



## Harima Chemicals Group Procurement Guidelines

Based on its Corporate Philosophy “Utilize the blessings of nature to enhance the quality of life”, Harima Chemicals Group is committed to providing products that contribute to the creation of a prosperous and sustainable society.

Working in close partnership with our worldwide suppliers, we strive to conduct our business operations with the highest integrity and consideration for people, society and the environment, as follows:

### 1. Business Operations (Observance of Business Terms and Conditions)

- Comply with related laws and regulations (e.g. Antitrust, Subcontract) and protect intellectual property including trade secrets in business activities (e.g. procurement, sales), and refrain from engaging in actions deviating from sound business practice or social norms.
- Have in place a system that ensures compliance with the Antitrust Laws of each country.
- From a long-term perspective, promote productive business relationships with each supplier, based on mutual trust and cooperation.
- Refrain from soliciting/accepting entertainment and gifts that could be perceived as contrary to conventional wisdom.

### 2. Relationship with Society (Human Rights, Cultural Diversity, Respect for Local Customs and Practices)

- Respect human rights throughout the supply chain. Oppose any inhuman labor (e.g. child labor, forced labor) and discrimination on such grounds as gender, age, nationality, religion, physical characteristics, etc.
- Respect employee diversity, personality and individuality. Have in place a personnel system and working conditions that contribute to employee well-being.
- Promote a work environment free of sexual harassment and power harassment, and in the event they occur, take immediate measures to investigate and remediate the situation, and protect victimized employees.

### 3. Coexistence with the Global Environment, Considerations for Safety

- Comply with regulations regarding environment, health, and safety.
- Ensure high standards of safety and eco-friendliness in product development, manufacturing, transportation, use and disposal processes.
- Utilize resources in an efficient manner, and employ energy-efficient and eco-friendly technologies to reduce waste discharge into air, water and soil.
- Minimize the impact on biodiversity, climate change and water scarcity to reduce the environmental burden.

### 4. Stable Supply

- Maintain product quality and delivery times, and strive for stable supply.
- Develop Business Continuity Plan (BCP) to minimize effect of unpredictable situations such as natural/human disasters and accidents.