



UNIPRES  
CSR Guidelines for Suppliers

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**UNIPRES CORPORATION**

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# 1. Unipres Purchasing Way

Unipres shall conduct its procurement activities in accordance with the following three basic guidelines.

## 1. Fair transactions

- Unipres shall build equitable, fair, and transparent relationships with all of its suppliers, inside and outside Japan. It shall also forge ties of mutual understanding and respect, and aim for coexistence and co-prosperity with them as business partners.
- In addition, Unipres shall constantly pursue new technology, high quality, and low costs in keeping with its management philosophy, and endeavor to strengthen its competitiveness through a concerted effort with its suppliers.

## 2. Compliance with CSR procurement

- In recent years, Unipres has been engaged in various CSR activities accompanying changes in the social situation. These activities include improvement of labor conditions, disclosure of environmental data on levels of CO2 emissions and energy use as well as establishment of targets for their reduction, expanded contribution to communities, and preparation of business continuity plans (BCP) and other initiatives to address risks.
- Unipres also requests its suppliers to understand, and actively cooperate with, CSR activities as members of society.
  - i. Compliance with laws and regulations
  - ii. Reinforcement of in-house systems
  - iii. Sure notification to all suppliers throughout the supply chain

## 3. Approaches to green procurement

- At Unipres, each and every employee is taking action on his or her own initiative to protect the global and local environments, in keeping with the Unipres Environmental Policies and Green Procurement Guidelines. Our product development takes account of not only product safety but also reduction of environment-burdening substances and conservation of resources and energy, for the purpose of curtailing environmental impact to a minimal level.
- Furthermore, we believe that the automotive industry as a whole, from automakers to small and medium manufacturers of parts throughout the supply chain, must fulfill their social responsibilities from their respective standpoints. We are therefore requesting the cooperation of our suppliers, too, in approaches to green procurement.

## 2. CSR Guidelines for Suppliers

### 2.1 Overview and Use of These Guidelines

These Guidelines aim to encourage our suppliers to review their corporate activities from a CSR perspective and to take clear action to further improve their CSR governance and performance where necessary. We have selected 25 specific items from five areas where expectations on supplier performance are especially high in the automobile industry.

### 2.2 CSR Areas and Items

#### 2.2.1 Compliance

##### **Compliance with the law**

Comply with the laws in all countries and regions. Establish and deploy policies, strategies, codes of conduct, reporting systems, training programs and all other means necessary to ensure thorough, companywide compliance.

##### **Compliance with competition laws**

Comply with competition laws in all countries and regions. Do not engage in practices such as illegal monopolies, improper trade restrictions (cartels, bid rigging, etc.), unfair business practices or abuse of dominant positions.

##### **Preventing corruption**

Strive to forge transparent and fair relations with your suppliers and make sure political contributions and donations are in accordance with the laws in all countries and regions. Do not accept from or provide suppliers with gifts, services or hospitality intended to influence a business relationship or induce improper conduct.

##### **Managing and safeguarding personal and confidential information**

Obtain personal and/or confidential information about customers, third parties and employees only through legitimate methods. Rigorously control and protect this information and use it only within the appropriate scope and in accordance with the laws of all countries and regions.

##### **Managing exports**

Undertake appropriate procedures and management of exports of technologies and goods restricted by the laws and regulations of all countries and regions.

##### **Protecting intellectual property**

Protect intellectual property rights owned by or affiliated with your own company. Do not obtain third-party intellectual property by unlawful means nor make improper use of it.

##### **Responsible procurement of minerals**

Record information on conflict minerals and report the same to Unipres when requested to provide data. Comply with laws regarding responsible procurement of minerals.

## **2.2.2 Safety and Quality**

### **Providing products and services that meet customer needs**

Identify customer needs in order to develop and provide socially effective products, in particular products that can be easily used by all of our customers. Provide products that save energy, save resources or limit their environmental impact.

### **Ensuring safety of products and services**

Produce and provide products and services that meet or exceed the safety laws and regulations set by each country and region.

### **Ensuring quality of products and services**

Establish and operate company-wide quality assurance mechanisms.

## **2.2.3 Human Rights and Labor**

### **Discrimination**

Do not discriminate in any aspect of employment (recruitment, employment, promotion, wages, dismissal, retirement, assignment of duties, disciplinary measures, etc.) on the basis of race, nationality, gender, religion, disability, age, background or any other legally prohibited reason.

### **Respecting human rights**

Do not allow any form of harassment in the workplace on the basis of race, nationality, gender, religion, disability, age, background, position in the company, employment status or any other reason.

### **Prohibiting child labor**

Do not permit the employment of minors who do not meet the legal minimum working age of each country and region and in all cases if minors are below the age of 15, in accordance with Unipres policy.

### **Prohibiting forced labor**

Do not practice forced labor. Guarantee that all labor is voluntary and that employees are free to leave their jobs.

### **Remuneration**

Comply with the laws of each country and region regarding minimum wages, overtime, wage deductions, performance-based pay and other remuneration.

### **Working hours**

Comply with the laws of each country and region regarding the setting of employees' working hours (including overtime) and the granting of scheduled days off and paid annual vacation time.

### **Dialogue and consultation with employees**

Undertake sincere consultation and dialogue with employees or their representatives. Recognize employees' right to associate or not associate based on the laws of each country and region of operation.

### **Ensuring a safe and healthy working environment**

Make the health and safety of workers the top priority and make every effort to prevent occupational accidents.

## **Details of Unipres CSR guidelines for human rights and labor:**

- Unipres Global Code of Conduct

<https://www.unipres.co.jp/en/csr/governance/>

## **2.2.4 Environment**

### **Environmental management**

Comply with current laws and try to anticipate changes or trends in law in each country or region. Build and continuously operate and improve companywide management scheme for pursuing a wide range of environmental activities. Record and report to Unipres, when the information is requested.

### **Reducing greenhouse gas emissions**

Comply with current laws and try to anticipate changes or trends in law in each country or region. Manage greenhouse gas emissions from business activities and pursue reduction efforts. Strive to use energy effectively. Record and report to Unipres, when the data is requested.

### **Preventing air, water and soil pollution**

Comply with current laws and try to anticipate changes or trends in law in each country or region of operation regarding the prevention of air, water and soil pollution. Prevent pollution by undertaking continuous monitoring and reduction of pollutants. Record and report to Unipres when the data is requested.

### **Saving resources and reducing waste**

Comply with the laws of each country and region regarding proper disposal and recycling of waste. Strive to reduce water consumption as well as the amount of final waste disposal by using resources effectively. Record and report to Unipres, when the data is requested.

### **Managing chemical substances**

Comply with current laws and try to anticipate changes or trends in law in each country or region. Specify and safely manage chemical substances that have the potential to pollute the environment, present risks for employees or vehicle occupants. Do not include chemical substances prohibited by the laws of each country and region in products or use prohibited chemical substances in manufacturing processes. Record and report to the relevant authorities the amounts of emissions of chemical substances designated by the laws of each country and region. Record and report to Unipres, when the data is requested.

### **Ecosystem conservation**

Exercise care regarding the impact of corporate activity and parts production, including raw material acquisition on the ecosystem.

## **Details of Unipres CSR guidelines for environment:**

- Unipres Green Purchasing Guidelines

<https://www.unipres.co.jp/en/csr/environment/supply.html>

## **2.2.5 Information Disclosure**

### **Disclosing information to stakeholders**

Disclose information on financial situation, results and business activities to stakeholders in a timely and appropriate manner. Strive to maintain and develop mutual understanding and relations of trust with stakeholders through open and fair communication.

## 2. To Our Suppliers

As noted above, social demands for compliance with laws and regulations as well as socially accepted conventions have been rising in recent years, and CSR activities have already spread among our suppliers, too. In light of this situation, Unipres is requesting its suppliers to comply with the CSR Guidelines. To confirm commitment to comply with the CSR Guidelines, Unipres requests the written commitment of suppliers to the CSR Guidelines..

We have also clearly indicated action to be taken in the event of cases that are not in compliance with the CSR Guidelines.

We ask for your understanding of the items noted below.

1. Unipres requires compliance with all pertinent laws, regulations, and norms by its suppliers.  
This is stipulated in Item 2.2.1, "Compliance," of the CSR Guidelines.  
We also request suppliers to have their own suppliers including consignment suppliers promote compliance with laws, regulations, and norms.  
In the event of cases that are not in conformance with the CSR Guidelines in Unipres approaches or activities, we request notification of the same through the organizational unit in charge of procurement.
2. We request the construction and operation of an in-house system for achievement of the agenda noted in 1 above.
3. In the event of a compliance violation in the business activities of suppliers, we request immediate notification of the same to Unipres and a report on the results of an investigation of the violation as well as plans for improvement.  
Unipres may stop making any requests for new estimates until the plans for improvement are considered appropriate in its judgment.

# SUPPLIER COMMITMENT

Unipres request that all suppliers who receive the CSR Guidelines submit the "Supplier Commitment" form signed by a legal representative.

By signing this form, the supplier acknowledges having read and accepted all the aforementioned terms and conditions as regards all services or parts ordered by or delivered to Unipres.

The supplier recognizes that Unipres encourage dissemination of the principles included in the present guidelines throughout his own supply chain.

Company name:

Supplier account number(s):

Address:

Signatory's name:

Signatory's function:

Date:

Signature:

Please submit this form (original copy) to the organizational unit in charge of procurement.