

# CSR Guideline for suppliers

October 2022

The Yokohama Rubber Co., Ltd.

Procurement Division

## 1. Forward

### Corporate philosophy and approach to CSR

Yokohama Rubber established its corporate philosophy in 1992. It consists of Basic Philosophy, Management Policy, Action Guidelines and Corporate Slogan. The Basic Philosophy embodies the types of business where Yokohama Rubber commits itself in all activities. The Management Policies outline basic administrative principles for upper-level management to commit themselves to. The Action Guidelines are the code of conduct for each employee to comply.

Yokohama Rubber has set the CSR slogan “Caring for the Future” to aim for the happiness and prosperity of many people and will implement activities to realize the sustainable society, together with all the stakeholders.

### Procurement activity and CSR

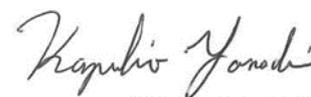
In procurement activities, we have published Basic Procurement Policy in 2009 based on our CSR management vision. To promote CSR activities in the value chain, we have established CSR guidelines for suppliers, and we held explanatory sessions for our business partners as well as for our employees, aimed to share our policies and philosophy towards CSR.

In 2012, we joined the United Nations Global Compact and have taken initiatives in the matters of human rights, labor problems and environmental issues across the entire value chain. Since 2018, we joined Global Platform for Sustainable Natural Rubber (GPSNR) established by the Tire Industry Project (TIP), led by the World Business Council for Sustainable Development (WBCSD). We at the same time, published the “Procurement policy for sustainable natural rubber” to realize sustainability in every stage of the natural rubber supply chain.

In 2022, we have revised our environmental policy and set the 3 environmental targets (Carbon Neutral, Circular economy, Coexistence with nature). Also, we have published the “Yokohama Rubber Group Human Rights Policy”.

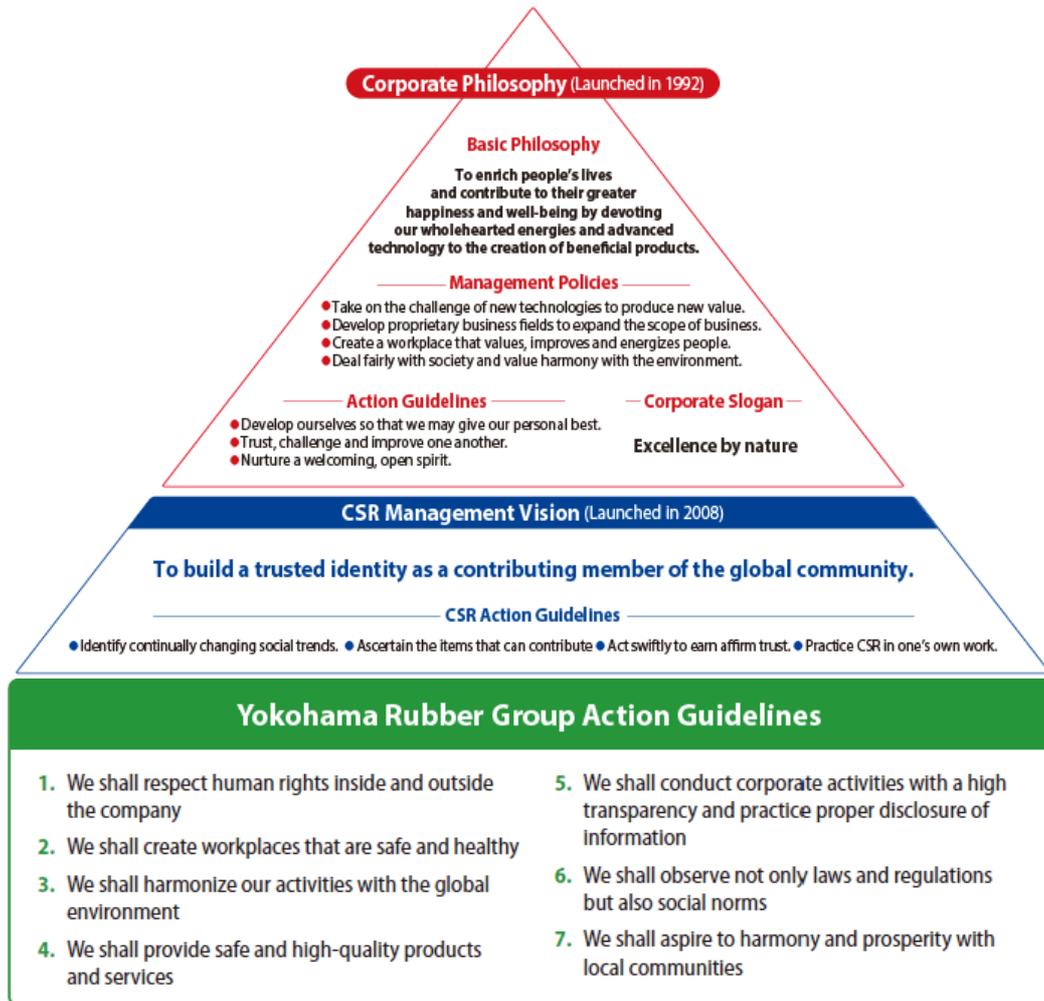
Based on these policies, our purchasing activities are aligning towards sustainability. By considering the social environment, we have revised this “CSR guideline for suppliers” to reinforce our actions for 3 environmental targets and human rights. Together with the “Green procurement guideline”, it will construct CSR in our procurement.

In accordance with the purpose of this guideline, we would like to request you to abide by the applicable laws and in the spirit of good dutiful observance. Practice these activities in earnest passion within your company and extend the same belief to your suppliers.



Kazuhito Yanadori  
Officer, Head of Procurement Div.,  
The Yokohama Rubber Company Ltd.

## 2 Corporate Philosophy and Yokohama Rubber Group's Approach to CSR



Under the slogan of "caring for the future," we have set five materiality: "Through our products," "For the global environment," "Connections with people," "Together with local communities," and "Corporate governance." to our business strategy, and as per our basic philosophy, we will contribute to happiness and prosperity through manufacturing that puts our heart and technology into it.

### CSR Slogan "Caring for the future"

### Materiality

Materiality (Key Target) (Set 2014, revised 2017 and 2020)		
Products	Delivering fun and peace of mind through driving.	
Environment	Pass on the valuable nature to next generation.	
People	Enhance each other to spread happiness	
Community	Coexist to build strong trust	
Corporate Governance	Strengthen the foundation to respond to global targets.	

Under the revision of 2022 environmental policy, we have set 3 environmental policies shown below.

<b>3 Major Targets</b>	We raise "Caring for the future " as a slogan for YX2023 mid term plan, and will focus on activities related to 3 major targets shown below.
<b>Mid/Long term target and roadmap for achievement</b>	
<b>Carbon neutrality</b>	<ul style="list-style-type: none"> <li>●2030: Reduction of Co2 emission in business activities by 38% ( Baseline 2013)</li> <li>●2050: Reduction of Co2 emission in business activities to net-zero</li> </ul>
<b>Circular economy</b>	<ul style="list-style-type: none"> <li>●2030: Recycle and renewable raw material ratio to 30%</li> <li>●2050: 100% Sustainable raw materials</li> </ul>
<b>Coexistence with nature</b>	<ul style="list-style-type: none"> <li>●Yokohama forever forest project. 1.3million trees to be planted by 2030.</li> <li>●Proceeding sustainable procurement of natural rubber</li> <li>●Conserving biodiversity matching the local ecosystem</li> </ul>

### 3. Yokohama Rubber's Basic Procurement Policy

#### Procurement Slogan

“To build relationships of trust based on equitable and fair trade in its aim for co-existence, prosperity, and mutual development”

- **Fair, impartial transparent business relations**

Yokohama Rubber will conduct business based on principles of fairness and free competition with its suppliers globally. Yokohama Rubber will choose the suppliers, taking into comprehensive account of the quality, cost, stability of supply, technological development capabilities, and concern for the CSR and environment.

- **Partnerships**

Yokohama Rubber will nurture fair and cooperative relationship with its suppliers through sound transactions and aim for mutual growth.

To build a sustainable society, Yokohama Rubber develops activities for CSR and environmental contribution throughout its supply chains.

- **Compliance**

Yokohama Rubber complies with all relevant legislation and social norms in its procurement activities and preserves the confidentiality of information obtained in the course of business transactions. It also endeavors to act with moderation to avoid causing misunderstandings in light of commonly accepted social standards.

- **Harmony with the environment**

Yokohama Rubber strives to procure raw materials, equipment and construction works that have less of an impact on the global environment.

Yokohama Rubber contributes to environmental activities such as reduction of greenhouse gas, conservation of biodiversity.

## 4. Our expectations for our business partners

Yokohama Rubber group expect our business partners to comply with the requirements shown below within their company and will request follow ups or corrective actions where required.

We would like to encourage all of our suppliers to develop and enlighten their CSR policies and guidelines to their supply chain.

### 1. Human rights

Understand and align with the “Yokohama Rubber Group Human Rights Policy” and commit to human rights through the business activities.

<Overview of “Yokohama Rubber Group Human Rights Policy”>

- Support and respect the International Bill of Human Rights, including the United Nations Universal Declaration of Human Rights, and the Guiding Principles on Business and Human Rights.
- Through human rights due diligence, identify negative impacts on human rights arising from business activities, and take corrective measures such as prevention and mitigation.
- Work to create an effective system for responding to reports in order to appropriately respond to negative impacts on human rights related to business activities.
- Continuously disclose and report on our efforts to respect human rights and the implementation status of human rights due diligence.

#### 1-1 Discriminations

We will not discriminate under any circumstances or for any reason including grounds of nationality, race, ethnicity, gender, age, disability, social origin, gender identity, sexual orientation, and political opinion.

#### 1-2 Harassment

We will not tolerate any acts that unfairly damage the dignity of workers or any form of harassment, whether mentally or physically.

#### 1-3 Forced labor and child labor

For conducting business activities in any country or region, we do not tolerate child labor, forced labor, or any form of modern slavery, including human trafficking.

#### 1-4 Freedom of association and the right to collective bargaining

Respecting workers' rights such as freedom of association and the right to collective bargaining, and strive to build, maintaining and improving trust and good cooperative relationships through constructive dialogues between labor movements and organization management.

#### 1-5 Safe and healthy working environment

With health and safety considerations as the foundation, we work to prevent occupational accidents to create a comfortable and safe workplace that is both physically and mentally healthy.

#### 1-6 Impact on local communities

To understand the consequences affecting the local communities by business activities such as land rights, water management, rights of indigenous peoples, etc. Also to fulfill the responsibilities for human rights in the local communities where business activities are conducted, aiming for contribution towards a sustainable society.

## 2. Compliance

### 2-1 Compliance with laws and regulations and in spirit of duty-bound observance

Comply with the competition laws (anti-monopoly laws) and related regulatory requirements of each country.

(Subcontract Act in Japan, etc.).

If someone's action is observed to be an illegal intention, do not disregard. Use the internal reporting system to document the case and seek advice for legal actions.

### 2-2 Anti-corruption

Maintain appropriate relationships with politics and administration both in Japan and overseas, and do not engage in bribery activities.

Do not provide entertainment, gifts, or money benefits to business partners for the purpose of obtaining unfair business advantage.

### 2-3 Elimination of anti-social forces

Eliminate anti-social forces and involvement in sourcing of funds for anti-social forces such as conflict minerals.

### 2-4 Protection intellectual property

Protect intellectual property, including familiar technical information, and do not illegally obtain, use, or infringe on the intellectual property of third parties.

### 2-5 Management and protection of confidential information

Personal information of customers, third parties, employees, etc. and confidential information of customers and third parties shall be obtained through lawful means, strictly managed, and protected usage within the controlled scope.

### 2-6 Appropriate export control

We will appropriately manage exports in accordance with the applicable laws and regulations of each country and region.

## 3 Environment

### 3-1 Reduction of environmental risks

We manage environmentally hazardous substances in accordance with applicable laws and regulations, work to reduce environmental risks resulting from hazardous substances and eliminate harmful chemicals from the manufacturing processes.

### 3-2 Carbon neutrality (reduction of greenhouse gas emissions)

Eliminate the waste of resources and energy at all stages of business activities and reduce emissions of greenhouse gases such as CO<sub>2</sub>. To achieve carbon neutrality by 2050, we will strive to grasp the actual situation in detail and work together with our suppliers to formulate and promote all possible reduction measures.

### 3-3 Circular economy (promotion of sustainable raw materials)

To achieve using 100% sustainable raw materials by 2050, we will promote initiatives including collaboration with business partners to develop renewable and recycled raw materials, and increase the usage.

### 3-4 Reduction of industrial waste

Promote the reduction of industrial waste at all stages of business activities and reduce the amount of final disposal.

3-5 Harmonious coexistence with nature (conservation of biodiversity)

Recognize the importance and current risk of nature, and work to conserve biodiversity from a long-term perspective.

(For details on the environment, refer to the "YOKOHAMA Green Procurement Guidelines.")

#### **4 Local Communities and Information Disclosure**

4-1 Coexistence with local communities

Emphasize coexistence with local communities and contribute to regional development.

Support employee social contribution activities.

4-2 Disclosure of transparent corporate information

Disclose information on business performance, financial conditions, and business activities to stakeholders in a timely and appropriate manner. Engage in open and fair communication.

4-3 Mutual communication

Promote sustainable activities throughout the supply chain through briefings held by our company.

#### **5 Products and services**

5-1 Safety and high quality

Produce and provide products and services that meet the safety laws and regulations stipulated in each country and region, and to build and operate a system that warrant product quality.

5-2 Stable supply

Seeking stable supply of products and services through diligent risk management.

## 5. Explanation of Important CSR Items

This section has been compiled for the purpose of providing a more specific explanation of the "expectations for our business partners" in the previous section, and promoting clear measures for further improvement.

### 5.1 Human rights

#### 1) Elimination of discrimination

Recognize the diversity of working people, and in all employment situations, do not take discriminatory actions on the grounds of race, ethnicity, national origin, religion, gender, etc. If so, be resolute and urge rational correction.

#### 2) Respect for human rights:

Do not engage in any form of harassment in the workplace based on race, ethnicity, national origin, religion, gender, etc.

#### 3) Prohibition of child labor

Do not allow the employment of children under the legal working age of each country or region.

#### 4) Prohibition of forced labor

Ensure that all labor is voluntary and that employees are free to leave their jobs, and no use of forced labor.

#### 5) Working conditions

Comply with the laws and regulations of each country and region regarding minimum wages, overtime, wage deductions, piecework wages, and other benefits. Comply with laws and regulations regarding working hours, holidays, vacations, minimum wages, etc.

#### 6) Freedom of Association and Right to Collective Bargaining

The employer does not infringe on the workers' right to freely decide whether to join a labor union, nor does the employer interfere with the employee's decision to join. Employees shall not be dismissed or treated unfavorably for reasons such as participation in union activities.

#### 7) A safe and healthy working environment

Prioritize the safety and health of the workplace and endeavor to prevent accidents and disasters causing injuries.

#### 8) Prohibition of land grabbing

Respect the rights of residents and local communities when acquiring land for business, and do not get involved in unfair land grabbing, directly or indirectly.

- 1) Discrimination refers to creating differences in opportunities and treatment, such as hiring, promotion, and remuneration, due to non-rational factors such as the person's ability, aptitude, and achievements. In addition to the above, discrimination factors include skin color, age, sexual orientation, disability, political views, union membership, and marital status.
- 2) The broad definition of harassment is "intimidation and bullying in various situations", but there are examples of the following.
  - Sexual harassment
  - Power harassment (harassment based on authority or superiority in the workplace)
  - Maternity harassment
  - Moral harassment (forced common sense and social morals of an individual against the will of others)It also includes inhumane treatment such as verbal abuse and corporal punishment, mental and physical coercion and intimidation.
- 3) Child labor generally refers to employment of persons under the minimum working age specified in the conventions and recommendations of the International Labor Organization (ILO) and failure to protect young workers.

For example, in Japan, employment of persons under the age of 15 and violation of laws and regulations for the protection of young workers are prohibited child labor. Restrictions on night work and hazardous work are examples of legislation that protects young workers from employment that may impair their health, safety or morality. Regarding this problem, the responsibility of the entire value chain, including upstream and downstream

are being questioned, not just the company itself.

- 4) Forced labor is compelling individuals against their will to provide work or service through the means of force, fraud or coercion.  
Forced (or forced labor) refers to, for example:
  - Debt labor in which the freedom to quit a job is restricted in order to repay debts, etc.
  - Slaved labor as a result of human trafficking
  - Inhumane prison labor in harsh environments even for prisonersForced labor also includes the loss of the right to leave the job at will and the obligatory deposit of identity cards, passports and work permits with the employer. For foreign workers, it is also important to confirm whether they have a valid working qualification.
- 5) Working hours stipulated by laws and regulations include prescribed working days per year, working hours per week including overtime hours (excluding emergencies and emergencies), etc., none of which exceeds legal limits is allowed. It is also necessary to give employees the right to annual paid leave as stipulated by law. Non-regular or contract employees must also comply with relevant laws and regulations.  
Wage provisions include the payment of minimum wages as well as other benefits, including overtime pay and statutory benefits.
- 6) The so-called "three labor rights" is: to organize, the right to collective bargaining, and the right to act collectively (the right to dispute) are defined as the basic human rights under the Constitution of Japan.  
Workers and employers may establish and join organizations of their own choosing without prior permission. You can choose the representative and decide the management and activities. (ILO\* No. 87 "Freedom of Association and Protection of the Right to Organize Convention")
- 7) For ensuring safety in the workplace, such as monitoring of dangerous places by sensors, blocking (lockout) by locking the power source supplied to machines and devices, and operation of energy blocking devices while blocking the power source. Installation of tags clearly indicating prohibition (tag out), provision of protective equipment such as safety glasses, safety helmets, gloves, etc. Safety measures for mechanical equipment include adopting safety mechanisms called fail-safe, fool-proof, interlock, etc., installing safety devices and protective walls, and conducting regular inspections and maintenance of mechanical equipment. The Occupational Health and Safety Management System (OHSMS\*) is a general management system for promoting safety and health activities. With such a system implemented, it is required to build and operate company-wide mechanisms such as organizational structure, planned actions, division of responsibilities, and processes.  
\* Occupational Health & Safety Management System  
In addition, it is necessary to properly ensure the safety and health of workplaces and living facilities (dining rooms, toilets, dormitories, etc.).  
\*International Labor Organization
- 8) Respect legitimate land tenure, use and customary rights, including the rights of indigenous peoples and local communities affected by the acquisition of land for the establishment or expansion of a business; Proper Procedures must be adhered and taken.  
There are solutions developed by the UN-REDD Program\*2 guidelines on Free, Prior and Informed Consent (FPIC\*1).  
\*1 Free Prior Informed Consent  
\*2 the United Nations Collaborative Program on Reducing Emissions from Deforestation and Forest Degradation

## 5.2 Compliance

- 1) **Compliance with competition laws:**  
**Comply with the competition laws of each country (anti-monopoly laws) and laws and regulations regarding abuse of a superior bargaining position (in Japan, the Subcontract Act, etc.).**
- 2) **Anti-Corruption**  
**Maintain appropriate relationships with politics and administration both inside and outside the country, and do not engage in bribery. In addition, we will not give or receive inappropriate benefits in our relationships with business partners.**
- 3) **Exclusion of anti-social forces**  
**Have absolutely no relationship with anti-social forces or groups. Do not engage in any act of supporting anti-social forces in international conflict areas.**
- 4) **Protection of intellectual property**  
**Protect the intellectual property rights owned by the company or belonging to the company, and do not illegally obtain, use, or infringe the intellectual property of third parties.**
- 5) **Management and protection of confidential information**  
**Personal information of business partners, third parties, employees, etc. and confidential information of business partners and third parties shall be obtained by legitimate means, strictly managed, and handled within an appropriate scope. In addition, we will properly manage personal information and confidential information obtained in the business, and strive to ensure that it is not leaked or taken out unnecessarily.**
- 6) **Export transaction management**  
**Perform appropriate export procedures and management regarding the export of technologies, goods, etc. that are regulated by the laws and regulations of each country/region.**

- 1) Competition law is a law that prohibits acts that impede competition. It is prohibited to agree on the winning bidder or the winning bid price (bid rigging). Abuse of a superior bargaining position means unilaterally determining or changing the terms of transactions with suppliers, etc., or imposing unreasonable demands or obligations on them, by taking advantage of their position as a purchaser or consignor. Procurement transactions shall be conducted in good faith, fairness, and fairness based on contracts, etc., and shall not be conducted in a manner that abuses a dominant bargaining position.
- 2) Bribery refers to the provision of money, entertainment, or gifts to government officials or equivalent persons (hereafter referred to as public officials, etc.) in order to obtain some kind of business reward, such as licensing, acquisition and maintenance of transactions, or access to non-disclosed information. It refers to the provision of other benefits and conveniences. It also includes providing entertainment or gifts that go beyond social etiquette to civil servants, etc., even if no business reward is sought.  
Inappropriate giving or receiving of benefits includes:
  - Bribery-like acts such as offering or receiving from customers premiums, prizes, benefits, etc. That exceed the scope of laws and regulations, or offering or receiving money, gifts or entertainment that exceeds the scope of social etiquette.
  - Providing inappropriate benefits to anti-social forces (criminal organizations, terrorist organizations, etc.) that adversely affect social order and healthy activities.
  - Insider trading, such as buying and selling stocks of a company based on non-disclosed important information related to the business of a customer, etc.
- 3) Anti-social forces and groups are groups or individuals who pursue economic interests by using violence, force and fraudulent methods, such as the following.
  - Organized crime groups, gang members, associate members of organized crime groups
  - Crime group-affiliated companies
  - Extortionist (those who engage in violent and unlawful acts, etc. for unfair profits against companies)

- Social activists (those who disguise themselves as social movements or political activities, or engage in violent and unlawful acts in pursuit of unjust profits)

- Specially intelligent gangsters (groups or individuals that are the core of structural fraud by using their power against

The backdrop of relationships with criminal organizations, or having financial association )

To avoid giving in to unreasonable demands, it is necessary to take a resolute attitude toward anti-social forces and not to have any relationship with them. In addition, it is important to cut off any relationship not only at the stage when the anti-social forces are completely identified, but also at the stage when there is a suspicion that they are anti-social forces.

It is also important not to have relationships with groups or organizations that are clearly involved in international as well as domestic disputes.

In the Democratic Republic of the Congo and its neighboring countries, serious human rights violations and environmental destruction by anti-government forces involved in the conflict are occurring and are attracting global attention as a major issue. It is said that some of the minerals (tin, tantalum, tungsten, gold) produced in this area are used to fund these forces (called "conflict minerals"). These minerals are sourced from smelters certified as conflict-free, or smelters certified as conflict-free under credible and available international frameworks.

- 4) Infringement of intellectual property rights refers to illegal infringement of patent rights, utility model rights, design rights, trademark rights, copyrights, etc. This includes illegal duplication of computer software and other copyrighted material, and unlawful acquisition and use of trade secrets of third parties.
- 5) Personal information is information about a living individual, referring to information that can identify a specific individual by name, date of birth, and other descriptions contained in the information. (Including information that can be easily collated with other information to identify a specific individual.)  
Confidential information generally refers to information disclosed in documents, etc. (including data information recorded electromagnetically or optically) that has been agreed to be confidential, or information disclosed after notifying that it is confidential. Refers to information disclosed orally. It is necessary not to acquire, use, disclose or leak such information illegally or unfairly.
- 6) Technologies and goods regulated by laws and regulations of each country and region refer to parts, products, technologies, equipment, software, etc. whose export is regulated by laws and regulations based on international agreements.

### 5.3 Environment

#### 1) Environmental Management

**In order to comply with the environmental laws and regulations of each country and region, we will build a company-wide management system and continuously operate and improve it.**

#### 2) Chemical Management

**Manage environmental load substances in accordance with laws and regulations, and eliminating prohibited chemicals from the product manufacturing process.**

#### 3) Carbon neutrality (reduction of greenhouse gas emissions)

**Eliminate the waste of resources and energy at all stages of business activities, ascertain and reduce emissions of greenhouse gases including CO<sub>2</sub>.**

#### 4) Circular economy (expanding the ratio of sustainable raw materials)

**Increase the ratio of renewable and recycled raw materials for sustainable raw materials.**

#### 5) Resource saving and waste reduction

**Promote the reduction of industrial waste through the effective use of resources at all stages of business activities, and reduce final waste.**

#### 6) Coexistence with nature (conservation of biodiversity)

**At all stages of our business activities, we will strive to maintain the balance of ecosystems and conserve habitats.**

- 1) An environmental management system (ISO14001 as a typical example) is an overall management system for promoting environmental activities. Here, environmental activities refer to creating an environmental policy, implementing, achieving, reviewing, and maintaining measures in accordance with that policy. It means making improvements.
- 2) Environmentally Hazardous Substances are substances contained in products, materials, etc., or substances used in their manufacture that are considered to have a significant environmental impact (aspect) on the human body or the global environment. It is a substance designated as an SVHC (Substance of Very High Concern) in the ELV Directive, RoHS Directive, and REACH Regulation enforced in Japan.
  - ELV Directive (End of Life Vehicles)
  - RoHS Directive (Restriction of the use of certain Hazardous Substances in electrical and electronic equipment)
  - REACH regulation (Registration, Evaluation, and Authorization of Chemicals)In addition to ensuring that products do not contain chemical substances that are prohibited by the laws and regulations of each country or region, it is necessary to comply with labeling obligations, conduct tests and evaluations, and report.
- 3) Efficient use of fuel resources such as petroleum, natural gas, coal, and coke by saving heat and electrical energy, and reducing CO2 emissions. It is also important to work on reducing emissions of carbon dioxide, methane, nitrous oxide, HFCs (hydrofluorocarbons), PFCs (perfluorocarbons), SF6 (sulfur hexafluoride), etc., as specified in various environmental regulations. To achieve our goal of carbon neutrality in 2050, we are required to identify and reduce emissions in our company and the entire supply chain.
- 4) Aiming for 100% sustainable raw materials by 2050, we will promote expansion of the ratio of renewable and recycled raw materials. In parallel with in-house technology development and equipment support, it is important to actively collaborate with suppliers, including the search for new raw materials and development.
- 5) Final waste refers to waste that requires landfill or incineration. Continuous reduction activities include setting voluntary reduction targets for final waste, drawing up plans, and steadily implementing them. Waste includes wastewater and sludge.

In addition to preventing the occurrence of pollution, efforts should be made to reduce the amount of outflow and the final waste that needs to be landfilled or incinerated by improving methods for monitoring, controlling, and treating wastewater, sludge, and exhaust, as well as recycling. It is important to have the relevant installations.
- 6) An ecosystem is a functional unit created by a group of organisms that exist in a certain area and the physical and chemical environment surrounding them, where various organisms interact in a complex manner. Conservation of such biodiversity is also an important issue. It ~~also~~ calls for the protection and prohibition of destruction to forests and peatlands. This is not limited to our own business activities, but it is also necessary to monitor whether raw material suppliers are involved in destruction of nature and the environment.

Concerning the prevention of air, water, and soil pollution, it is necessary to continuously monitor and reduce pollutants to prevent environmental pollution.

\*We distribute the “YOKOHAMA Green Procurement Guidelines” to our business partners for managing items purchased and proceed environment protection activities. Please refer to the guideline for environments.

#### 5.4 Local Communities and Information Disclosure

##### 1) Contribution to the region (community)

**Strive for co-prosperous coexistence with the local community and build a relationship of trust with the local community. In addition to contributing to society through business activities, we also strive to engage in volunteer activities and community-based social activities.**

##### 2) Support for employees' social contribution activities

**Establish a system and provide support so that employees can actively participate in social contribution activities.**

##### 3) Disclosure of information to stakeholders

**In addition to appropriately and timely disclosing information such as financial status, business performance, and details of business activities to stakeholders (interested parties), mutual understanding and trust with stakeholders through open and fair communication strive to maintain and develop**

**4) Providing Accurate Information on Products and Services****Provide consumers and customers with accurate information on products and services.**

- 1) Utilizing the human resources, funds, skills, etc. of companies, in addition to business activities, actively participate in a wide range of local activities such as local events and local disaster prevention activities, and interact with local residents and various organizations. It is also important to have many opportunities to do so in order to build a relationship of trust. Such activities include:
  - Organizing, co-sponsoring, co-sponsoring, or cooperating with arts, culture, or sports events
  - Provision of places and facilities to local organizations, etc.
  - Tree planting
  - Traffic safety activities
  - Factory tour
  - Disclosure and provision of corporate information
  - Cleanup of waste activities in and around the town
- 2) Volunteer leave (or social contribution leave) is a system that allows companies to take paid leave and leaves of absence for the purpose of supporting and encouraging employees to participate in volunteer activities. With a similar purpose, there are also bone marrow donor leave and jury leave.  
In addition, the employee fundraising system and the matching gift that the company adds a certain amount to the donation amount to increase the donation amount are also one of the support systems.
- 3) In addition to the above, information needs to be disclosed and the provision includes risk information (for example, damage caused by large-scale disasters, occurrence of adverse effects on the environment and society, discovery of serious violations of laws, etc.).  
It is necessary to collect opinions and requests from a wide range of stakeholders, reflect them in corporate activities, and strive to improve them.
- 4) Accurate information means, for example:
  - Accurate specifications, quality, and handling methods for products and services.
  - Accurate inspection data and quality data on products and services.
  - Materials and parts used in the product Information on contained substances, etc. is accurate.
  - In the display of catalogs and advertisements related to products and services, do not use expressions that differ from the facts, expressions that mislead consumers or customers, and contents that does not slanders or infringes on the rights of other companies or individuals.

**5.5 Products and services****1) Ensuring product safety****Production and provision of products and services that meet the safety laws and regulations stipulated by each country and region.****2) Ensuring product quality****Build and operate a company-wide system to ensure product quality.****3) Stable supply****Strive to prevent risks and always strive to provide a stable supply of products and services.**

- 1) When designing a product, it is necessary to ensure sufficient product safety, and to sell the product in consideration of its responsibility as a manufacturer. Regarding product safety, it is important not only to comply with laws and regulations, but also to consider the safety that should normally be maintained.
- 2) As a mechanism for quality assurance activities, there are quality management systems such as the ISO9000 family and IATF16949. A quality management system is a general management system for promoting quality assurance activities, and includes organizational structure, planned activities, division of responsibilities, practices, procedures, processes, and management resources. Here, quality assurance activities refer to creating a quality policy, implementing, achieving, reviewing, and maintaining measures in accordance with the policy. It means making continuous improvements.

- 3) In order to achieve stable supply, it is important to analyze the risks related to the business activities of companies and to build and operate a company-wide management system.

Even if an unforeseen situation occurs, it is possible to plan for business continuity and early recovery in an emergency by carefully preparing a business continuity plan (BCP) as a company-wide activity from normal times. BCP is a plan to ensure that important operations and businesses are not interrupted even if they are damaged by a disaster or accident, if there is further disruption, the BCP can plan for resumption as soon as possible. It is a plan to pursue business continuation. Furthermore, strategic management (“Business Continuity Management: BCM”) including the operation and review of BCP, which is required.

The Yokohama Rubber Group's procurement policy is to build relationships of trust with business partners based on fair and equitable transactions, and strive for coexistence, co-prosperity and mutual development. We select suppliers based on economic rationality, taking into account of comprehensive considerations for the environment, human rights, and occupational health and safety. We believe that true CSR is to expand business relationships with business partners who agree with and respond to our policies at the location of our production sites, and to strive for coexistence and co-prosperity not only with a single company but also with the local community.

We ask that you refer to these guidelines and promote CSR together with the Yokohama Rubber Group.



We request that the person in charge of CSR acknowledge with a ~~as~~ signatory confirmation that the business partner understands the content of this guideline and agrees with it.

Kindly send it to the address provided separately after person in charge of CSR acknowledged the Confirmation of Compliance (or someone-of equivalent position).

### **Confirmation of compliance**

Company name:

Customer code:

Date:

Signature:

-----

Signatory's name:

Signatory's position: