



Supplier Guidelines

KITZ Corporation

Established: November 8, 2021 (1st Edition)
Revised: February 10, 2022 (2nd Edition)
Revised: November 10, 2023 (3rd Edition)



Contents

1. Introduction

<Reference>

Corporate Mission/Long-term Management Vision/Action Guide

Basic Policy and Slogan on Sustainability

2. Policy on Procurement

3. Our requests to suppliers

3-1. Compliance with laws, regulations, and social norms

3-2. Respect for human rights

3-3. Occupational health and safety

**3-4. Maintenance of sound and fair business administration and
management structures**

3-5. Environmental protection

3-6. Ensuring quality and safety

3-7. Information management and protection

3-8. Responsible procurement

3-9. Supply and proposal of competitive products

4. Confirmation of the state of initiatives

5. Contact point



1. Introduction

The KITZ Group corporate mission states,

"We strive to build a robust global environment and sustainable future by supporting societal infrastructure through our advancements in fluid control technologies and materials."

To realize this mission, we have established the following Long-term Management Vision, Action Guide, the Basic Policy on Sustainability, and other related provisions. We also are a signatory to the United Nations Global Compact (UNGC, a global framework for acting as good global citizens and realizing sustainable growth), and we support the UNGC's ten principles in the areas of protecting human rights, eliminating improper labor practices, protecting the environment, and preventing corruption.

However, this is something that the KITZ Group cannot realize alone. We consider the understanding of our suppliers, as important business partners, concerning our vision and values, as well as efforts implemented throughout the entire supply chain, to be essential.

Based on this thinking, the KITZ Group has established in these Guidelines requirements with which suppliers are expected to comply. We ask suppliers to understand the details of these guidelines and strive to respect and conform to them.



キッツ宣言

KITZ' Statement of Corporate Mission

わたしたちは、
流体制御技術と材料開発で社会インフラを支え、
ゆたかな地球環境と持続可能な未来を創造していきます

*We strive to build a robust global environment and
sustainable future by supporting societal infrastructure
through our advancements
in fluid control technologies and materials.*

長期経営ビジョン

Long-term Management Vision

Beyond New Heights 2030

「流れ」を変える

Change the 'Flow'

行動指針

Action Guide

Do it **KITZ** Way

- Do it True (誠実・真実)
- Do it Now (スピード・タイムリー)
- Do it New (創造力・チャレンジ)

KITZ



KITZ Group's Sustainability

Basic Policy on Sustainability

To realize "KITZ' Statement of Corporate Mission", which expresses the KITZ Group's corporate philosophy, we will work toward the following:

1. Strive to increase both corporate value and social value by delivering solutions to social challenges through our businesses
2. Be an enterprise that deserves society's trust, through realizing efficient, fair, and transparent, highly ethical corporate management
3. Build unshakeable relations of trust through dialogue with all stakeholders

Slogan on Sustainability

Create the Future /
Preserve the Future

Create the Future

The KITZ Group will act and take on challenges without fear of change and create a new future aimed at realizing a recycling-based society which is friendly to the earth and people.

Preserve the Future

The KITZ Group will continuously protect the earth's finite resources and people's lives and will work to realize a society in which we can preserve things for the next generation.



2. Policy on Procurement

The KITZ Group contributes to enriching people's lives through delivering improved products, technologies, and services to people around the world. To realize this goal, we implement procurement activities based on the following policies:

1. In our relationships with suppliers, we aim for joint growth and progress, as well as building relations of mutual trust, through fair and equitable transactions as equal business partners based on principles of coexistence and co-prosperity.
2. Based on a high sense of ethics and social consciousness, we comply with the laws, regulations, and social norms of each country, fulfilling our social responsibilities in areas that include respect for human rights, ensuring occupational health and safety, environmental protection, and information management and protection.
3. We deploy procurement activities with consideration not only for stable and appropriate quality, prices, and delivery times but also for reducing environmental impact.



3. Our requests to suppliers


The KITZ Group asks suppliers to conform to the following requests. We request that suppliers understand the details of these guidelines and strive to respect and conform to them.

3-1. Compliance with laws, regulations, and social norms

- (i) Compliance with the laws and regulations on commercial transactions of each jurisdiction where business activities take place
- (ii) Noninvolvement in coercion, money laundering, or any other improper acts
- (iii) Not engaging or being involved in corruption, under any name or in any form
- (iv) Not engaging or being involved in bid collusion or cartels, instead complying with the competition (antimonopoly) laws of each country by engaging in fair and equitable transactions
- (v) No transactions or involvement with antisocial forces
- (vi) Not providing gifts or entertainment for improper purposes
- (vii) Respecting and not infringing the intellectual property of the KITZ Group or any third parties


3-2. Respect for human rights

- (i) Not engaging in compulsory labor or child labor, and not trading with any third parties involved in such acts

- 
- (ii) Respecting individual human rights, and refraining from abuse and other inhuman treatment as well as acts such as harassment
 - (iii) Providing employee health and welfare benefits at or above the legal minimum prescribed in each locality where business activities are conducted
 - (iv) Respecting individual human rights and individuality and not discriminating on such grounds as race, religion, gender, sexual orientation, gender identity, gender expression, age, nationality, language, or disability
 - (v) Paying appropriate wages exceeding the minimum level prescribed by laws and regulations
 - (vi) Managing working hours, vacation time, and other times properly in accordance with laws and regulations
 - (vii) Respecting employees' rights guaranteed by laws and regulations

3-3. Occupational health and safety

- (i) Keeping employees safe and striving to improve their health
- (ii) Ascertaining the state of occupational injuries and illnesses and implementing appropriate measures
- (iii) Conducting training and drills on health, safety, and emergency responses
- (iv) In harmful work that requires qualifications, ensuring that qualified persons complete the training required by laws and regulations before conducting the work



3-4. Maintenance of sound and fair business administration and management structures

- (i) Promoting sound and fair business administration and properly disclosing management policies and status
- (ii) Maintaining and operating systems for management of quality, environmental matters, and health and safety, through such means as striving to employ related standards
- (iii) Striving to maintain structures to enable continued stable supply of products (hereinafter, this includes services) even in the event of unforeseen circumstances, such as acts of God

3-5. Environmental protection

- (i) Using renewable energy as much as possible, and striving to reduce energy consumption
- (ii) Striving to reduce wastes, and dispose of them properly
- (iii) Preventing environmental pollution in accordance with laws and regulations in management of air, water, and soil
- (iv) Striving to reduce use of packaging and packing materials in logistics

3-6. Ensuring quality and safety

- (i) Continually supplying products with appropriate levels of quality in accordance with the KITZ Group's required product quality levels
- (ii) Securing an appropriate quality assurance structure for products, and assuring quality under appropriate conditions even in the event of a



product defect or failure

- (iii) Ensuring product safety and complying with related regulations
- (iv) Providing appropriate product information

3-7. Information management and protection

- (i) Properly managing and protecting confidential and personal information disclosed by or learned from the KITZ Group
- (ii) Protecting the intellectual property of the KITZ Group and striving to prevent improper use and infringement of third parties' intellectual property
- (iii) Maintaining IT infrastructure and striving to enhance security

3-8. Responsible procurement

- (i) Striving to prevent misuse of advantageous positions vis-a-vis suppliers in your own procurement activities
- (ii) Striving to prevent procurement and use of conflict minerals

3-9. Supply and proposal of competitive products

- (i) Striving to supply cost-competitive products through implementation and proposal of cost savings
- (ii) Continually improving technological abilities and proposing technologies with high levels of added value



4. Confirmation of the state of initiatives

The KITZ Group may request provision of information from suppliers to ascertain the state of their initiatives regarding the requests under "3" above. As necessary, it also may visit suppliers' sites and request auditing or inspection. The cooperation of suppliers is appreciated.

5. Contact point

The KITZ Group aims to realize joint growth and progress, as well as building relations of mutual trust, through fair and equitable transactions with suppliers. Accordingly, we encourage suppliers to feel free to express their opinions without hesitation. In particular, we ask suppliers to feel free to contact us regarding any violations or suspected violations of these Guidelines or other improper acts or requests for such acts made by KITZ Group executives or employees in everyday business activities.

Please address such contact to the person responsible in the purchasing section of the site with which the relevant transaction is conducted or, as appropriate in light of the details of the matter, with the person responsible in the administrative section of that site.