

To our suppliers—Supply Chain Guidelines (Version 3)

“We strive to build a brighter future for the world by uncovering the unlimited possibilities of glass for more advanced creative manufacturing.” That’s our corporate philosophy and our underlying commitment to do everything with an eye to building a sustainable society. To achieve this goal, the understanding and cooperation of our suppliers who make up our supply chain is essential.

We have established the following supply chain guidelines that we would like you and your suppliers to follow. We appreciate your understanding and cooperation.

1. Maintaining and improving competitiveness of goods and services

- 1-1. Strive to supply materials and services with competitive prices and strengthen your ability to propose products.
- 1-2. Strive to ensure a stable supply of materials and services we need with appropriate quality and lead times.
- 1-3. Strive to build a system that can respond quickly and flexibly to constantly changing market trends.

2. Legal compliance and fairness

- 2-1. Comply with the laws and regulations of each country and region where you operate regarding commercial transactions and conduct fair and appropriate transactions based on the principle of free market competition.
- 2-2. Do not engage in bid-rigging, cartel conduct, or other acts that restrict fair and free competition or abuse a superior bargaining position.
- 2-3. Do not engage in any form of corruption, including extortion or bribery.
- 2-4. Strictly avoid any association with antisocial forces.
- 2-5. In import and export transactions of products, equipment, technology, etc., comply with the Foreign Exchange and Foreign Trade Act as well as other relevant domestic and foreign laws and regulations, establish a management system, and follow appropriate import and export procedures.
- 2-6. Procure responsibly. Do not use minerals that are a source of funding for armed groups in conflict areas, etc. (i.e., so-called conflict minerals, e.g., tin, tantalum, tungsten, and gold mined in the Democratic Republic of the Congo and surrounding countries), or resources that are involved in promoting or contributing to human rights violations and environmental destruction.

3. Human rights and labor

- 3-1. Respect the basic human rights of all at all times. Do not discriminate on the basis of race, creed, sex, age, social status, family origin, nationality, ethnicity, religion, or disability, or commit acts that damage the dignity of others.
- 3-2. Do not engage in or condone child labor or forced labor.
- 3-3. Do not engage in any form of harassment, such as power harassment or sexual harassment.
- 3-4. Respect employees' rights as well as build and maintain good relationships with employees through dialogue.
- 3-5. Comply with the laws and regulations of each country and region where you operate with respect to employees' working hours, granting of holidays and leave, wages and payment thereof, benefits, etc.
- 3-6. Respect freedom of association and the right to collective bargaining. Comply with laws, regulations, and labor-management agreements, and engage in dialogue and consultation with employees in good faith.
- 3-7. In the event that an employee, etc. makes a whistleblower report, ensure the confidentiality of the report and the anonymity of the whistleblower, and protect the whistleblower from being treated unfairly because of his or her report.

4. Health and safety

- 4-1. Comply with the health and safety laws and regulations of each country and region where you operate.
- 4-2. Provide a safe and healthy work environment for employees and work to prevent accidents and disasters.
- 4-3. Provide employees with appropriate information about physically demanding work and exposure to chemical substances and establish a system to manage the sources of such hazards.

5. Environment

- 5-1. Set voluntary targets for greenhouse gas emissions and work to reduce them.
- 5-2. Strive to reduce the use of resources, energy, and water.
- 5-3. Strive to preserve biodiversity.
- 5-4. Ensure proper disposal of waste and make efforts to reduce emissions.
- 5-5. Comply with the environmental laws and regulations of each country and region where you operate.
- 5-6. Establish a system for environmental protection and strive for continuous operation

and improvement.

- 5-7. Strive to develop, propose, and supply materials and services with a low environmental impact.

(Also see the attached "Guideline for Green Procurement" PDF: 249 KB.)

6. Business continuity planning (BCP)

- 6-1. Establish a business continuity plan (BCP) to minimize damage and recover quickly from unforeseen events such as large-scale natural disasters and accidents, and periodically review the business continuity plan (BCP) through training, etc.

7. Information management

- 7-1. Do not use confidential information, including personal information of your company and its customers, suppliers, etc., in a fraudulent or unfair manner, and strictly manage such information to prevent leakage.

8. Intellectual property management

- 8-1. Respect intellectual property rights and do not infringe or misuse them.

9. Corporate management

- 9-1. Appropriately disclose information on your management policies, operating status, quality assurance as well as environmental and disaster prevention systems.
- 9-2. Carry out sound operations so we can continue to do business with you and build a relationship of trust.

10. Management system

- 10-1. Strive to establish and continuously improve the management system to ensure compliance with these guidelines.
- 10-2. Require your suppliers to comply with these guidelines and work to make the overall supply chain more effective.

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