

Oji Group Sustainability Action Guidelines for Supply Chains

Oji Holdings Corporation

Established on April 1, 2007

Revised on October 1, 2012

Revised on December 1, 2018

Revised on February 26, 2024

Revised on July 16, 2026

Basic Approach

The Oji Group has established Sustainability Action Guidelines for its supply chains. It communicates these guidelines to its suppliers and requests their understanding and compliance. These Guidelines are aligned with the United Nations Guiding Principles on Business and Human Rights (UNGPs), the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct, and the ILO Declaration on Fundamental Principles and Rights at Work, among others, and have been established for the purpose of advancing responsible business conduct across the supply chain.

These Guidelines implement the principles of the Oji Group Human Rights Policy and the Oji Group Anti-Corruption Declaration in supply chain practice, and translate them into specific requirements for our suppliers.

The Oji Group regards compliance with these Guidelines as part of the terms of business with its suppliers and monitors compliance accordingly. Where significant violations of these Guidelines are identified, the Oji Group will engage in dialogue with the suppliers concerned and request corrective action. Where improvements are not confirmed, the Oji Group will review the business relationship, including the suspension of procurement.

Requests to Suppliers

The Oji Group requests its suppliers to fulfill each of the requests below. The Group will collaborate with them to fulfill the requests.

The Group expects suppliers to collaborate with their own suppliers to fulfill the requests.

(1) Compliance with laws, regulations, and social norms, fair trade, and anti-corruption measures

Comply with applicable laws, regulations, and social norms in the countries and regions where business activities are conducted.

1. Comply with relevant laws and regulations and international treaties.
2. Thoroughly ensure fair trade practices and institute anti-corruption measures (including the prohibition of bribery, corruption, and other fraudulent practices).
3. Avoid conflicts of interest in which the private interests of oneself or third parties influence, or may influence, business decisions.

4. Ensure that all products and services meet the required standards of quality.

(2) Consideration for the environment

Conduct business with due consideration for the impact of business activities on local communities, biodiversity, natural capital, climate change, resource circulation, environmental pollution, and other environmental issues.

1. Establish and strengthen the environmental management system.
2. Preserve biodiversity.
3. Procure raw materials free from deforestation and conversion (cut-off date: 31 December 2020).
4. Conserve High Conservation Value (HCV) areas, High Carbon Stock (HCS) forests, and peatlands.
5. Conserve water resources.
6. Address climate change.
7. Reduce the amount of waste and use resources effectively.
8. Reduce environmental impact.
9. Manage chemical substances.

(3) Respect for Human Rights and Labor Practices

Respect the human rights of employees and ensure a safe and comfortable working environment.

1. Respect human rights. Prohibit discrimination, harassment in any form, and inhumane treatment, including corporal punishment and abuse.
2. Prevent employees from being involved in forced labor or child labor. Prohibit the employment of children under the minimum employment age.
3. Prohibit discrimination in employment based on gender, race, religion, or any other social attributes.
4. Ensure that wages are above the legal minimum wage.
5. Respect employees' right to organize and bargain collectively.
6. Make sure to follow the legal regulations on the maximum number of work hours and avoid excessive work hours.
7. Make sure to provide a safe, hygienic, and healthy working environment for employees.
8. Uphold and advance safety and health in the entire supply chain.

(4) Communication with society

Engage in communication with local communities in connection with business operations.

1. Engage with stakeholders to build trust.
2. Contribute to local communities and society.

3. Respect cultures and customs in regions where business activities are conducted, and recognize and respect the rights of Indigenous Peoples and local communities (IPLC). (Where business activities may affect the rights of Indigenous Peoples and local communities, respect free, prior, and informed consent (FPIC).)
4. Protect and disclose information appropriately.

※ These action guidelines apply to all raw materials that the Oji Group procures. The Group has established Wood Raw Materials Procurement Guidelines separately.

※ The "cut-off date: 31 December 2020" means that the Oji Group does not procure raw materials produced on land where deforestation or conversion has occurred after this date.

※ To effectively advance sustainable procurement that considers the environment and society, the Oji Group will conduct periodic monitoring of suppliers' compliance with these Guidelines and their environmental and social performance.

※ Where there are concerns regarding potential violations of laws or regulations, bribery or corruption, or conflicts of interest in connection with transactions with the Oji Group, suppliers are required to appropriately disclose and address such situations.

※ The Oji Group will annually disclose the monitoring results and yearly progress under these Guidelines through the Integrated Report, Sustainability Report, ESG Data, and other related publications.

※ The Oji Group has joined a non-judicial grievance mechanism platform that complies with the United Nations "Guiding Principles on Business and Human Rights (UNGPs)." This platform is available to all stakeholders, including employees, the supply chain, local residents, and Indigenous Peoples. It provides a remedy mechanism for addressing negative impacts on human rights and the environment throughout the entire value chain of the Oji Group, both domestically and internationally, and ensures appropriate responses.