

Maruha Nichiro Group Supplier Guidelines

[Handbook]

Maruha Nichiro Corporation

Guidelines

I. Organization Governance

Compliance with Laws and Regulations

- **We request that you comply with laws and regulations as well as ethical and social norms of each country.**

[Explanation on Guidelines]

- Comply with all laws and regulations applied in the countries and regions where you operate business activities and respect the international code of conduct.
- If there is a conflict between the domestic laws and international code of conduct, strive to take actions in accordance with the international code of conduct in preference to the domestic laws.
- Establish a policy and system, and provide education to comply with laws and regulations.
- Establish an internal whistleblowing system, etc., to detect any misconduct and deter the same.

[Explanation on Terms]

International code of conduct means:

The expectations toward the behavior of organizations with social responsibility, which is derived from international customary laws, generally accepted principles of international law or universally or nearly universally recognized intergovernmental agreements (including treaties and agreements). For example, it includes the “Guiding Principles on Business and Human Rights” and “SDGs (sustainable development goals)” of the United Nations, the “Guidelines for Multinational Enterprises” of Organization for Economic Co-operation and Development (OECD) and the “MNE Declaration” of the International Labour Organization (ILO).

Proper Export and Import Control

- **We request that you conduct proper export and import control, based on the related laws and regulations.**

[Explanation on Guidelines]

- Understand and comply with laws and regulations of each country related to export and import of products and raw materials.
- Properly take procedures for permission, examination, and inspection, etc., required for export and import.

Information Disclosure

- **We request that you actively disclose information to stakeholders.**

[Explanation on Guidelines]

- The contents of provision and disclosure of information include the details of business activities, financial conditions, performance, ESG (environment, society, and governance) information, risk information (for example, damage due to large-scale disasters, adverse effects on the environment and society and revelation of material violation of laws and regulations, etc.) and information about supply chains, etc.
- Major risk information, including (but not limited to) damage due to large-scale disasters, adverse effects on the environment and society and revelation of major violation of laws and regulations, etc., shall be disclosed whenever the same occurs, and sending information to customers falls under active disclosure of information.
- In provision and disclosure of information, falsification of records, misrepresentation or disclosure of false information must not be made.

Exclusion of Antisocial Force

- **We request that you not commit any acts, directly or indirectly, whether in Japan or overseas, which would promote activities of antisocial forces and groups that pose a threat to the order and safety of civil society.**

[Explanation on Guidelines]

- Cut off any relationship with antisocial forces and groups, including organized crime groups, and those who coexist with them.
- Ensure that business partners confirm antisocial forces and groups and include the clause that specifies exclusion of antisocial forces in various contracts.
- Respond firmly to unjust demands by antisocial forces and groups and never accept them.

[Explanation on Terms]

Antisocial forces and groups mean:

Groups or individuals who pursue economic interests by utilizing violence, force, and fraudulent means, which include organized crime groups, members of organized crime groups, quasi-members of organized crime groups, companies affiliated with organized crime groups and corporate racketeers, etc.

Unjust demands by antisocial forces include:

Forcible demand of purchase and unilateral sending of organ paper (magazine), demand of money and goods in the name of donation or contribution, forcible demand of purchase of goods, complaints about improper response and demand of settlement money, demand of compensation for inconvenience and consolation money, negotiations on settlement of accidents and claim for damages, forcible demand of publication of advertisement,

interference with auction, demand of money and goods in the name of expenses for protection for the region, demand of compensation for loss, failure to pay any proper price or fee, hush money, protection money, demand of purchase of shares, interference with arrangement on claims and debts, etc.

Eliminate IUU fishing

- **We request that you ensure that the marine products you procure are not involved in IUU fishing through thorough traceability.**

[Explanation on Guidelines]

- When procuring marine products, it is important to understand the catch status of the raw materials procured by the company and the traceability of the raw materials until deliveries are completed, in order to ensure that the company is not involved in IUU fishing, which contributes to the deterioration of the marine environment and resource status, and may lead to human rights violations. If necessary, the company should also make efforts to cooperate with and educate the supply chain.

[Explanation on Terms]

IUU Fishing means:

Illegal, Unreported, and Unregulated fishing. It not only has a negative impact on marine resources, but can also cause human rights violations to the crews of fishing vessels.

Illegal fishing means:

Fishing without permission from the national government or fishery management agencies or in violation of national or international law.

Unreported fishing means:

Fishing that is not reported or falsely reported, in violation of laws and regulations.

Unregulated Fishing means:

Fishing by vessels of no nationality or non-Party that does not comply with regulations and marine resource conservation and management measures.

II. Human Rights

Prohibition of Forced Labor and Child Labor Practices

- **We request that you exclude or not be complicit in forced labor or child labor practices in any form that infringes on fundamental human rights.**

[Explanation on Guidelines]

<Forced Labor>

- Forced, bonded, and coerced slave labor shall be abolished.
- Deposit money and deposit of original ID documents shall not be forced.
- Resignations shall be made on a voluntary basis.
- Employees may leave the office after working hours and overtime work shall not be forced without consent.
- Security cameras are installed for the purpose of safety, health and information security and do not have the purpose of surveillance of employees.

<Child Labor>

- Establish an employment policy specifying the minimum age of employment.
- When an employee is employed, make sure to confirm age based on the valid documents for certification of age.
- The International Labour Organization (ILO) adopted in 1973, Convention No. 138, "Minimum Age Convention" and in 1999, Convention No. 182, "Worst Forms of Child Labour Convention" to prohibit child labor. Children shall not be employed in violation of these Conventions and laws and regulations of each country.
- Employees under the age of 18 shall not be forced to work at night or overtime or work under dangerous conditions.

[Explanation on Terms]

Forced labor means:

Labor provided by a person under threat of punishment, etc., and against the free will of the person (involuntary). Elements of forced labor include the following.

- [1] Exploitation of vulnerability (Ex.: An employment contract with a migrant worker is not written in his/her mother language.)
- [2] Fraud (Ex.: Employment and work conditions were not correctly explained. They were replaced during employment.)
- [3] Isolation (Ex.: A worker is made to work at the place where access and communication from outside are difficult.)
- [4] Threat and intimidation (Ex.: Workers are punished if they complain about the workplace. If a worker requests to resign, penalties are imposed.)
- [5] Retention of salary (Ex.: Payment of salary is delayed. Part of salary is forcibly retained and deposited by the employer.)
- [6] Constraint by debts (Ex.: Workers assume debts to pay large employment fees).

- [7] Excessive overtime work (Ex.: Workers are made to work overtime longer than that provided for in the laws or the labor-management agreement)
- [8] Prohibition of movement (Ex.: Movement is restricted without reasons such as safety, health, or information security, etc. Constant surveillance of dormitories by security cameras.)
- [9] Physical and mental abuse (Ex.: Violence, yelling and sexual harassment)
- [10] Retention of original ID documents (Ex.: Passports are retained by the employer.)

Child labor means:

To employ a child who is under the age of 15 or the age permitted to be employed under laws and regulations of each country and region, whichever is older. Or a person under the age of 18 is engaged in dangerous and hazardous work, which may impair health, safety, and morals of the person.

Provided, however, that field work programs appropriate for educational purpose consistent with the ILO Minimum Age Convention No. 138, Article 6 or provision of light work consistent with Article 7 of the same shall not be included in child labor.

Prohibition of Harassment

- **We request that you exclude any forms of harassment that infringes on fundamental human rights.**

[Explanation on Guidelines]

- Establish a disciplinary action policy and response procedures.
- In order to detect any fact of inhumane treatment, including harassment and verbal abuse, an internal whistleblowing system shall be organized and it shall be thoroughly known to employees and operated.

[Explanation on Terms]

Harassment means:

Any fact that a person feels offended by harassing behavior and bullying. Specifically, sexual harassment, sexual abuse, physical punishment, mental and physical oppression, verbal abuse, non-provision of basic amenity equipment (chairs, and personal protective equipment, etc.). Harassment shall include sexual harassment, power harassment and maternity harassment, etc. In addition, harassment shall include harassment not only between managers/supervisors and employees of your company or between employees but also harassment of employees by customers or those committed to business partners by employees.

Prohibition of Discrimination

- **We request that you eliminate discrimination in employment and occupation that infringes on fundamental human rights.**

[Explanation on Guidelines]

- Discrimination by the following reasons shall be prohibited and abolished in wages, promotion, remuneration, education, recruitment and employment practices: race, color of skin, age, gender, sexual orientation, gender identity and gender expression, ethnicity or nationality, existence or absence of disabilities, pregnancy, religion, affiliated political party, political opinion, whether a person is a member of a trade union, experience of military service, protected genetic information or existence or absence of marriage record, etc.
- Equality in opportunities for medical checkups and pregnancy tests and fair treatment of employees shall be ensured.

[Explanation on Terms]

Discrimination means:

Difference in opportunities and treatment of a person based on elements other than such ability to perform duties as qualification, skills and experience in employment, recruitment, promotion, remuneration, opportunities for receiving education, assignment of work, wages, welfare and benefits, punishment, or dismissal, etc.

Sexual orientation means:

The concept indicating to what object a person is attracted (or not attracted) romantically and sexually, which includes lesbian, gay, bisexual and asexual (not attracted romantically or sexually to any gender), etc.

Gender identity means:

The concept indicating how a person recognizes his or her gender (emotional gender) without regard to biological gender (physical gender). The condition of feeling a difference between physical gender and emotional gender is referred to as transgender.

Gender expression means:

How a person wants to express himself or herself in appearance and behavior by the gender outwardly expressed by his/her clothes, hairstyle, gestures, and manner of spoken language, etc.

Protected genetic information:

In the US Genetic Information Nondiscrimination Act (GINA), genetic information is defined as the results of genetic diagnosis. As discrimination may occur based on such genetic information as potential development risk of disease, it is indicated as an element of discrimination.

III. Labor Practices

Securing Health of Employees and Safety of Workplace

- **We request that you secure a workplace environment that maintains the safety and health of employees.**

[Explanation on Guidelines]

- Check the temperature and humidity of the workplace and take necessary measures.
- In a hot workplace, take care for adequate hydration.
- Take preventive measures against danger in use of machines and devices, etc.
- Provide employees with education in advance and on a regular basis and keep records.
- Employee education includes risks related to work and work procedures, proper usage of machines, devices, workplaces, and personal protective equipment related to work.
- Employee education shall be provided in the language understandable to employees.
- In order to prevent danger in safety and health of employees, supply proper protective equipment to employees free of charge and make them wear such equipment.

Human Development and Training at Workplace

- **We request that you develop the skills of employees and provide opportunities for career advancement of employees.**

[Explanation on Guidelines]

- Provide employees of all job categories with opportunities for continuous training for the purpose of improvement of work skills and expansion of scope of skills.
- Provide equal opportunities for development of skills and career advancement based on the performance of employees, regardless of such elements as race, color of skin, age, gender, sexual orientation, gender identity and gender expression, ethnicity or nationality, existence or absence of disabilities, pregnancy, religion, affiliated political party, political opinion, whether a person is a member of a trade union, experience of military service, protected genetic information or existence or absence of marriage record, etc.

Respect of Right to Organize

- **We request that you respect the rights of workers to organize.**

[Explanation on Guidelines]

- Admit that all employees can organize and join a trade union by their choice without any threat or retaliation (Respect of Freedom of Association)
- Introduce a policy and procedures for prohibition of discrimination regarding organization of and joining a trade union.
- Do not interfere with organization, management, operation, and collective bargaining of trade unions (Respect of Right of Collective Bargaining)

- An employer, trade union and representative of workers shall freely hold consultations on any issues to achieve an agreement satisfactory to every one of the three parties and establish a sound labor-management relationship.
- In a country where the government does not recognize respect of human rights (including rights at workplace) or does not provide any legal or systematic framework appropriate for labor-management relationship and collective bargaining, protect the confidentiality of a trade union and its leaders.

[Explanation on Terms]

Right to organize means:

The right for employees to organize a trade union as means to realize labor-management consultations on the work environment and wage level.

Freedom of association means:

Employees have the right to organize, join (or decline to organize or join) a trade union by their choice pursuant to applicable laws and regulations.

Right of collective bargaining means:

The right to ensure that employees make exchange of opinions with the management on work conditions and management practices through the trade union without suffering detrimental treatment (obstruction, discrimination, retaliation, and harassment, etc.)

Payment of Proper Wages

- **We request that you pay wages in compliance with statutory minimum wages and prohibit unjust reductions in wages.**

[Explanation on Guidelines]

- All applicable laws and regulations of each country shall be complied with for remuneration paid to employees (including minimum wage, overtime work allowance, and other allowances and wage deductions required by the law).
- Consider payment of wages at the level of satisfying the standard of living of each country and region (living wages).
- Prepare and issue to all the employees employment contracts or employment notices in the language understandable to them. These documents provide for the method of payment of wages, deduction from wages, and regular payment of wages and as for payment method of wages, wages paid in money shall be paid in the legal currency.
- As for payment of wages by bank check, postal check, or postal money order, it is provided for in the International Labour Organization (ILO) Convention No. 95 of 1949, "Protection of Wages Convention" that it may be made where it is customary or it is necessary due to special circumstances or it is provided for in the labor agreement or arbitration award, or where there is no such provision, if the consent of the related workers is obtained.

[Explanation on Terms]

Unjust reductions in wages include:

Deductions of wages, which are not provided for in applicable laws and regulations, collective agreements and arbitration awards, and reduction of wages and statutory welfare and benefits as penalties.

Living Wages mean:

Wages calculated as the wages required to maintain the minimum standard of living as a voluntary initiative of companies, separately from the statutory minimum wages.

Management of Appropriate Working Hours

- **We request that you properly manage holidays and leave of employees in compliance with statutory working hours.**

[Explanation on Guidelines]

- Comply with laws and regulations, collective agreements (if applicable) and industry standards (if any, after confirming such standards) for working hours, breaks and holidays and public holidays.
- Regular working hours, except for overtime work, shall be provided for in the contracts and they shall not exceed 48 hours a week or the statutory limit of each country, whichever is stricter.
- All overtime work shall be conducted by employees' choice and the higher overtime allowance shall be paid, out of the allowances set forth in laws and regulations or labor agreements.
- Provide employees with holidays pursuant to laws and regulations and at least one day leave shall be granted every 7 days; provided, however, that if it is provided for in laws and regulations, if work becomes busy on a regular basis or abnormally due to actual or urgent disasters, force majeure or special circumstances or if it is needed to prevent loss of perishable goods, a temporary suspension or shortening of weekly holidays may be made, and in this case substitute leave shall be granted.
- Leave, including annual leave under laws and regulations shall be available to employees.
- In order to protect the health of employees, physical and mental health checkups shall be conducted at least at the level provided for in laws and regulations.

[Explanation on Terms]

Regarding international standards:

For example, the International Labour Organization (ILO) Convention No. 116 of 1962, "Reduction of Hours of Work Recommendation" (except for agriculture, marine transport, and marine fisheries) provides for as follows.

- To gradually achieve the principle of working hours of 40 hours a week as the social standard.
- In realization of shorter working hours, do not reduce wages of workers.

- Where regular working hours are more than 48 hours a week, immediately take measures to shorten to the level of 48 hours.

IV. Consideration of the Environment

Operation of Management System

- **We request that you establish and operate an environmental management system in your organization.**

[Explanation on Guidelines]

- Establish an environmental management system according to the size and scope of business in order to reduce the environmental load to the minimum extent and make efforts to continue to improve by repeating the PDCA process of Plan, Do, Check and Act.
- A representative environmental management system is ISO14001, the international standard. In Japan, there are Eco-Action 21, established by the Ministry of the Environment and environmental management systems established by local governments, NPOs and intermediate corporations, etc.

Protection of the Global Environment and Reduction of Load

- **We request that you make efforts to reduce the environmental load, prevent environmental pollution and protect the global environment.**

[Explanation on Guidelines]

- Obtain all permissions and authorizations for the environment required to conduct business activities and submit the required management reports to the administration agency, as well as comply with all laws and regulations and standards for the environment in the region where you conduct business activities.
- Properly manage water intake, water discharge, exhaust, and waste to minimize the impact on the regional community as well as make efforts to prevent environmental pollution.
- Establish voluntary standards for the impact on the environment as necessary and strive to make further improvements.

Management and Reduction of Chemical Substances

- **We request that you make efforts for proper management and reduction of chemical substances.**

[Explanation on Guidelines]

- Manage chemical substances properly in terms of prevention of environmental pollution and prevention of health hazards. Specifically, manage chemical substances that must not be contained in products and ingredients at the stage of manufacture.
- Make efforts to reduce the discharge volume of chemical substances discharged to the external environment by understanding discharge volume and report to the administration agency, etc., as necessary.

Use of Sustainable Resources

- **We request that you make use of sustainable resources and energy and efforts to reduce waste.**

[Explanation on Guidelines]

- In order to promote sustainable use of natural resources, including marine resources, forest resources and water resources as well as fossil fuels and electricity and other energies, take measures such as conservation of resources, reuse, recycle and replacement of resources, quantify and set targets, monitor the implementation status on a regular basis and make efforts to reduce consumption of natural resources and energies.
- Make improvements through waste management equipment and systems, including equipment for collection and sorting of waste toward reduction of waste.
- Regarding collection, transportation, treatment, and final disposal of waste, use qualified and authorized operators in accordance with laws and regulations of the country where business activities are conducted, and also audit operators on a regular basis, check for any environmental violation and confirm copies of licenses, permits and registration certificates of operators.

Reduction of Greenhouse Gas

- **We request that you make efforts in consideration of global warming.**

[Explanation on Guidelines]

- Not only during business activities of your company, but also through lifecycle of products and services, strive to improve energy efficiency and use renewable energy and make continuous efforts to reduce energy consumption and discharge of greenhouse gas.
- Energy consumption and related greenhouse gases in SCOPE 1 and SCOPE 2 shall be traced and documented by each business office.

[Explanation on Terms]

Lifecycle of products and services means:

A series of flows from planning and design, resource extraction, production of raw materials, production, distribution, consumption, disposal to recycling of products and services.

Renewable energy includes:

Solar power, wind power, water power, wave power, tidal currents, geothermal heat, ground thermal heat utilization, and biomass, which are repeatedly replenished in the natural environment.

Continuous reduction efforts include:

Establishment of voluntary reduction targets, development of plans and reliable implementation of such plans with respect to the following seven kinds of greenhouse gases:

carbon dioxide (CO₂), methane (CH₄), dinitrogen monoxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF₆), and nitrogen trifluoride (NF₃).

SCOPE 1 means:

Direct discharge of greenhouse gas by business operators themselves.

SCOPE 2 means:

Indirect discharge in connection with use of electricity, heat and steam supplied by other companies.

Consideration of Biodiversity

- **We request that you make efforts in consideration of biodiversity and the ecosystem in your business activities.**

[Explanation on Guidelines]

- As, in addition to direct impact by business activities, there are some cases where we give significant impact on the environment, ecosystem and biodiversity indirectly through procurement of raw materials such as marine products, animal products, agricultural products and other biological resources, it is important to understand the status in the production area. Make efforts to request cooperation from your supply chain and enlighten them as necessary.

Environmentally Friendly Products

- **We request that you actively make efforts for environmental considerations with respect to products delivered, packaging materials and other goods as well as the manufacturing process.**

[Explanation on Guidelines]

- Select raw materials and goods and review product designs in a way to minimize the impact on the environment.

V. Fair Business Practices

Conducting Fair and Sound Transactions

- **We request that you conduct procurement based on competitive quotations in principle and provide your suppliers with fair opportunities for entry.**

[Explanation on Guidelines]

- Comply with laws and regulations for fair competition and fair transactions provided in each country and region. Do not form a cartel or conclude other agreements restricting competition, conduct unfair transactions such as abuse of dominant bargaining position or commit illegal acts such as misrepresentation. Promote fair and free competition.

[Explanation on Terms]

Abuse of dominant bargaining position means:

An act in which one party, whose bargaining position is superior to the other party, unjustly gives disadvantage to the other party of transactions against normal commercial practices using its dominant position.

Thorough Anti-Corruption

- **Maruha Nichiro Group prohibits the transfer of inappropriate personal interests, including entertainment and gifts that deviate from the business practices of the country and region. We request that you never allow conflicts of interest with your individual suppliers.**

[Explanation on Guidelines]

- You must not grant to public officials, etc., money or goods, offer to grant the same, provide benefits or make a promise to provide the same for unjust purpose of gaining transactions or any other benefits, whether directly or indirectly through a third party.
- You must not make payment to facilitate business (facilitation payment).
- Donations and other subsidies given to the organization, etc., to which public officials, etc., belong shall obtain the prior approval of the company.
- Establish a policy, procedures, and an education system for thorough prevention of corruption.

[Explanation on Terms]

Public officials, etc., include:

Government officials of each country, local government officials, employees of government related companies (companies owned or controlled by the government or local governments), staff of mutual aid associations, etc., and staff of public international organizations without regard to their positions, as well as members of assemblies and other members of political parties and candidates for public offices.

Provision of benefits means:

Provision of money and goods, invitations to dining and drinking, provision of entertainment, payment of travel expenses, etc., and provision of any other tangible or intangible benefits.

Payment to facilitate business (facilitation payment) means:

Payment of a small sum of money to public officials, etc., for the purpose of expediting nondiscretionary and routine public services such as customs clearance and ensuring safety, etc.

Information Management and Respect of Intellectual Property Rights

- **We request that you manage know-how and confidential information of Maruha Nichiro Group and respect intellectual property rights of third parties and request that you not conduct unauthorized use or infringement of rights.**

[Explanation on Guidelines]

- Know-how and confidential information of Maruha Nichiro Group shall be used only for the designated purposes. Establish a proper mechanism to manage them and an education system for employees.
- Regarding intellectual property rights of third parties, if licensed, retain a document certifying such license and never commit any acts of infringement, such as illegal obtainment or unauthorized use.

[Explanation on Terms]

Intellectual property rights mean:

Patent rights, utility model rights, design rights, trademark rights, and copyrights, etc. In addition to intellectual property rights, trade secrets and technical know-how, etc., are also included in intellectual property.

VI. Consumer Issues

Quality Assurance

- **We request that you maintain the quality of products and services that satisfy the requirements of the Maruha Nichiro Group. We also request that you comply with laws and regulations, codes and voluntary standards, etc., presented by the Maruha Nichiro Group with respect to the quality of products delivered to us and to assure them.**

[Explanation on Guidelines]

- Establish and operate a management system of quality and food safety and by repeating the PDCA process of “Plan,” “Do,” “Check” and “Act,” strive to make continuous improvement of quality assurance.
- Comply with the quality standards provided for in the countries of production and sale and the labeling standards provided for in the countries of sale.
- Check on a regular basis by audit, etc., that the voluntary standards, etc., of Maruha Nichiro Group are complied with and if there are any matters pointed out, promptly make improvements.

Securing Safety and Health

- **We request that you prevent health hazards, provide accurate traceability information, comply with safety and health standards provided for in laws and regulations of each country and secure a level satisfying the requirements of Maruha Nichiro.**

[Explanation on Guidelines]

- Comply with the safety and health standards provided for in laws and regulations of each country and satisfy the level of requirements of Maruha Nichiro.
- In design and development of products, assess possible risks of harm in terms of raw materials, packaging materials and processes, etc.
- Manage accurate traceability information of materials, parts, and processes, etc.
- If any problem occurs, promptly respond to resolve it.

Stable Supply and Aftersales Service

- **We request that you make efforts to ensure a stable supply that corresponds to demands of customers and markets.**

[Explanation on Guidelines]

- In case of unpredictable events that affect business activities of your company, such as earthquakes and other large-scale natural disasters, accidents and infectious diseases, establish a Business Continuity Plan (BCP) and provide employees with continuous education and training so that they can respond to actual disasters, etc.

[Explanation on Terms]

Business Continuity Plan (BCP) means:

Prior review of how quickly your company can resume production activities in order to fulfill supply responsibilities if your company or any of your business partners is damaged by a large-scale natural disaster, etc.

- **We request that you provide responsible aftersales service for the delivered goods and services.**

[Explanation on Guidelines]

- Establish a system to respond to inquiries about goods and services from customers, promptly disclose information in the case of serious accidents, communicate to related organizations and collect products.

Information Disclosure

- **We request that you make accurate and fair disclosure of information.**

[Explanation on Guidelines]

- Do not make expressions that may make consumers and customers misunderstand the product information or false or excessive expressions.
- In particular, material information that may affect purchase decisions by customers and consumers includes information on raw materials such as production area, standards, composition elements, allergens, and genetic modifications as well as nutritional component values and impact on the environment, and requires scientific grounds and accurate information disclosure.

Protection of Personal Information

- **We request that you properly manage personal information.**

[Explanation on Guidelines]

- Within the specified scope of purpose of use, collect, retain, modify, transfer, share and make other processing of personal information. If any personal information is used beyond the scope of purpose of use, obtain the prior consent of the person concerned.
- Establish and operate a system to properly manage personal information.
- If leakage of personal information occurs, promptly report to the related organizations and the person in charge at Maruha Nichiro Group to prevent expansion of damage.

[Explanation on Terms]

Personal information means:

Information about living individuals which can identify a specific individual by the name, date of birth and other descriptions, etc., contained in the information (including the information

which can easily be cross-checked against other information and a specific individual can be identified thereby).

VII. Participation in the Community and Development of Community

Contribution to Regional Community

- **We request that you respect the regional culture and fulfill your role as a member of the regional community and conduct activities that contribute to growth and development of society.**

[Explanation on Guidelines]

- As business activities may affect the regional community in terms of economy, society and environment, carry out support activities utilizing business resources of the company, aiming at coexistence and coprosperity with the region.
- Specifically, volunteer activities, cooperation with local communities in times of disaster, support for NPO/NGO activities, and donation activities are examples.

VIII. Establishment of Sustainable Supply Chain

Deployment to Supply Chain

- **We request that you ask for cooperation and provide guidance to your business partners to establish a sustainable supply chain.**

[Explanation on Guidelines]

- Conduct evaluation of the actual status and operation conditions of facilities at your business partners on a regular basis to confirm that they comply with applicable laws and regulations and carry out business activities in accordance with these Guidelines and encourage them to correct any default or non-conformity as necessary.