



CSR Procurement Policy Guidelines

T-Gaia Corporation
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1. Fair and Equitable Business Activities in Compliance with Laws and Regulations

The T-Gaia Group will comply with domestic and international laws and regulations, as well as internal rules, and promote fair and equitable procurement activities.

■ Guidelines

(1) Compliance	The T-Gaia Group will comply with laws, regulations, and internal rules, and also act responsibly in accordance with social norms.
(2) Anti-Corruption	The T-Gaia Group will maintain fair and equitable relationships with all stakeholders, including customers and business partners. Also, we will not engage in corruption, bribery, or other dishonest conduct.
(3) Information Disclosure	The T-Gaia Group will promptly and proactively disclose information about any misconduct that has occurred, including information related to labor, the environment, financial condition, or performance, in accordance with applicable laws, regulations and industry practices.
(4) Structure Development	The T-Gaia Group will conduct education and awareness-raising for employees on compliance and anti-corruption, and will ensure prompt reporting, communication, and consultation in the case of any problems. In addition, we will develop structures and refine systems to make them more effective for early resolution of problems.

2. Respect for Human Rights and Consideration for Occupational Health and Safety

The T-Gaia Group will promote procurement activities that do not involve forced labor, child labor, or discrimination, respect international human rights standards, and consider the working environment and safety of our employees.

■ Guidelines

(1) Elimination of Child Labor	The T-Gaia Group will protect children from employment that is detrimental to their health, safety, and morals, and will eliminate labor by children who are not yet of working age.
(2) Elimination of Forced Labor	The T-Gaia Group will not use work performed against the wishes of the workers, or labor performed by workers whose freedom to leave the employment is restricted.
(3) Elimination of Discrimination	The T-Gaia Group will actively promote diversity and inclusion by eliminating all discrimination and harassment in employment, appointment, promotion or other occasions on the grounds of race, religion, gender, gender identity, sexual orientation, age, nationality, birthplace, language, disability, marital status, pregnancy or other reasons.
(4) Payment of Reasonable Wages	The T-Gaia Group will comply with all relevant laws and regulations regarding minimum wages, overtime pay and other wage-related issues, and will pay wages in accordance with applicable laws and regulations.
(5) Application of Fair Working Hours	The T-Gaia Group will comply with statutory limits on overtime work, holidays and other working conditions. We properly manage employees' working hours and days off, with emphasis on their work-life balance.
(6) Freedom of Association and the Right to Collective Bargaining	The T-Gaia Group will comply with laws and regulations concerning freedom of association and collective bargaining, and will respect employees' rights to join a labor union, form a union, and engage in collective bargaining.
(7) Safety and Health Management	The T-Gaia Group will comply with laws and regulations, and establish systems and environments to create hygienic and healthy workplaces that are safe and free of accidents. In this way, we will strive to maintain and promote the physical and mental health of our employees.
(8) Preparedness for and Response to Emergencies and Industrial Accidents	In preparation for emergencies such as large-scale disasters, accidents, and industrial accidents, The T-Gaia Group will identify the probability of occurrence of such events and prepares necessary fire prevention kits, emergency supplies, and stockpiles to minimize damage to our employees and assets. We will also educate our employees so that they can respond promptly and appropriately in the event of a disaster.

3. Consideration for the Global Environment

The T-Gaia Group will promote procurement activities that take the global environment into consideration.

■ Guidelines

(1) Compliance	The T-Gaia Group rigorously adheres to environment-related laws and regulations, as well as agreements that we have accepted.
(2) Response to Climate Change, and Consideration for Natural Environment and Biodiversity	The T-Gaia Group will lower environmental impacts by reducing the greenhouse gases emitted throughout our business activities. The T-Gaia Group will also reduce greenhouse gas emissions through the proactive use of renewable energy. The T-Gaia Group conducts our business activities with consideration for the natural environment and biodiversity, and strive to maintain ecosystems.
(3) Initiatives for a Recycling-Oriented Society and Effective Use of Resources	The T-Gaia Group contributes to creating a recycling-oriented society by striving to minimize waste products in our business activities and reusing waste products and resources when possible.
(4) Management System for Environmental Response	The T-Gaia Group sets targets and goals related to reducing the burden on the environment and we regularly review these targets while continuously improving them.

4. Ensuring Product Quality and Safety

The T-Gaia Group will comply with domestic and international laws and regulations, as well as internal rules, and promote fair and equitable procurement activities.

■ Guidelines

(1) Compliance with Laws and Regulations Concerning the Safety and Quality of Products and Services

The T-Gaia Group designs, manufactures, sells, and provides products and services that meet the safety standards set forth by the laws and regulations of applicable countries, thereby providing sufficient safety and quality of products and services offered.

(2) Provision of Accurate Information on Products and Services

The T-Gaia Group provides accurate and non-misleading information about its products and services. We will promptly report any incorrect information.

5. Information Security Measures

The T-Gaia Group will appropriately manage and protect not only its own confidential and personal information but also such information received from customers and third parties, and will build mechanisms and management systems for that purpose.

■ Guidelines

(1) Provision of Products and Services with Consideration for Security and Privacy

The T-Gaia Group designs, manufactures, sells, and provides products and services with consideration for security and privacy as stipulated by the laws and regulations of applicable countries.

(2) Appropriate Management of Personal Information

The T-Gaia Group understands the importance of privacy protection and will appropriately manage personal information, such as personal information of customers, employees, and all others obtained in the course of its business activities.

(3) Thorough Measures to Prevent Leakage of Confidential Information

The T-Gaia Group will appropriately manage not only its own confidential information but also confidential information received from customers and third parties, and build management systems to prevent leakage of such information. In the event of any information leaks or suspected leaks, the T-Gaia Group will promptly notify all relevant parties and report the cause, the results of our response, and our measures to prevent recurrence.

6. Developing a Business Continuity Plan

In preparation for large-scale disasters, secondary disasters, accidents, spread of infectious diseases, and other events that could have a significant impact on its business continuity in Japan and overseas, The T-Gaia Group will develop systems to minimize the impact on all the parties concerned and educate employees on how to respond.

■ Guidelines

(1) Structure Development

In the case of an event that significantly impacts business continuity, The T-Gaia Group will endeavor to develop contact systems and means of contact so that we can report to, contact, and consult with all relevant parties and minimize the impact.

(2) Educational Activities for Employees

The T-Gaia Group prepares its employees to respond properly in the event of an emergency by providing them with education and training on business continuity.