

# T.Hasegawa Group Supplier Guidelines



## T. Hasegawa Group Supplier Guidelines

T. Hasegawa Group seeks to contribute to the creation of an enriched society by building and strengthening relationships with our stakeholders as a member of society and leveraging our flavor and fragrance technology to solve challenges faced by society. This is something that should be promoted in collaboration with our suppliers, so we have established the T. Hasegawa Group Supplier Guidelines, which set forth our expectations of suppliers. We believe that to promote responsible procurement throughout the supply chain it is essential that the suppliers providing raw materials and services in all of our purchasing transactions understand and cooperate with the supplier guidelines we have established. These supplier guidelines have been prepared based on the T. Hasegawa Corporate Code of Conduct and the T. Hasegawa Group Procurement Policy. We ask that these guidelines be disseminated internally and observed and that you require business partners to observe them as well.

### <1. Legal Compliance>

#### • **Legal compliance**

Observing the laws and social norms in each country and region in which we conduct business activities, we will promote procurement activities with high ethical standards and decency together with our suppliers.

#### • **Prohibition of bribery**

We engage in corporate activities in good faith and with an attitude of fairness. Maintaining discipline, we do not get involved in corruption in any form, including bribery.

#### • **Prohibition of actions designed to restrict competition and abuse of dominant bargaining position**

We engage in purchasing transactions fairly and in good faith and do not take part in collusion or cartels or abuse of dominant bargaining position.

#### • **Elimination of relationships with antisocial forces**

We act with resolution to never engage in any relationships with antisocial forces.

#### • **Prohibition of conflicts of interests**

Favoring individual interests to the detriment of the Company's interests is prohibited in cases where there is a conflict of interest between an employee and the Company.

# T. Hasegawa Group Supplier Guidelines

## <2. Respect for Human Rights>

### • **Prohibition of child labor**

We do not hire children who are 16 years old or younger than the minimum working age stipulated by local law. We also will not have employees engage in work that will harm the health, safety, or dignity of children.

### • **Prohibition of forced labor**

We will not have individuals work against their will or place restrictions on the reasons for leaving the job. We will not force labor or overtime work using unfair means of restraint.

### • **Prohibition of discrimination and harassment**

Respecting human rights, we engage in decision-making and business activities without discrimination based on race, nationality, gender, sexual orientation, age, family background, religion, ethnicity, immigration, etc. or against children, the elderly, people with disabilities, indigenous people, impoverished people, people with HIV/AIDS, etc. When hiring, we do not discriminate based on race, nationality, gender, sexual orientation, age, family background, religion, ethnicity, disability or other attribute besides logical elements such as individual skills and aptitude. Moreover, we do not permit any speech or behavior that violates human rights such as sexual or power harassment.

### • **Respect for freedom of association and the right to collective bargaining**

We respect the freedom of employees to associate without retaliation, intimidation, or harassment, the freedom to join labor unions, and the freedom to protest. We provide opportunities for dialog between labor and management.

### • **Avoidance of fueling (facilitating) human rights violations**

We will ensure that our decision-making, business activities, products, and services to not fuel or facilitate violations of the human rights of people in the local community, including consumers and indigenous people.

# T. Hasegawa Group Supplier Guidelines

## <3. Environmental Protection>

### • **Implementation of environmental management system**

In order to make ongoing improvements to reduce our environmental impact, we will develop and implement a system for regularly confirming the status of implementation and solving problems.

### • **Management of chemical substances**

We will properly manage chemical substances specified in laws and regulations within our manufacturing processes, products, and services.

### • **Management of wastewater, sludge, and exhaust**

We will set voluntary targets for reducing environmental impact that are at or above the level set forth by law. We will also work to prevent pollution, monitor and control wastewater, sludge, exhaust, and other emissions, and reduce the amount of runoff.

### • **Sustainable and efficient use of resources**

We will set voluntary targets for conserving resources and energy and work continually toward effective use of resources and energy.

### • **Reduction of greenhouse gas emissions**

We will establish and work on voluntary targets to reduce greenhouse gases such as carbon dioxide, methane, and fluorocarbons as a means of addressing climate change.

### • **Identification, management, reduction, responsible disposal, and recycling of waste**

We will establish and work on voluntary targets to reduce waste.

### • **Biodiversity initiatives**

We will review the direct and indirect impact of our business on the ecosystem and work on conserving biodiversity and sustainable use of resources.

### • **Raw material procurement initiatives**

We will confirm traceability in raw material procurement and work to monitor the environment in production areas and the status of the ecosystem and biodiversity.

# T. Hasegawa Group Supplier Guidelines

## <4. Working Environment, Health, and Safety>

### • **Prevention of overwork and provision of proper wages and allowances**

We will manage working hours, prevent overwork, and pay employees at least minimum wage, overtime wages, and extra wages in accordance with the applicable working hours and wage laws in each country and region. We will also provide a living wage where minimum wage is insufficient. Moreover, we will prepare an environment for employees to learn about the rules related to their own contracts (allowances, leave, etc.).

### • **Ensuring workplace safety**

We will ascertain the risks related to accidents occurring during work and chemical substances, noise, foul odors, etc. that are harmful to the human body to implement appropriate safety measures.

### • **Management of working environment**

We will create clean restrooms and break rooms to offer a comfortable, healthy environment. We will also implement measures that address the mental health of our employees.

## <5. Quality and Safety>

### • **Ensuring product safety**

In promoting customer success initiatives, we observe the related laws and regulations and have established a quality assurance system that allows us to provide safe, high-quality products and services. We work continuously on making improvements in order to provide safe and secure products.

### • **Appropriate response to quality and service incidents and distribution of defective products**

In the event of an accident or distribution of defective products, we provide appropriate information to customers and related government agencies and take swift action to address the situation, including product recalls. We share information on the cause and countermeasures with other divisions to help prevent recurrence.

# T. Hasegawa Group Supplier Guidelines

## <6. Information Security>

- **Defense against computer network attacks**

We will implement measures to protect our computer network against threats and manage them so that they do not harm our company or other companies with which we have a business relationship.

- **Protection of personal data and privacy**

We will properly manage and protect the personal information of customers, third parties, and employees.

- **Protection of intellectual property**

We respect intellectual property, including patents, copyrights, and trademarks.

- **Prevention of unauthorized use of confidential information**

We will properly manage and protect the confidential information we receive from customers and third parties.

## <7. Contribution to and Coexistence with Local Communities>

- We will engage in efforts to prevent harm to the health or safety of local communities and residents from our production processes and products.

- We will engage in efforts with communities to promote sustainable growth, including job creation and supplier training.

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