social norms.
6. We do not use conflict minerals. If the use of any such materials is discovered, action shall be taken to avoid it.

"Safety and quality"

We ensure safety, quality, and reliability in each phase of the product realization process to enable a stable supply of products.

1. We establish and operate a company-wide framework for ensuring quality.
2. We provide products, parts, materials, and services that comply with the safety laws and regulations of the country or region concerned.
3. We maintain high levels of safety and quality to ensure a stable supply of products and services that meet the required standards of quality, cost, and delivery.

"Information security"

Tokyo Seimitsu promotes the proper and effective use of information systems and strictly manages these systems to prevent information leaks, based on its information security policy.

1. We formulate countermeasures against computer network threats and manage risks to prevent any damage to ourselves or third parties.
2. We obtain the personal information of customers, third parties, and employees and the confidential information of customers and third parties in a legitimate way. Such information shall be used within an appropriate scope and managed and protected.

3. Request to Our Suppliers

We created the “Tokyo Seimitsu supplier CSR guidelines” in line with the RBA Code of Conduct. The guidelines are distributed to ensure our suppliers better understand the “procurement policy” that reflects our basic procurement principles.

We hold a supplier seminar every year and ask for understanding of and cooperation in the guidelines and our group’s CSR promotion efforts.
We provide guidance, training, and other forms of support to increase the performance of the CSR activities and improve their effectiveness continuously.

We will not provide the company information or personal information we obtain from our suppliers to external entities without prior permission. However, this does not apply in such cases as when we are requested to disclose information regarding the status of conflict mineral usage.

4. Revision History

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