# Arisawa Mfg. Co., Ltd.

## **CSR Procurement Policy**

In recent years, as the globalization of business activities and the maturation of the information society progress rapidly, the business environment has been drastically changing. At the same time, corporate efforts regarding the formation of a sustainable society has been attracting increasing attention while harsh criticism of corporate scandals and insincere corporate acts become prominent.

We have established the ESG Committee in order to fulfill social responsibilities through business activities and actively promote CSR activities under these circumstances. Through those activities, we will work to solve a variety of issues and aim at sustainable growth in continuing our business activities.

We will comply with laws and regulations as well as our internal rules and policies and promote purchasing activities based on mutual understanding and trust with business partners. As part of such efforts, we have set the following Policy and would like to ask for business partners' understanding and supporting the purpose of the Policy.

We would like to contact business partners regarding CSR activity status on a regular basis for the sake of mutual growth.

#### CSR Procurement Policy

- 1. Establishing a Company Structure to Facilitate CSR (Corporate Social Responsibility)
  - Develop management policies and action guidelines on CSR.
  - Establish an organizational structure which promotes CSR.
- 2. Fair Trade
  - · Prohibit the offering and receiving of inappropriate profits and advantages.
  - Conduct trading through fair and free competition.

3. Human Rights, Ethics, and Legal Compliance

• Prohibit human rights abuses (harassment, discrimination, abuse, and corporal punishment) and respect human rights.

• Prohibit forced labor and overwork, and appropriately manage working hours and days off.

• Have no relationships with anti-social forces (individuals and groups) and do not engage in transactions with such forces.

• Identify and comply with laws, regulations and rules applicable to business activities.

#### 4. Ensuring Quality and Safety

• Establish and implement a quality management system, and operate and manage quality assurance activities.

• Comply with laws and ensure sufficient product safety regarding internally designed products.

• Identify risks such as potential accidents, earthquakes, fires and flood damage, and establish a safe working environment.

#### 5. Environmental Consciousness

• Make continuous improvements by acquiring a certification such as an environmental management system and establishing and operating a framework which promotes and manages environmental activities.

• Comply with laws and regulations related to environmental protection pertaining to air, water quality, soil, and chemical substance.

• Work on environmental load reduction in business activities (biodiversity conservation, and resource saving and energy saving).

• Appropriately manage and dispose of waste generated in operations in accordance with laws and regulations. Promote recycling and set a continuous reduction goal.

6. Information Management and Contribution to Society

· Establish and appropriately manage an information security system.

• Take measures against internal and external threats such as computer virus.

• Actively participate in social contribution activities.

## 7. BCP

• Establish BCP, and build and raise awareness about a risk management system to prepare for unforeseen situations.

• Promote efforts to suppliers.

### 8. Responsible Mineral Procurement

 $\cdot$  Prohibit and monitor the use of minerals which might serve as a source of funds for groups involved in internal conflicts and disputes.