

# DJK Group Supplier Conduct Guidelines

Established February 2026



**DAIICHI JITSUGYO CO., LTD.**

# **Table of Contents**

- **Introduction ..... 3**
- **Supplier Conduct Guidelines**
  - 1. **Maintaining a sense of ethics and compliance  
with laws and regulations ..... 4**
  - 2. **Respect for human rights ..... 4**
  - 3. **Environmental issues ..... 5**
  - 4. **Occupational health and safety ..... 6**
  - 5. **Safety and quality ..... 6**
  - 6. **Fair business practices ..... 7**
  - 7. **Information security ..... 8**
  - 8. **Participating in and contributing to local  
communities ..... 9**
  - 9. **Information disclosure ..... 10**

## Introduction

Under our Management Philosophy of "Connecting People, Connecting Technology and Enriching the World," the DJK Group aims to achieve both sustainable corporate growth and contribution to society by responding flexibly to changes in society and the environment, and responding to the demands of society, including compliance.

We recognize that the establishment of a sustainable supply chain is an important issue in achieving these aims, and we believe that the cooperation of our suppliers is essential. Therefore, we have summarized the items that we would like to address together with you in these DJK Group Supplier Conduct Guidelines.

We request that all suppliers understand the contents of these guidelines and take proactive measures to comply with them.

# 1. Maintaining a sense of ethics and compliance with laws and regulations

## (1) Maintaining a sense of ethics

Suppliers should maintain high ethical standards and act with common sense and responsibility.

## (2) Ensuring compliance

- ① Based on an awareness that compliance with laws and regulations represents the core of management responsibilities, suppliers should comply with all relevant laws and regulations established within each country and region in which they operate.
- ② Suppliers should ensure a system for reporting compliance issues, including violations of laws and regulations, and promptly conduct investigations while protecting the anonymity of whistleblowers. Suppliers shall protect the privacy of whistleblowers and investigative collaborators, and not treat them unfairly.

# 2. Respect for human rights

## (1) Respect for human rights

- ① Suppliers should act in ways that clearly reflect respect for human rights and for human dignity in all circumstances.
- ② Suppliers should comply with human rights laws and regulations established within each country and region and act in accordance with all international norms concerning human rights.
- ③ Suppliers should recognize the impact of their business activities on human rights and abstain from transactions, partnerships, or other cooperative actions with companies or organizations that infringe on or contribute to the infringement of human rights.

## (2) Prohibition of forced labor, child labor, and human trafficking

Under no circumstances should suppliers condone forced labor, child labor, or human trafficking, nor any such activities taking place at any point within their supply chains.

**(3) Prohibition of discrimination**

Suppliers shall not under any circumstances discriminate on the basis of gender, ethnicity, place of birth, nationality, religion, ideology, age, physical disability, or any other personal characteristics.

**(4) Prohibition of harassment**

Suppliers shall not tolerate any form of harassment, including power harassment and sexual harassment.

**(5) Rights of indigenous and local peoples**

Suppliers should respect the rights and culture of indigenous and local peoples and prevent infringement of their rights in accordance with national and local laws and international agreements.

## 3. Environmental issues

**(1) Preserving the global environment and preventing pollution**

Suppliers should contribute to solving environmental problems such as global warming, reduce and properly dispose of hazardous waste and pollutants, and prevent pollution of the air, water, oceans, and soil.

**(2) Initiatives for climate change**

Suppliers should actively promote initiatives in their business activities such as reducing greenhouse gas emissions and improving the efficiency of energy use to mitigate the impact of climate change, with the goal of helping to achieve a decarbonized society.

**(3) Making effective use of resources**

Suppliers should strive to provide sustainable products and services by making effective use of limited resources, including water and forest resources, through their environmental management system and by conserving resources, reducing waste, reducing water usage, and recycling resources.

**(4) Biodiversity**

Based on the recognition that business activities can affect biodiversity, suppliers should promote activities that duly consider biodiversity.

#### **(5) Compliance with environmental laws and regulations**

Suppliers should pursue their business activities in compliance with the laws, regulations, rules, agreements, etc. applicable in each country and region concerning the environment, including chemical substances. Suppliers should require all parties in their supply chain to take appropriate steps to protect the environment.

## **4. Occupational health and safety**

### **(1) Fair employment, labor, and treatment**

- ① Suppliers should comply with the laws and regulations of each country and region related to occupational health and safety, and create an environment conducive to work that also takes health and safety into consideration.
- ② Suppliers should work to establish and appropriately operate a fair personnel and compensation system.
- ③ To ensure that the principle of equal treatment applies in all cases, suppliers should comply with the employment and labor laws and regulations established within each country and region. Suppliers should refrain from discrimination on the basis of nationality, creed, social status, or other such factors when setting wages, working hours, or other working conditions.
- ④ Regarding working hours, suppliers should not only comply with the laws and regulations of each country and region, but also strive to reduce excessive working hours.
- ⑤ Regarding wages, suppliers should strive to pay not only the legal minimum wage, but also a living wage that exceeds the minimum wage.
- ⑥ Reflecting respect for the freedom of association and the right to collective bargaining provided for by the laws and regulations in each country and region, suppliers should achieve equitable working environments and seek to ensure both the well-being of employees and the sustainable growth of their company.

## **5. Safety and quality**

### **(1) Ensuring safety and quality**

Suppliers should comply with the laws and regulations of each country and region concerning the safety and quality of their products and services, and provide products and services that meet their own quality standards and those of our customers.

**(2) Providing safety and quality information**

Suppliers should provide all required information on the safety and quality of their products and services, as appropriate.

**(3) Business continuity**

Suppliers should establish an operational system, such as a business continuity plan (BCP), to prepare for the eventuality that the provision of products and services may be disrupted by threats such as large-scale natural disasters.

## 6. Fair business practices

**(1) Fair and free transactions**

Suppliers should comply with all antimonopoly laws and regulations governing fair and free competition and trade within the countries and regions in which they operate, and should not engage in any act that could be interpreted as such action.

**(2) Compliance with laws and regulations concerning imports and exports**

- ① Suppliers should comply with all laws and regulations established within each country and region when importing and exporting products and services.
- ② To ensure that they do not export products, parts, materials, or information that impair international peace and security, suppliers should carefully consider the potential for their conversion into weapons and their export to restricted areas and take appropriate measures.

**(3) Responsible procurement**

- ① Based on an awareness that their business activities are predicated on the efforts of many companies and individuals along the supply chain, suppliers should pursue responsible procurement and make every effort to ensure appropriate transactions in good faith.
- ② Suppliers should procure materials with consideration given to the use of conflict minerals, wood and paper products, and other raw materials that may cause social problems such as human rights and the environment, and strive to ensure the traceability of the raw materials used.

**(4) Prohibition against personal conflicts of interest**

The officers and employees of suppliers should not abuse their professional position or authority or act in violation of professional responsibilities to advance personal interests or in ways contrary to the interests of their company.

**(5) Prohibition against insider trading**

The officers and employees of suppliers should handle all material information in compliance with the laws and regulations of each country and region and internal rules, based on an understanding of the spirit of insider trading regulations. The officers and employees of suppliers should refrain from stock trading or other transactions in the event that they gain knowledge of facts about their own company or other companies not available in the public domain.

**(6) Preventing bribery and corruption**

- ① Suppliers should refrain from all acts that violate the laws and regulations of a country or region, such as offering bribes, gifts, or inappropriate entertainment to public servants or their equivalents, both domestically and abroad.
- ② Suppliers should not provide excessive gifts or entertainment to business partners.

**(7) Prohibition of involvement in organized crime**

Suppliers should not involve themselves in organized crime such as terrorism, drug trafficking and money laundering.

## 7. Information security

**(1) Respect for and use of intellectual property**

- ① Suppliers should take all due steps to ensure the sound appraisal of the value of their company's intellectual property and safeguard rights to inventions, ideas, designs, etc. arising during the course of business, expeditiously acquire rights to them and use them appropriately.
- ② Suppliers should proceed based on respect for intellectual property owned by third parties and take action to avoid infringing on such rights in research, development, sale, or other actions related to their products and technologies.

## **(2) Defense against cyber attacks**

- ① Suppliers should rigorously manage access to information systems, including confidential information and personal information, and handle information in accordance with internal rules to prevent unauthorized intrusion, falsification, leakage, loss, destruction, or obstruction of use.
- ② Suppliers should take all due measures to provide adequate safeguards against cyber attacks and other threats on computer networks and seek to minimize any damage that may occur.
- ③ Suppliers should continually review their countermeasures and response systems for when an incident related to information security occurs.

## **(3) Management of confidential information**

- ① Suppliers should manage confidential information with rigorous care to prevent leaks of such information to third parties. Suppliers should take steps to prevent the use of confidential information for any purpose but appropriate business reasons. Suppliers should treat confidential information disclosed by third parties in the same way they do their own confidential information.
- ② Suppliers should neither allow leaks of nor disclose such information in violation of established procedures. Suppliers should not tolerate use for any but its intended purpose or viewing by any parties other than those authorized to do so.

## **(4) Protection of personal information**

Personal information held by suppliers should be managed rigorously and used solely for the intended purposes. In addition, absent justifiable reason, such as when permitted by law in the country or region, suppliers should not disclose such information externally without the consent of its owner.

# **8. Participating in and contributing to local communities**

## **(1) Respect for local cultures, etc.**

Suppliers should engage in business activities in ways that reflect respect for local cultures and customs, and contribute to the development of the local society through their business activities.

## 9. Information disclosure

### (1) Appropriate information disclosure

Suppliers should enhance the transparency of their business activities by disclosing the corporate information required by society in a timely and accurate manner, in accordance with applicable laws and regulations in each country and region.

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