

# Toyota Tsusho Group

## Supply Chain Sustainability Behavioral Guidelines

### [1] Supply Chain Sustainability Behavioral Guidelines

#### 1. Respect for human rights

We understand and support the “Toyota Tsusho Group Human Rights Policy,” and will strive to put it into practice.

We will respect the human rights of employees and will never subject employees to inhumane treatment, such as abuse, physical punishment, or harassment.

#### 2. Prevention of forced labor, child labor, and unreasonably low wage labor

We do not tolerate any form of modern slavery, we prohibit forced labor and we recognize that all work is voluntary. Additionally, we guarantee the right of employees to freely terminate their employment.

We do not tolerate child labor and do not allow children to work from a young age as it deprives them of educational opportunities and impedes their development.

The working age for employees shall be from 15 years old, or the minimum working age according to the relevant laws and regulations of each country, or the age at the end of compulsory education, whichever is the greatest, will apply.

For hazardous work, we do not utilize employees under the age of 18.

We will appropriately manage employees' working hours (including overtime), holidays and leave, and strive to reduce excessively long working hours. In addition, we will pay wages that exceed the living wage in compliance with the labor laws of each country and will not reduce wages unreasonably.

We allow labor in the form of vocational training and apprenticeships only within the scope permitted by the applicable laws and regulations of each country.

#### 3. Elimination of discrimination

We do not discriminate on the grounds of gender, age, nationality, race, skin color, ethnicity, religion, sexual orientation, disability, political views, etc. in any employment situation.

#### 4. Respect for freedom of association

We recognize the right of employees to freely associate or not to associate based on applicable laws and regulations of the countries in which we are engaged in business activities.

We guarantee the right of employees to communicate openly and directly with management without fear of retaliation, intimidation, or harassment.

## **5. Improvement of working environment**

We will strive to provide a safe, hygienic and healthy work environment, especially by prioritizing employee health and safety.

## **6. Fair trade and anti-corruption**

We will comply with all relevant laws and international rules and will ensure that our trading activities are fair and thoroughly prevent corruption.

## **7. Ensuring quality and safety**

We will ensure the quality and safety of our goods and services.

## **8. Consideration of the global environment**

We understand and support the “Toyota Tsusho Group Environmental Policy” and will strive to put it into practice.

We will carry out environmental conservation activities, review them through establishment of an environmental management system, and aim for continuous improvement by demonstrating our creativity.

We will give maximum consideration to climate change by promoting reductions in greenhouse gas emissions and achieving carbon neutrality.

We will save resources and energy and improve our utilization efficiency.

We will use water efficiently and reduce our water usage in water-stressed areas.

We will work to prevent and reduce environmental pollution and strive to reduce the burden on the environment.

We will actively promote proper disposal and effective use of waste and resource protection in compliance with the laws and regulations of each country and region and work to reduce waste while contributing to the realization of a circular economy based society.

We will work to realize a sustainable society in which people and nature coexist based on the recognition that biodiversity is a prerequisite for our continued corporate activities.

We will consider forest conservation and aim to use forest resources in a sustainable manner.

## **9. Contribution to local communities**

We will protect the rights and lifestyles of local communities and contribute to those communities as a member thereof.

## **10. Information disclosure**

We will disclose information related to the matters listed above in a timely and appropriate manner.

## **[2] Monitoring**

We will deepen communication with our suppliers and conduct regular surveys of our suppliers in order to understand the status of compliance with these guidelines. Further, we will visit suppliers to confirm activities on site as we deem necessary based on the activity area and business content.

## **[3] Response to Compliance Violations**

If you have become aware of any violation of these Guidelines, please report to us promptly and work to make improvements.

We may reconsider our transactions with your company if we do not observe appropriate efforts to make improvements.