

CSR Procurement Guidelines

OSAKA SODA CO., LTD.

1. Human rights and labor

(1) Prohibition of inhumane treatment

Respect the human rights of employees and prohibit harsh and inhumane treatment, including abuse and harassment.

(2) Prohibition of discrimination

Strive to eliminate discrimination in recruiting and employment, and aim to achieve equal opportunities and fair treatment for all.

(3) Working hours

Appropriately manage employees' working hours, holidays, and vacations so as not to exceed legal limits.

(4) Adequate wages

Pay at least the legal minimum wage to employees and do not unfairly or unreasonably reduce wages.

(5) Prohibition of forced labor

Employ all employees of their own free will and do not allow forced labor to occur.

(6) Prohibition of child labor

Do not employ children under the minimum working age. Furthermore, do not allow young employees under the age of 18 to work late at night, perform overtime, or carry out any dangerous work that may compromise their health or safety.

(7) Employee's right to organize

Respect the right of employees to organize as a means of realizing negotiations between labor and management with regard to the working environment, wages, etc.

2. Environment

(1) Management of environmental pollutants

Comply with laws and regulations related to environmental preservation, such as air, water quality, and chemical substance emissions, and make further improvements by establishing voluntary standards as necessary.

(2) Reduction and management of waste

Strive to utilize resources effectively and minimize the generation of waste by complying with laws and regulations and conducting appropriate management.

(3) Efficient use of resources and energy, and reduction of greenhouse gas emissions

Strive to improve energy efficiency and continuously reduce energy consumption and greenhouse gas

emissions.

(4) Efficient use of water resources

Aim to continuously reduce the amount of water used by properly and efficiently utilizing water resources.

In addition, give consideration to the water cycle in a state where the functions of water for human activities and environmental preservation are properly maintained.

(5) Consideration of biodiversity

Strive to live in harmony with nature through consideration for biodiversity.

3. Quality and safety

(1) Quality management system

Establish and operate a quality management system. In addition to all applicable laws and regulations regarding the quality of products and services, comply with your own quality standards and customer requirements.

(2) Control of chemical substances contained in products

For all products, manage the chemical substances designated by the laws and regulations of the countries and regions where they are manufactured, imported, and used.

(3) Providing accurate product and service information

Provide accurate information regarding products and services to consumers and customers.

4. Safety and hygiene

(1) Emergency response

In order to protect life and physical safety, prepare emergency response measures in anticipation of possible disasters and accidents, and thoroughly disseminate them within the workplace.

(2) Workplace safety

Assess risks to workplace safety and ensure safety through appropriate design, technology, and control measures. Give reasonable consideration to female employees, especially during pregnancy and breastfeeding.

(3) Workplace hygiene

Understand situations in which people come into contact with harmful organisms and chemicals, noise, foul odors, etc., in the workplace, and take appropriate measures.

(4) Health management of employees

Provide all employees with appropriate health management.

(5) Occupational accidents and illnesses

Understand the status of occupational accidents and illnesses, and take appropriate measures.

5. Fair dealings

(1) Prohibition of corruption, bribery, etc.

Maintain healthy and normal relationships with political and administrative authorities in the countries and regions where business activities are conducted, and refrain from bribery and illegal political donations.

(2) Fair and impartial selection of suppliers

When selecting a supplier, do so with the door wide open, appropriately and comprehensively evaluating suppliers based not only on economic rationality such as regarding product quality, price, and delivery periods, but also on their compliance system, social responsibility initiatives, and more. Do not engage in unfair or unjust selection practices, such as giving favorable treatment to specific suppliers without reasonable grounds.

(3) Prohibition of abuse of superior position

Do not abuse superior positions as a purchaser or consignor, and do not engage in any act that puts suppliers or consignees at a disadvantage.

(4) Prohibition of giving and receiving inappropriate benefits

Do not give or receive inappropriate benefits in relationships with stakeholders.

(5) Prohibition of anti-competitive acts

Do not engage in any acts that obstruct fair, transparent, and free competition, such as acting in a cartel or bid rigging.

(6) Respect for intellectual property

Do not infringe on the intellectual property rights of others, such as patent rights, utility model rights, design rights, or trademark rights.

(7) Appropriate export control

Investigate and comply with international agreements and regulations concerning the export of technology and goods regulated by laws and regulations. Furthermore, implement appropriate export procedures under a clear management system.

(8) Responsible mineral procurement

Practice responsible mineral procurement and do not use minerals that are a source of funds for armed groups in conflict areas or that are involved in promoting or complicating human rights violations or environmental destruction.

(9) Prevention and early detection of fraud

Prevent misconduct by educating and enlightening employees, and set up a reporting window to respond to early detections of misconduct.

(10) Elimination of antisocial forces

Eliminate any relations with antisocial forces and organizations.

6. Information security

(1) Defending against computer network threats

Take defensive measures against threats on computer networks and manage in such a way to prevent harm to others in addition to your own company.

(2) Prevention of leakage of personal and confidential information

Appropriately manage and protect the personal information of customers, third parties, and your own employees, as well as confidential information received from customers and third parties.

7. BCP

Identify and assess risks that impede business continuity, and prepare a business continuity plan (BCP) manual.

8. Attitude toward the supply chain

Request that not only your own company, but also your business partners comply with the matters stipulated in these guidelines in order to fulfill corporate social responsibility throughout the entire supply chain.