



Supplier Sustainability Guideline

Uehara Nameplate Industry Co., Ltd.

Introduction

UN member countries adopted a plan to protect our Earth "Agenda 2030" in 2015 to realize better future by eliminating the extreme poverty, unfairness and injustice through coming 15 years, and started SDGs activities. Uehara Nameplate Industry also determined starting SDGs activities following our stakeholder, customer's supply chain deployment.

Recently circumstances surrounding enterprises are more and more diversified. Under such changing circumstances, through creating new value, the enterprises are required to work various social issues such as environment, human right, etc, and to contribute to realize the sustainable society. (Sustainability initiatives)

In accordance with the higher expectations for SDGs activities from the society, it is essential for not only Uehara Nameplate Industry but also our valuable business partner, supplier to understand well about "the way of thinking of Uehara Nameplate Industry's sustainability" and it is indispensable to drive forward it as one body.

Together with the business partners, we would reflect the diversified stakeholders' expectations and requirements on the products and company activities. And we would proactively promote to disclose and have a dialog its achievements toward the society.

Through this guideline, we would like to realize our company and our business partners are able to have common understanding on "Sustainability", to drive forward proactive sustainability activities, to continue to grow with being expected from the society.

In addition to request our business partner to promote initiative, we would like your business partner, supplier to promote the initiative base on this guideline.

1. The purpose of guideline issuance

This guideline indicates basic items aiming to be an enterprise whose social existence is desired, to make business partners to well understand “Sustainability”, and to proceed the activities together with. We request business partners to follow this guideline standard and drop down into your total supply chain network.

【Uehara Nameplate Industry’s basic thoughts】

1) Safety, Quality

Based on Management Philosophy, “Customer First”, “Build world-class products and human resources”, “Activities considering the circumstances and safety”, we aim a customer satisfied good quality part production from safe and good circumstances workplace.

2) Human rights and labor

Uehara Nameplate Industry respects all of employees and business partners’ intention and human rights, treat no discrimination and fairly. Also we keep labor circumstances and safety/health regulations from the viewpoint of Management philosophy “Activities considered for circumstances and safety”.

3) Circumstances

Based on Management philosophy “Activities considering for circumstances and safety”, we aim to reduce circumstance loads through total lifecycle from the product development, manufacturing to the disposal. To realize such activities effectively, we reduce circumstance loads' materials and make efforts to purchase the products considering the environment. Also aiming to conserve biodiversity in each area of business operation.

4) Compliance

To be an enterprise of high law observance spirit, we as a member of society observe the law faithfully and perform ethical behavior in line with

social common sense.

5) Disclosure of the information

We make efforts to disclose the necessary information promptly and properly, and to enhance the transparency in order to gain the reliability and sympathy from the society.

2. Target Field・Item

1. Safety・Quality

- 1) We make products which are friendly for environment, good quality and safety considered, by grasping the customers' needs and requirements.
- 2) Safety of products and services・Be thorough quality governance
We produce and supply the products and service which satisfies the safety and quality law in each country and area.
- 3) Safety of products and services・Quality assurance
We construct and operate the safety, services assured total company wise structure.

2. Human rights and labor

- 1) Abolish the discrimination
No discrimination for human races, ethnic group, nationality, religion, gender at each aspect of employing (※).
※ Application, employment, promotion, wages, dismissal, retirement, job assignment, punishment etc.
- 2) Respect on human rights
No harassment at workplace from human races, ethnic group, nationality, religion, gender etc.
- 3) Prohibition of child labor
No permission of child labor which doesn't reach workable age by each country/area's law.
- 4) No permission of forced labor
Assure that Every labor should be spontaneously, and employee can resign freely. And there is no forced labor, slave labor, human

trafficking.

5) Wages

We observe the laws in each country/area regarding minimum wage amount, overtime work, payroll deduction, piecework payments etc.

6) Labor hours

We observe the laws in each country/area regarding employee's labor hours (including overtime work)., annual holidays, annual paid vacation etc.

7) Dialog and consultation with employee

We consult and dialog with employees' representative, or employees faithfully. We recognize the employees right for freedom of association based on each country/area's law.

8) Safe and healthy labor circumstances

The assurance of employee safety and health on working is the highest priority, and endeavor to prevent from accident/disaster.

9) Measures for conflict minerals

For purchasing mineral resources contained in products, we try to adopt the smelter and refiner agent of conflict mineral free.

3.Environment

1) Environment management

In addition to proceed wide-range environment activities, observe each country/area law, we also construct the control system in the total company, and would continuously manage/improve.

2) Emission restriction of greenhouse gas

To contribute preventing global warming, we control greenhouse gas emission and promote reduction activities. Also undertake the efficient use of energy.

3) Circumstance conservation of atmosphere, water, soil

We observe the law in each country/area regarding circumstance conservation on atmosphere, water, soil etc, and perform continued watching, reduction of contaminated materials, and spend effort to the circumstance conservation.

4) Resource saving and reduction of disposal

We observe the law in each country/area regarding disposal's proper treatment, recycling etc, and work on the reduction of final disposal

amount through the efficient use of resources activities.

5) Chemical substance management

We manage safely the chemical substance which are possibly environmental pollution. We do not contain the prohibited chemical substances which regulated by law of the country/area in our product.

We do not use the prohibited chemical substances in the production process. About the chemical substances which specified by each county / area, we grasp the emission amount and inform to the government according to the law.

4.Compliance

1) Compliance with laws and regulation

We observe the laws in each country/area. To thorough compliance we adjust and perform the total structure of company policy, organization, action guideline, inter-report system, education system etc.

2) Observation of competition law

By observing of competition law in each country/area, we do not perform such actions as private monopolization, unfair trade (cartel, bid consultation etc), unfair trade method, abuse of dominant position etc.

3) Corruption prevention

When political contribution and/or donation, we perform according to the law in each country/area and make relationship transparently and fairly with government, administration.

We must not perform unfair money transfer, presents transfer, dining toward business partners, in purpose of gaining and keeping of unfair profit, preferential treatment.

4) Prohibition of conflict of interest

Not performing the actions which lead to the profit for self, business partner, third party, which is against the company profit.

5) Control and protection of confidential information

Regarding the private information of customers, third parties, employees and confidential information of customers & third parties, we obtain them through fair method, control strictly, utilize and protect in the proper way.

6) Protection for notification person

We protect employees and work related person who did the reactions of complaint procedures, preventing from the disadvantageous actions such as dismissal, threat, harassment etc.

7) Export transaction management

We perform the proper export procedures/control when exporting the technique/products etc which is controlled each country/area's law.

8) Protection of intellectual property

We protect company's owing intellectual property rights, and no injustice obtaining/utilization/infringement of the third party's intellectual property rights.

To minimize the risk of mixing up the imitation parts or imitation materials in the purchased materials, we establish and manage the effective detection process.

9) Prohibition of the relationship with anti-social forces

We take resolute attitude and will never make any relationship to the anti-social forces who build a sense of menace for social order, and bother healthy growth of the enterprise.

5. Disclosure of the information

1) Disclosure of the information to stakeholders

We disclose the information of the financial statement, achievements, business operation activities to the stakeholders at proper timing properly, and to make efforts for the mutual understanding, reliance relationship with the stakeholders through open/fair communication.

3. To the business partners

Through having the common recognition with all of our business partners in line with this guideline, and tackling sustainability activities positively, we would like society to desire our existence and we continue to grow together.

1) Comply with the guideline

We request you to comply this guideline together with "Basic Transaction Contract".

2) To organize the company structure

We request you to organize the company structure and continuously manage/improve the sustainability activities based on this guideline.

3) Distribute and thorough the information to your supply chain

We request you to distribute and thorough this guideline to all of your supply chain.

4) Confirmation of the situation of the compliance

In order to check and confirm that our business partners follow this guideline, we might request you to check your business documents/data or request to visit your factory to investigate.

We will inform separately for the assigned business partner separately.

5) Measures when happening breach of compliance

In case of happening breach of compliance on our partners' business operations, we request you to report immediately, investigate of the cause, report of its result and submit the measures to prevent recurrence.

When no effective countermeasures made, we might stop issuing new request for quotation temporary or take other actions.

January 1st, 2020

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