

Fujitec Procurement Policy

1. Introduction

As a company that provides elevators and escalators, staying true to our brand vision, “Moving Freely. Elevating Lives,” we believe that by following our global mission statement we can achieve harmonious co-existence with society and nature and contribute to the creation of sustainable societies. We partner with stakeholders in a variety of business activities that encompass the pursuit of safety and reliability, human resources development, technology transfer, social contribution activities, and environmental activities.

In order to execute these business activities, it is vital that our supply chain as a whole plays its part in the society.

This Policy sets out the fundamental views we hold on procurement activities as a business that operates globally, and it is based on our Declaration of Partnership Building, as well as our Sustainability Policy and Human Rights Policy. We ask that you appreciate the purport of this Policy, and implement it in compliance with the relevant international codes of conduct and applicable laws and regulations in respective countries/regions.

We aim to pursue sustainable growth together with you, based on the spirit of co-existence and co-prosperity across our entire supply chain.

2. Scope

We expect this Policy to apply to all of our suppliers who conduct business with us and our group companies, as well as their supply chains (your upstream suppliers).

3-1. Human Rights and Labor

We expect you to appreciate the relevant international human rights standards (such as the International Bill of Human Rights and the ILO’s core labor standards), including the UN Guiding Principles on Business and Human Rights, the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, and the ILO Declaration on Fundamental Principles and Rights at Work, to respect the human rights of workers, and to observe the following requirements.

- **Respect for human rights:** Do not participate in infringement of human rights through your corporate activities. Furthermore, endeavor to prevent risks to human rights from arising within your supply chain.

- **Prohibition of forced labor:** Do not engage in any form of forced labor, bonded labor, slave labor, or human trafficking. Furthermore, guarantee your employees' freedom of movement, and do not confiscate the originals of their proof of identity, etc.
- **Prohibition of child labor:** Do not employ children who have not attained the higher of the minimum age for employment specified by the applicable laws and regulations in respective countries/regions, or the minimum age for employment specified by the relevant international standard. Furthermore, do not subject young workers to work that compromises their health or safety.
- **Prohibition of discrimination:** Do not discriminate in your employment practices (hiring, promotion, remuneration, training, etc.) based on race, nationality, gender, religion, age, disability, sexual orientation, political belief, or any other protected characteristics whatsoever.
- **Prohibition of inhumane treatment:** Do not subject your employees to physical/mental abuse, harassment, or cruel punishment.
- **Freedom of association and right to collective bargaining:** Respect your employees' right to freely form and join a labor union, and their right to conduct collective bargaining. Where the applicable local laws and regulations restrict such rights, take steps to ensure that alternative means of dialogue (such as negotiation with the employees' representatives) are made available.
- **Appropriate working hours and wages:** Manage your employees' working hours, rest days, and holidays appropriately, in compliance with the applicable laws and regulations in respective countries/regions. Furthermore, uphold minimum pay, endeavor to pay appropriate wages to support your employees' living, and refrain from making unjust deduction of wages.

3-2. Health and Safety

You are requested to make safety and reliability your utmost priority in accordance with the principles of our Occupational Health and Safety Policy, and take steps to promote your employees' physical and mental health.

- **Safety and reliability as the utmost priority:** Treat safety and reliability as your utmost priority across all of your business activities, and also as the foundation of your business.

- **Prevention of occupational accidents and compliance:** Comply with all applicable laws and regulations in respective countries regarding health and safety, as well as other requirements, and conduct regular reviews to ensure that your practices consistently meet the highest standards, thereby ensuring thorough compliance. Furthermore, thoroughly implement safety rules to prevent occupational accidents based on risk assessments.
- **Performing health and safety risk assessments:** Periodically evaluate the effectiveness of your occupational health and safety management system and promote continuous improvement.
- **Maintenance of workplace environment:** Build a workplace environment where anyone can enjoy diverse workstyles safely and equally.
- **Safety management of facilities and protective equipment:** Take steps to ensure the safety of machinery facilities, and provide your workers with appropriate protective equipment free of charge.
- **Response to emergencies:** Establish a system for emergency measures and reporting in the event of accidents, and take steps to prevent the recurrence of accidents.
- **Proactive approach to safety:** Provide education and awareness-raising training to your employees, so that they can each act and develop by thinking proactively about their health and safety.
- **Physical and mental wellbeing:** Take steps to promote and maintain the physical and mental wellbeing of your employees, so that they can thrive at work, free from worries.

3-3. The Environment

We ask you to strive to undertake environmentally friendly business activities as you work toward the creation of a sustainable society through voluntary and proactive efforts to reduce your environmental impact and endeavor to build and continuously improve your environmental management system.

- **Compliance with environmental laws:** Comply with the applicable environmental laws and regulations of the countries/regions in which you operate, and obtain and maintain relevant certification for your environmental management system (such as ISO14001).

- **Responding to climate change:** Pursue efforts to reduce your environmental impact with a view to attaining a decarbonized society, for example by setting a target for the reduction of greenhouse gas emissions.
- **Efficient utilization of resources and energy:** Endeavor to realize a sustainable circular economy by pursuing the conservation of energy, resources, and water, as well as the reduction, reuse, and recycling (3Rs) of wastes.
- **Prevention of environmental pollution and control of chemical substances:** Avoid causing pollution to the atmosphere, water, and soil. Furthermore, manage the chemicals contained in your products and harmful substances used in your manufacturing processes appropriately, in accordance with applicable laws and the chemical substances control standards specified by your customers. In particular, maintain an accurate understanding of the extent to which your products contain chemicals, and if you are required by applicable laws, or by your customers, to certify the absence of specific chemicals from your products or to disclose any other information concerning the use of chemicals, comply without delay.
- **Preserving biodiversity:** Maintain an understanding of the impact your business activities have on the ecosystem, and pay due regard to the preservation of biodiversity.
- **Collaborating to reduce environmental impact:** Collaborate with the Fujitec Group in the development of technologies, products, and techniques that contribute to decarbonization, and in improving the energy efficiency of your production and logistics processes. Furthermore, be proactive in proposing the use of alternative raw materials with lower environment impacts, and the introduction of innovative decarbonization technologies.

3-4. Fair Trade and Ethics

In conducting your business activities, you need to maintain a high ethical standard in accordance with the Fujitec Corporate Action Rules, “Equal-footing and sound business transactions” and “Free and fair competition.”

- **Compliance and fair competition:** Comply with the applicable competition laws and other laws concerning fair trading practices in respective countries/regions. Engage in free and fair competition, and refrain from engaging in cartel, collusion, and other practices that restrict competition, or unfair transactions that abuse a dominant position.
- **Equal-footing and sound business transactions:** When conducting commercial transactions, act reasonably and objectively in evaluating the quality, price, delivery timeline,

technical capability, etc. offered by your counterparty, and develop a sound relationship based on trust with your counterparty.

- **Prohibition of corruption and bribery:** In accordance with international ethical standards and accepted social norms, do not engage in any form of bribery or inappropriate giving or receipt of benefits whatsoever (including excessive hospitality and gifts) with any public official, customer, or supplier.
- **Avoiding conflicts of interest:** Avoid engaging in any conduct that poses, or could be perceived as posing, a conflict between any individual's interests and your company's interests.
- **Protection of intellectual properties:** Protect your own intellectual property rights, and at the same time, respect and refrain from infringing the intellectual property rights of others.
- **Responsible sourcing of minerals:** In order to avoid becoming an accessory to human rights abuse or environmental destruction at any stage during their sourcing, undertake due diligence in respect of minerals (such as tantalum, tin, tungsten, and gold) that are associated with conflict-affected and high-risk areas (CAHRAs), as well as minerals such as cobalt and mica that are known to pose risks of child labor, environmental destruction, etc. Furthermore, ensure the transparency of your supply chain, and if requested by Fujitec Group, cooperate in ascertaining the sourcing route or disclosing the details of the smelter.
- **Establishing a reporting mechanism and protecting informants:** Establish a consultation and reporting mechanism (such as a whistleblowing hotline) which your employees and others can use, without the fear of reprisal, should they have any concerns about illicit activity or breach of ethics. When handling any report you receive, strictly preserve confidentiality as well as the anonymity of the informant, and do not subject the informant to any unfavorable treatment whatsoever.

3-5. Quality and Product Safety

You are asked to treat the safety of the users of your products and your workers as your top priority, and ensure utmost quality control and safety.

- **Quality assurance that prioritizes safety above all else:** Treat safety as the utmost priority of the products and services you provide, and prevent the occurrence of faults in their design, manufacture, labelling, etc.

- **Establishing a quality management system:** Establish a quality management system which conforms to international standards such as ISO9001, and undertake strict quality control in accordance with the relevant process drawings and specifications (e.g., quality control process chart, operation standards, and inspection standards).
- **Compliance with laws, regulations, and standards:** Comply with the latest laws and regulations and applicable safety standards of the countries/regions where your products will be used and installed.
- **Pursuing safety designs:** In designing your products, prioritize the elimination of risks (intrinsic safety) and achieve a high degree of reliability, by incorporating design philosophies such as fail-safe (automatically transitioning to a safe state in the event of failure) and foolproofing (eliminating risks even in the event of mishandling) as necessary.
- **Traceability and record-keeping:** Create appropriate records such as production history and inspection results, so that the quality and safety of your products can be verified, and the history of your products can be swiftly traced as and when required, and ensure that such records are retained for the period specified by applicable laws such as the Product Liability Act (or the period specified by us).
- **Handling of accidents and defects:** If any accident or any serious defect involving your products occurs, immediately notify us and fully cooperate in identifying the root cause and devising countermeasures to prevent recurrence.

3-6. Information Security

Protection of personal information and confidential information acquired in the course of your business activities is vital in ensuring the sustainability of your business and upholding the society's trust. You are requested to take steps to continuously maintain and improve your information security, and implement countermeasures in accordance with the following principles. Furthermore, for detailed requirements, please refer to and comply with our [Fujitec Procurement Guideline \(Information Security\)](#) appended hereto.

- **Establishment of information security management framework and its scope of application**

In order to prevent leakage of personal information and confidential information, develop rules about information security management that conform to applicable laws and other social norms in respective countries, and establish a framework for the continuous maintenance and improvement of your organizational, personal, physical, and technical

information security. Furthermore, ensure that your subcontractors (our second and lower tier suppliers) understand the purport of this Policy, and appropriately instruct or supervise them so that they implement equivalent measures.

- **Provision of information security education**

Take measures to improve the information security awareness of your officers, employees, etc. who handle information assets, and provide them with continuous and periodic education and training relating to information security.

- **Response to information security risks and incidents**

Take appropriate and necessary physical and systematic security measures to prevent the occurrence of unauthorized access, leakage, alteration, loss, theft, destruction, obstruction, etc. that impacts information assets. In addition to endeavoring to prevent information security incidents in advance, should you suffer an incident or identify the risk of an incident occurring, promptly notify us, endeavor to contain it, and take appropriate steps to prevent its recurrence.

3-7. Security of Software and Deliverables to Be Provided to Fujitec

To ensure the security of products, services, and systems that we provide, you need to ensure that the facilities, products, and deliverables you deliver or provide (including any open-source software) are free from malware and known vulnerabilities before you deliver or provide them to us. Furthermore, if they are found to contain any vulnerability after they are delivered or provided, you are asked to promptly notify us and work continuously to remedy it. For further information, please refer to the appended [Fujitec Procurement Guideline \(Information Security\)](#).

3-8. Supply Chain Resilience and Joint Business Continuity Plan (BCP)

We seek to build a resilient supply chain that continues to function during emergencies and recovers swiftly from emergencies, by sharing with our suppliers the responsibility to maintain the social infrastructure that is elevators and escalators. To that end, this section is intended to foster a joint action based on the partnership with our suppliers.

- **Developing a joint business continuity system:** In order to prepare for unforeseen circumstances (such as natural disasters, pandemic, and geopolitical risks), and to jointly fulfill our supply obligations, you need to devise and maintain a business continuity plan. In doing so, you should not stop at merely devising a plan; you are expected to endeavor to build alternative strategies for selecting critical businesses and resuming your supply. We will provide you with support and cooperation as necessary, through our dialogue with you.

- **Prompt sharing of risk information and coordination:** In the event of emergencies, you are asked to promptly share with us information concerning the damages you suffered and the impact on your supply, to prevent interruption to the supply chain as a whole, and not just the impact on your business. Even when the situation is unclear, by prioritizing the speed of your initial notification, you will enable us to take an appropriate first step in responding to emergencies. Through such swift and coordinated information sharing, we aim to pursue a targeted and robust initial response to emergencies jointly with you, for example by arranging alternative supplies at management level and launching a joint task force.
- **Cooperation to increase supply chain visibility:** You are expected to cooperate with us, so far as you can, in increasing our visibility over the location of manufacture, etc., including your upstream suppliers (our nth-party suppliers). This will enable us to identify potential bottlenecks and take preparatory measures (e.g., securing alternative suppliers and optimizing stock level) jointly with you.
- **Risk intelligence enhancement and post-event improvement:** You are encouraged to work with us in jointly making strategic decisions based on future projections by utilizing accumulated risk information and data, thereby mutually enhancing our business continuity even in uncertain environment and developing a competitive edge. Additionally, following the conclusion of emergencies, you are expected to cooperate with us by sharing data to facilitate: the continuous improvement of the joint system through root cause analysis of the event and post-event review of the initial response; and the reevaluation of business-as-usual risk assessments.

3-9. Contribution to Local Communities

We ask you to endeavor to achieve co-existence and co-prosperity with the communities and regions where you conduct your business, as a good corporate citizen.

- **Harmony with local communities:**
Endeavor to work in harmony with the local communities, by treating the international human rights and ethical standards as your baseline, and respecting the cultures and customs of the respective countries/regions. Endeavor to minimize the negative impact your business activities have on the living environment of the local residents, while participating in, or contributing to, activities that serve to resolve issues faced by the local communities, or for sustainable development of the local communities.

4. Operation of This Policy

- **Ensuring internal awareness and awareness within your supply chain:**

You are requested to ensure that your management and employees are familiar with the purport of this Policy. You are also asked to work with your direct suppliers (our second-tier suppliers) with a view to ensuring that they comply with standards equivalent to this Policy.

- **Verification of compliance status:**

You need to periodically verify the status of compliance by the aforementioned persons, and if you identify a need for remediation, promptly remediate the compliance gaps. We may ask you to cooperate with us in performing surveys (self-assessment questionnaires (SAQ)) and audits (including onsite visits), to validate compliance with this Policy.

- **Establishing a reporting mechanism:**

You are expected to establish a mechanism (grievance mechanism) which allows your employees and other relevant persons to report their concerns about violation of laws, illicit activities, human rights abuse, etc., and protects informants against unfavorable treatment.

Established on: June 30, 2026

Fujitec Co., Ltd.