

Noritake Group

# Purchasing Guidelines

*Noritake*

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# Introduction

Based on Noritake's corporate motto of "Good Quality, Export, and Co-prosperity", which is based on "The Creed of Our Company", Noritake Co., Limited (hereinafter, "we" or the "Company") will engage in purchasing activities aimed at continually providing our customers with good products and services deemed satisfactory to them. We build great partnerships with our suppliers and contribute to the realization of a sustainable and better social environment.

As the demand for corporate social responsibility has been increasing in the supply chain, we have established the Noritake Group Purchasing Policy and are strengthening our efforts to further promote responsible purchasing activities. The Noritake Group Purchasing Guidelines are based on the Noritake Group Purchasing Policy established from the perspective of corporate social responsibility, and summarize the details of the specific fields of the Company. These guidelines are the basis for all transactions between the Company group and our suppliers, and also serve as a guideline for working together on corporate social responsibility.

We would like to ask our suppliers to agree with the intent of these guidelines and to put them into practice within the company. We also ask our suppliers to share these guidelines with their suppliers and encourage them to practice these guidelines.

\*These guidelines are based on the items and descriptions in the Code of Conduct of the Responsible Business Alliance (RBA), and the Guidelines for Responsible Business Conduct of the Japan Electronics and Information Technology Industries Association (JEITA).

# Noritake Group Purchasing Policy

Based on Noritake's corporate motto of "Good Quality, Export, and Co-prosperity", we will engage in purchasing activities aimed at continually providing our customers with good products and services deemed satisfactory to them. Furthermore, by building trusting relationships aimed at co-prosperity with our suppliers, we will proactively fulfill our corporate social responsibility in cooperation with our suppliers, that is:

(1) We will keep our doors open impartially and globally to all suppliers and conduct fair transactions in good faith.

(2) When selecting suppliers, we will do so by making an overall judgment that includes reviews on not only quality, price, and delivery time, but also their stance towards corporate social responsibility.

(3) We will deepen mutual trust with suppliers we deem reliable in order to achieve co-prosperity.

(4) We will comply with the laws and regulations as well as social norms of each country and region while conducting business based on highly ethical standards.

(5) We will perform environmentally friendly purchasing in line with Environmental Policy of the Noritake Group.

# Noritake Group Purchasing Guidelines

## 1. Compliance

### 1-1 Compliance with laws and regulations

We will comply with the laws and regulations of each country and region. To that end, we build systems, action guidelines, training curriculum, etc.

### 1-2 Compliance with competition laws

We will comply with the competition laws of each country and region, and do not engage in unfair transactions such as private monopoly, unfair trade restrictions, or abuse of dominant bargaining position.

### 1-3 Anti-corruption

We do not engage in any bribery such as providing illegal gifts, payments, considerations, or monetary or non-monetary benefits to any stakeholder for the purpose of obtaining or maintaining unfair advantage or preferential treatment.

### 1-4 Information disclosure to stakeholders

We disclose useful information concerning the management, finance, environmental protection, and social contribution to stakeholders in a timely and appropriate manner and strive to maintain and develop mutual understanding and trust with stakeholders through open and fair communication.

### 1-5 Protection of intellectual property

We protect the intellectual property rights owned or attributed to the Company, and do not illegally obtain, use, or infringe the intellectual property of third parties.

### 1-6 Implementation of security export control

We implement appropriate export procedures and controls regarding the export of technologies and goods regulated by the laws and regulations of each country and region.

### 1-7 Elimination of antisocial forces

We eliminate relationships with antisocial forces and groups that threaten social order and security.

### 1-8 Responsible procurement of resource and raw material

We carry out procurement activities that consider the impact of the use of raw materials that can cause social problems such as human rights violations, poverty, and environmental destruction. In addition, when requested to conduct a survey, we conduct and provide the results of a supply chain survey on minerals.

## 2. Human rights and Labor

### 2-1 Prohibition of forced labor

We guarantee that all labor is performed by employees' voluntarily and that employees are free to leave and not subject to forced labor.

### 2-2 Prohibition of Child Labor

We guarantee that persons under the minimum working age under the laws of each country and region are not allowed to work for the Company.

### 2-3 Working hours

We will comply with the laws and regulations of each country and region concerning the determination of employees' working hours, holidays, and the provision of annual paid leave, etc.

### 2-4 Wages

We will comply with the laws and regulations of each country and region concerning minimum wages, overtime, wage deductions, piece wages, and other benefits.

### 2-5 Respect for human rights

We respect fundamental human rights and do not allow inhumane treatment such as mental or physical abuse, coercion or harassment.

### 2-6 Prohibition of discrimination

We do not discriminate on the basis of race, nationality, gender, religion, creed, disability, age, or family origin in any employment situation (recruitment, hiring, promotion, compensation, dismissal, mandatory retirement, job assignment, punishment, etc.).

### 2-7 Health and safety

We strive to prevent workplace accidents and disasters while ensuring a work environment that satisfies the work safety and health of our employees.

### 2-8 Dialog and discussion with employees

We endeavor to enable our employees to communicate with management through dialogs and discussions without fear of retaliation, intimidation, or harassment.

## 3. Environment

### 3-1 Environmental management

We will comply with laws and regulations related to the environment of each country and region. We also make continuous improvements to reduce the environmental burden.

### 3-2 Energy consumption and greenhouse gas emissions

We manage energy consumption and greenhouse gas emissions and promote activities to reduce them.

### 3-3 Resource saving and waste management

We promote proper disposal of waste and control of the amount of waste generated, recycling, and risk management of water resources to make effective use of resources.

### 3-4 Management of chemical substances

We manage chemical substances appropriately and strive to prevent pollution of air, water, or soil, etc. In addition, we will comply with the laws, regulations, and requirements of each country and region regarding the chemical substances contained in our products.

### 3-5 Efforts for biodiversity conservation

We carry out nature conservation activities and work on toward the biodiversity conservation.

## 4. Quality and safety

### 4-1 Ensuring product safety

We will not only comply with laws and regulations related to our products and services, but also give due consideration to the standard safety level that should be regularly maintained.

### 4-2 Quality control

We will comply with laws and regulations related to the quality of our products and services, and build an appropriate structure and management system to comply with our own quality standards and customer requirements.

### 4-3 Providing accurate product and service information

We provide accurate and non-misunderstanding information concerning our products and services.

### 4-4 Realization of stable supply

We ensure that the delivery dates of products and services are met, and build systems that ensure stable provision over the long term.

## 5. Information security

### 5-1 Information security

We take protective measures against threats on computer networks to prevent damage to third parties.

### 5-2 Protection of personal information

Personal information of customers, third parties, and our employees are strictly managed in compliance with relevant laws and regulations, and are used and protected to the extent necessary.

### 5-3 Prevention of leakage of confidential information

We establish appropriate structure for managing the confidential information we receive.

## 6. Social contributions

### 6-1 Contribution to society and the community

We actively engage in activities that contribute to the development of local communities and global society.

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