

Shimamura Supplier Code of Conduct

1. Strict observance and of laws / regulations

All applicable laws and regulations, including those relating to the manufacture, pricing, sale and distribution of products, as well as employee rights protection, shall be observed.

Applicable laws and regulations contained in the CoC include local or national laws and regulations, as well as applicable treaties and voluntary industry standards.

2. Prohibition of child labor

No children under the age of 15, under the minimum age for employment, or who have not completed compulsory education as prescribed by local laws or regulations shall be employed.

If an employee between the age of 15 and 18 is hired, all laws and regulations that apply to that employee must be complied with.

3. Prohibition of forced labor and harassment

No workers, including but not limited to those unjustly detained, shall be forced to work against their free will.

Dignity of employees shall be respected; employees shall not be threatened with physical punishment or violence, nor shall they be subjected to physical, sexual, psychological or verbal harassment or abuse.

4. Prohibition of discrimination

Discrimination regarding employment practices such as hiring, salaries, benefits, promotion, disciplinary, dismissal, or retirement due to race, ethnicity, religion, age, nationality, origin, gender, sexual preference, gender identity, pregnancy, marital status, educational background, political opinion, or disability shall be prohibited.

5. Compliance with health and safety standards

Employees shall be provided with a safe and healthy workplace in compliance with all applicable laws and regulations.

Drinking water and sanitation facilities shall be reasonably available, and safety in the event of a fire, adequate lighting and ventilation shall be ensured. (If there is an employee dormitory, similar standards shall apply.)

6. Hours worked and remuneration

All applicable laws and regulations concerning salary and working hours shall be observed and benefits shall be provided as required by laws and regulations.

Minimum wage, overtime work, maximum working hours, piece rate pay and other remuneration shall be in compliance with laws and regulations.

Under ordinary circumstances, employees shall not be required to work beyond the following cases (a) or (b), whichever is less.

(a) 48 hours a week + 12 hours of overtime

(b) The maximum number of hours of normal and overtime work permitted by local laws/regulations, or if local laws and regulations do not stipulate a maximum number of hours worked, the normal number of hours worked per week plus 12 hours of overtime.

Under ordinary circumstances, employees have the right to take at least one day off per week worked.

7. Freedom of association and respect for collective bargaining rights

The right of employees to legally create organizations such as labor unions and unions and to engage in collective bargaining shall be respected; said activities shall not be interfere with nor shall employees be punished for engaging in them.

8. Awareness of working regulations

Rules of employment based on laws and regulations shall be posted in local language in a location where they can be easily seen by all employees.

9. Environmental conservation

All applicable laws and regulations concerning the environment shall be strictly observed.

Use of energy and natural resources, disposal of waste, exhaust, and wastewater shall be properly managed to prevent environmental pollution and reduce environmental impact.

Importance of biodiversity shall be recognized and all necessary measures shall be taken to preserve it.

10. Protection from corruption

Do not engage in any non-ethical conduct, such as bribery, forgery, falsification or concealment of records, documents or testimonials.

Maintain a sound and normal political stance and relationship with government; do engage in activities such as offering bribes or illegal political donations.

11. Review and CoC compliance

Shimamura Suppliers must submit to the screening of Shimamura Product Management staff members.

The examination includes survey of the production floor and employee dormitories, investigation of documents related to employment matters, and personal interviews with employees conducted by Shimamura staff.

All materials that prove compliance with this CoC must be maintained on the site.

12. Trading company CoC compliance

All suppliers of materials, subcontractors, contractors, and other suppliers involved in the production of goods shall be required to comply with the CoC and all transactions shall be subject to compliance.

13. Corrective action

In the event of a breach of this CoC by a supplier or a contractor in a supply chain such as a production plant or logistics, all transactions with Shimamura Group companies shall be temporarily suspended.