



Sustainability guidelines for suppliers

January 2024
Tokai Rika CO.LTD

Agenda

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I Preface

Since founded in 1948, Tokai Rika has contributed to the comfort ,security , and safety of cars , keeping the founder's motto in mind : " Do what others are not willing to do."

In 1998, the 50th anniversary of the foundation, Tokai Rika Group's business philosophy was established.

The key phrases are "contribution to a higher quality of life", "nurture of spirit of originality, enthusiasm and innovative challengers", and "honor of the language and spirit of the law and the ethics".

In September 2015 , 193 United Nations member states adopted the Sustainable Development Goals(SDGs) as goals to be accomplished by 2030.

We believe our mission is to respond to social issues in compliance with laws and their spirit.

This document is intended to share our basic idea about CSR across the Tokai Rika Group for systematic implementation of CSR activities, however, we have revised the contents with a focus on the important issues of "Human rights and Labor" and updated them as "Sustainability guidelines for suppliers".

We would like to ask our suppliers to understand and purpose of this guideline and to make efforts to disseminate and promote sustainability activities to our suppliers and all of our suppliers.

Purchasing

General Manager ~Group

Motoyasu Makino

II Business philosophy and sustainability policy of Tokai Rika group

- **Business philosophy**

- 1. To create products that satisfy customers and to contribute to a higher quality of life.**
- 2. To build an energetic and promising business organization by nurturing a spirit of originality ,enthusiasm and innovative challenges.**
- 3. To honor the language and spirit of the law and ethics of every nations, and to work in harmony with nature and local communities.**

- **Sustainability policy**

Tokai Rika group contributes to the realization of a sustainable society with all stakeholders through fair business operations in harmony with nature and local communities in compliance with laws and ethics , as stated in our business philosophy.

III Purchasing basic policy of Tokai Rika

Seeking opportunities for business activities all over the world, we purchase parts, materials, equipment and so on that are the absolute best in terms of quality, quantity and cost, from regions all over the world.

Furthermore, as a good corporate citizen, we aim to achieve "Optimized Global Purchasing" that will also meet social requirements such as environmental preservation, through cooperation with suppliers on the basis of proper and fair business.

1. **「Open Mind Policy」**
2. **「Long Term Relationship」**
3. **「Promoting "Green Procurement"」**
4. **「Promoting localization to be a good corporate citizen」**
5. **「Compliance」**

IV Sustainability guidelines for suppliers

Tokai Rika would like to contribute to the creation of a comfortable earth and a prosperous society by providing products and services.

(1) Sharing our management stance

We would like to share the following approach with our suppliers.

- **Creating a workplace that respects humanity**

It is important to create an environment where you can work with confidence in the company and foster a culture that promotes human resource development.

- **Monozukuri**

In Monozukuri, it is basically important to thoroughly observe the Genchi-Genbutsu and discover the true cause behind the facts.

We think it is important to identify the essence, make decisions based on team activities, and carry out with all your might.

- **Continuous Kaizen**

It is important to constantly pursue evolution and innovation, and to constantly work on improvement.

- **Two-way communication**

As a member of the Tokai Rika Group, we hold open and discussions with our suppliers frankly.

We would like to promote it while being fully convinced.

(2) Tokai Rika's expectations of suppliers for providing "Products and Services"

Tokai Rika Group would like to our suppliers to provide "the best products in the world, in the fastest, timely, and long term stable.

And we would like to ask you to develop and manufacture products from the perspective of customers who always buy cars.

Safety /Health

Manufacturing requires human hands, and good quality products can be made only when safe and healthy working environment is maintained .

In a safe working environment ,workers can concentrate their efforts on manufacturing , and make products of good quality.

Quality

There is a saying that goes ,"There is no growth for a company unless its quality improves, "We expect supplier to build a self-contained manufacturing process that does not allow bad products to be made or shipped to ensure high quality for initial batch of new products .

In terms of the quality of mass-produced products,we appreciate suppliers' effort on improving visibility of causes for when trouble occurs in manufacturing processes and make speedy response to address such causes.

Delivery/Production

Tokai Rika Group is producing "only what is needed,only when it is needed, and only the amount that is needed. "We expect suppliers to make effort to realize this by flexibly taking necessary actions in the phases of production preparation, production and delivery.

Costs

We expect suppliers to offer the most competitive cost in the world.

For this , it is important for suppliers to seek innovation in technological development and production technology, and engage in activities to lower costs on an ongoing basis.

Technology

The importance of technology is growing in the areas of environmental protection, safety and comfort.

We expect suppliers to pay attention to such requirements of society and the global environment, make efforts to precisely grasp customer needs to address them a step ahead of their competition, and to work to realize low prices so that their new technologies can benefit as many customers as possible.

(3) Tokai Rika's expectations of suppliers in the process of developing "Products and Services"

Tokai Rika group expect suppliers to comply with the following items to undertake CSR activities. We also expect suppliers to deepen and expand CSR initiatives with business partners by developing and deploying individual CSR policies and guidelines incorporating the following items.

1. Compliance

<Compliance with laws and ethics >

- We comply with the laws , ordinances ,rules, their spirit and ethics of a country or region, and establish and implement policies, structure and mechanisms for ensuring and verifying legal compliance including a code of conduct, confidential compliance hotline and training.

<Management and protection of confidential information >

- We collect personal information and confidential information correctly in accordance with laws and regulations, and strictly manage it.
- We also use within appropriate limits and protect (including cyber security measures).

<Protection of intellectual property>

- When developing technologies and products, we will conduct a thorough investigation in advance so as not to inadvertently infringe intellectual property rights such as patent rights of other companies, and strive to prevent infringement and protect your own technology.
- We do not use or illegally copy the design rights, trademark rights, copyrights (including software, etc.) of other companies without permission.

<Compliance with the competition laws>

- We comply with the competition laws of each country and region (in Japan, the Antimonopoly Act, Subcontract Act, etc.), and do not engage in acts that impede free competition, such as private monopolization or unfair trade restrictions (cartels, bid rigging, etc.).

<Export controls>

- When we export products, technologies, etc. overseas, fully understand and comply with the laws and regulations related to export management.

<Anticorruption measures>

- We maintain fair and transparent relationships with political parties and government offices, and do not make political donations or donations that deviate from the law.
- We do not engage in giving or receiving presents, entertainment or money with customers, suppliers and other business partners in order to acquire or maintain unjust interest or wrongful preferential treatment.
- We do not conduct off-the-book, fictitious or otherwise falsified transactions, or any other similar acts prone to be misconstrued as such, and shall make and keep books, records and accounts (ledger sheets and account ledgers, etc.), which, in reasonable detail, accurately and fairly reflect the transactions and disposition of assets.

2. Human rights and labor

In accordance with Tokai Rika's Human Rights Policy, we respect human rights and conduct human rights due diligence (identification, prevention, and mitigation of adverse human rights impacts).

[Hyperlink; Tokai Rika's Human Rights Policy](#)

<No discrimination, diversity & inclusion>

- We do not tolerate any form of discrimination relating to gender, age, nationality, race, ethnicity, creed, religion, sexual orientation, gender identity, disability, marital status or the presence of children in all employment situations (application, hiring, promotion, transfer, compensation, education, work assignments, wages, benefits, punishment, dismissal, retirement, etc.),

<Harassment>

- We do not condone harassment which includes among others sexual harassment, power harassment (abuse of authority), peer pressure, nor any form of harassment that lowers the dignity of an individual.
- Harassment may involve verbal, visual or physical conduct that negatively interferes with work performance, diminishes the dignity of any employee, or creates an intimidating, hostile or otherwise offensive work environment.
- We implement procedures for prompt reporting and examination of any harassment complaints and enable employees to report any instances of harassment without fear of reprisal, intimidation, or harassment.

<Child labor>

- We do not permit the labor of children under working age according to the laws and regulations of each country and region.
- We do not use employees under 18 years of age for hazardous work.
- Bona fide job training or apprenticeship programs permitted under the local applicable laws and regulations, etc. may be allowed.

<Migrant labor, Forced labor>

- We ensure that all work is voluntary and employees are free to leave work or terminate their employment.
We do not tolerate forced labor, which is often extracted through violent and threatful means or by entrapment of debt, or any other form of modern slavery including human trafficking.
- We do not require employees to surrender passports, government-issued identifications, or work permits as a condition of employment.
We do not exploit employees with high recruitment fees and other costs that are considered unreasonable by international norms.

<Wages>

- We comply with local applicable laws and regulations, etc, including those relating to minimum wages, overtime hours, deductions from wage, piece rates and other elements of compensation.

<Working Hours>

- We comply with the laws and regulations of each country and region regarding the determination of employee working hours (including overtime) and the provision of holidays and annual paid leave.

<Freedom of Association>

- We recognize the employee's right to freely associate, or not to associate, complying with local applicable laws and regulations, etc.

<Dialogue with employees>

- We ensure employees are able to communicate openly and directly with management without fear of reprisal, intimidation, or harassment.

<Labor circumstances for safety and healthy>

- We try to make an effort to prevent about disaster and accident so that we promote to work safety and healthy everyone.

3. Environment

<Establishment of environmental management system>

- We promote environmental conservation activities, establish an environmental management system that allows for continuous improvement, and work to improve environmental performance.

<Reduction of Greenhouse Gas (GHGs) Emissions>

- With the aim of building a decarbonized society, we will work to understand the amount of greenhouse gases used and reduce emissions in the production process.
- Work to reduce energy CO₂ emissions by reducing electricity and fossil fuel usage and utilizing renewable energy, with the aim of reducing energy usage throughout the lifecycle.

<Conservation of natural environment>

- We will comply with the laws and regulations of each country and region and our promises with customers, and work to prevent environmental abnormalities and achieve zero complaints.

<Establishment of a Society in Harmony with Nature>

- Based on the recognition that biodiversity is the premise of continuation of business operations, take initiatives that will help realize a sustainable society in harmony with the nature.

<Management of Chemical Substances>

- Comply with the relevant laws and regulations of each country and region, manage chemical substances (i.e. elimination, reduction in use) as well as especially ensure that prohibited substances are not used in products and production processes etc.
In addition, report appropriately to governmental agencies as required by laws and regulations.

(Refer to the Green Purchasing Guidelines of each region and country)

4. Community and social participation

<Purchase resources and raw materials responsibility >

- We do not use raw materials(ex Conflict mineral) that lead to social issues of human rights and environment.

<Social contribution activity >

- We pursue customer- and user-oriented products ,services, and work quality and tackle social challenges with a pioneering spirit.
- We involve ourselves in community contribution activities and encourage employees to participate in volunteer or social events through interaction with locals.

<Information disclosure >

- Strive to disclose to stakeholders such information as is pertinent to them, including management, financial condition, environmental preservation, community and social contribution, in a timely and fair manner and to build and maintain positive relationships with stakeholders through open and fair communication.

5. Risk management

- We prevent risks such as cyberattacks, information leakage, and natural disasters and minimize impacts if they occur.

<Develop business continuity plan >

- We create a BCP that will guide us to recover our operations early after experiencing a disaster or accident.

※BCP : Business Continuity Plan

6. Develop our guidelines to your suppliers.

- Understand our guidelines and promote to become popular sustainability activities to your suppliers ,too.
- Promote the above activities in consideration of the whole supply chain and conduct the necessary countermeasures for follow-up and improvement of your suppliers.

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Sustainability Self-check Sheet

1. We will ask you about your company's status regarding the supplier Sustainability guideline.
Please choose the closest answer.

Item	Question	Answer
1) Compliance		
<Compliance with laws and regulations and their spirit>		
	1) Do you know the laws and regulations that apply to your company ?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the department or person responsible for compliance?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Do you have a policy or system for thorough compliance?	①Clearly stated commitment to compliance, such as the company policy and corporate philosophy and action guidelines. The organization of compliance committee and report window is also clear in the company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Are you active educational activities to make it known in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an in-house survey or audit?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
<Management and protection of confidential information>		
	1) Have you determined the department or person responsible for the protection of confidential and personal information?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	2) Are there any rules and procedures for thorough protection of confidential and personal information?	①The scope of confidential information and personal information and the procedures for managing and using such information are clarified in company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	4) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
< Protection of intellectual property>		
	1) Do you know the laws and regulations regarding the protection of intellectual property?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the responsible department or responsible person for the protection of intellectual property?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Do you have any rules and procedures to protect your company's intellectual property and prevent unauthorized use of third party's intellectual property?	①The rules regarding the protection of the company's intellectual property, such as the acquisition of rights, and the rules and procedures for using the intellectual property of a third party are clearly stipulated in the company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly ②It is irregular, but I have done it. ③It is decided each time.

Item	Question	Answer
<Compliance with the competition laws>		
	1) Do you know the competition laws that applies to your company?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the department or person responsible for compliance with the competition laws?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for ensuring compliance with the competition laws?	①Internal rules clearly stipulate where to consult in-house if you have any doubts about competition law. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
<Export controls>		
	1) Do you know the laws and regulations that apply to your company regarding export transactions?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the responsible department or responsible person for export transaction control?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for thorough export transaction control?	①Export operations subject to export transaction control have been identified, and rules regarding control have been clarified in internal rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly ②It is irregular, but I have done it. ③It is decided each time.
<Anti-corruption>		
	1) Do you know the laws and regulations related to anti-corruption?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the department or person responsible for anti-corruption?	①Regarding political donations and donations, internal rules clearly determine. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for thorough anti-corruption?	①The policy regarding political donations and donations is clarified in the company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.

Item	Question	Answer
2) Human rights and labor		
Elimination of discrimination	1) Do you know the laws and regulations regarding the elimination of discrimination?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the department or person responsible for eliminating discrimination?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for thorough elimination of discrimination?	①We have rules such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
Respect for human rights & Harassment	1) Do you understand the laws and regulations regarding respect for human rights and harassment?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you decided on the responsible department or responsible person for respect for human rights and harassment?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules / procedures for respecting human rights and prohibiting harassment?	①It is thoroughly incorporated into the regulations such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
Child labor	1) Do you know the laws and regulations regarding child labor?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the department or person responsible for child labor?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules / procedures to ensure a ban on child labor?	①We have rules such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
Forced labor	1) Do you know the laws and regulations regarding forced labor?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the department or person responsible for forced labor?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for strict prohibition of forced labor?	①We have rules such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.

Item	Question	Answer
Wage	1) Do you know the laws and regulations regarding wages?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you decided on the responsible department or responsible person for wages?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for observing the minimum wage and paying overtime pay based on laws and regulations?	①We have rules such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
Working hours	1) Do you know the laws and regulations regarding working hours?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the responsible department or responsible person for working hours?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for thorough working hours and overtime and holidays?	①We have rules such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
Freedom of Association	1) Do you know the laws and regulations regarding freedom of association?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you determined the responsible department or responsible person for freedom of association?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures for thorough freedom of association and overtime and holidays?	①We have rules such as work regulations. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
Safety / Health	1) Do you understand the laws and regulations related to safety and health?	①We have a system to check regularly or always get the latest information. ②The information is organized, although it is not regularly checked. ③We know empirically.
	2) Have you decided on a department or person responsible for safety and health?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
	3) Are there any rules and procedures to thoroughly and manage safety and health in the company?	①It is thoroughly and managed by the Occupational Safety and Health Management System (OHSMS). ②It is not an Occupational Safety and Health Management System (OHSMS), but it is virtually fixed. ③It is decided each time.
	4) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
	5) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.

Item	Question	Answer
3) Environments		
	1) Do you have obtain international certification ISO14001?	①Have acquired. ②Acquired in the past, but not updated. ③Not acquired.
	2) Are you conducting activities to reduce greenhouse gas emissions?	①We set a long-term goal of carbon neutrality, and constantly monitor the actual situation. ②We set long-term goals for carbon neutrality, and are working to understand the actual situation each time. ③Not set.
	3) Are you aware of the laws and regulations that you need to comply with, and do you have regulations regarding policies, systems, and rules to thoroughly enforce them within the company?	①Always has the latest information and is able to manage it in accordance with regulations. ②Most of the important things are understood, but there are no regulations to ensure that they are thoroughly enforced within the company. ③Ascertain the situation as necessary and deploy it within the company.
	4) Are you striving to realize a society that coexists with nature toward biodiversity?	①We carry out activities to coexist with nature with the participation of all employees, and we collaborate with local communities and organizations. ②Some of our employees are involved in activities to coexist with nature. ③We do not engage in activities to coexist with nature, and we do not take action unless a problem arises.
	5) Are chemical substances being safely managed and are business activities conducted in accordance with laws and regulations?	①There is a system to check changes in laws and regulations, and regular internal surveys and internal audits are conducted to confirm that there are no problems. ②Regarding legal compliance, inspections and investigations have been carried out, and predictive management has been carried out to the extent that is known. ③ We will not take action regarding legal compliance unless a problem arises.

2. We will ask you about your company's sustainability efforts. Please choose the closest answer.

Question	Answer
1) Have you decided on the responsible department or responsible person for sustainability?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time. ④There are no plans to have a responsible department or person in charge.
2) Do you have a policy or system for thorough sustainability?	①The company policy, corporate philosophy, action guidelines, etc. clearly state the attitude toward sustainability. The system such as the sustainability committee is also clear in the internal rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time. ④There are no plans to decide on policies or organizations.
3) Do you carry out educational activities to raise awareness in the company?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time. ④There are no plans to carry out educational activities.
4) Do you understand the actual situation through an internal survey?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time. ④There are no plans to conduct an internal survey.

3. We will ask you about the status of sustainability deployment to your suppliers. Please choose the closest answer.

Question	Answer
1) Have you determined the department or person responsible for deploying sustainability to your suppliers?	①It is clearly decided by company rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
2) Do you have sustainability policy or system to deploy to your suppliers?	①The supplier's sustainability policy, guideline, etc. clearly state the attitude toward sustainability for your supplier. The system such as the sustainability committee is also clear in the internal rules. ②It is not decided by the regulations, but it is actually decided. ③It is decided each time.
3) Do you carry out educational activities to inform your suppliers of sustainability?	①We carry out educational activities regularly. ②It is carried out irregularly or for some employees. ③It is decided each time.
4) Do you check with your supplier about the status of your sustainability efforts?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.
5) Do you confirm with the supplier the status of sustainability deployment for each company's supplier?	①It is checking regularly. ②It is irregular, but I have done it. ③It is decided each time.

Thank you for your cooperation in the self-check