

[Tomoe Shokai Group Procurement Policy]

1. Basic philosophy

Based on our CSR policy of “contributing to the creation of a society in harmony with the global environment”, employees responsible for material procurement and outsourcing activities will engage in responsible procurement based on the following basic policy, with the aim of contributing to the creation of a fair and honest society.

2. Action guidelines

(1) Compliance

- We will comply with social norms, relevant laws and regulations, and internal regulations.

(2) Fair business transactions

- We will maintain moderation and strive to prevent corruption and conduct open and fair transactions in our procurement activities.

(3) Maintaining quality and safety

- In order to offer a stable supply of high-quality products and services to satisfy our customers, we will conduct procurement activities that emphasize quality standards and safety.

(4) Consideration for the environment

- We will conduct procurement activities with consideration for reducing our environmental impact, such as energy and resource conservation and waste reduction.

(5) Consideration for human rights

- We will respect international standards on human rights and conduct procurement activities in consideration of the working environment and health and safety.

(6) Maintaining information security

- We will work to prevent the leakage of confidential and personal information obtained in the course of transactions, protect intellectual property rights, and enhance information security.

(7) Self-development for employees

- We will continue to raise awareness of sustainability across the supply chain through internal training programs, etc.

3. Specific procurement policy for sustainable material procurement

In order to "contribute to the development of a sustainable society" stated in our “basic philosophy”, we have established the following specific policy regarding palm oil, conflict minerals, REACH regulations and the WEEE Directive.

1. We will use RSPO certified palm-derived materials.
2. We promote raw material procurement that does not use conflict minerals (Sn, Ta, W, and Au) and their derivatives mined in conflict areas.
3. We will promote the procurement of raw materials in compliance with REACH regulations regardless of whether they are exported to Europe.
4. We will promote product design in accordance with the WEEE Directive regardless of whether or not we export products to Europe.

Established: September 01, 2024

President & Representative Director,
Tomoe Shokai Co., Ltd.

**Hisayuki
Nishimura**