

Fujicopian Procurement Guidelines

(First edition)

Purchasing Department
Fujicopian Co., Ltd.
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1. Introduction

Fujicopian ensures a sound, sustainable, and reliable supply chain *1 to stably manufacture high-quality products and meet customer expectations . Furthermore, through its purchasing and procurement activities, Fujicopian prioritizes legal compliance, social responsibility, and environmental considerations, conducting sound business practices.

*1 The supply chain includes not only production materials but also the purchase of office supplies, machinery, equipment, and other services necessary for business activities .

Based on our management philosophy, code of ethics, and basic procurement policy, we aim to build a sound and sustainable supply chain. We would like to share the following points that we consider important and would like to address together with our business partners. We kindly ask for your understanding and cooperation regarding this policy.

Fujicopian Management Philosophy

Our company will contribute to the international community and achieve greater growth by gaining customer satisfaction through our technological capabilities and proactive approach.

Respect for humanity

The pursuit of rationality

Turn your desires into reality

Fujicopian Code of Ethics

Based on the following eight principles, we will abide by domestic and international laws, social norms, international rules and their spirit, and act with social conscience.

- (1) We develop and provide socially useful and safe products and services that meet the needs of society.
- (2) We will conduct fair, transparent, and free competition and trade. We will also maintain sound and proper relationships with politics and administration.
- (3) We will engage in dialogue with shareholders and society at large, and proactively and fairly disclose corporate information.
- (4) We respect the diversity, personality, and individuality of our employees, while ensuring a safe and comfortable working environment.
- (5) We recognize that addressing environmental issues is a common challenge for humanity, a challenge for businesses, and an essential requirement for the existence and activities of businesses, and we will act proactively and voluntarily.
- (6) We will resolutely confront antisocial forces and organizations that threaten the order and safety of civil society.
- (7) Top management recognizes that realizing the spirit of this code of ethics is their responsibility and will take the lead in establishing internal systems and ensuring thorough dissemination of its principles.
- (8) If any situation arises that violates these principles, the top management will personally take responsibility for resolving the issue, investigating the cause, taking measures to prevent recurrence, and imposing strict disciplinary action.

Fujicopian Procurement Basic Policy

1. Ensuring fairness, impartiality, and transparency

We conduct fair, equitable, and transparent purchasing and procurement activities. When selecting business partners, we evaluate them from a comprehensive perspective, including price, quality, and reliability, and make decisions based on appropriate criteria.

2. Ensuring quality

We clearly define the necessary quality standards and purchase and procure high-quality materials.

3. Legal compliance

In our purchasing and procurement activities, we comply with all relevant laws and social norms.

4. Strengthening partnerships

We view our business partners as trustworthy business partners and aim for mutual growth.

We will build long-term and stable relationships and work together to promote technological innovation and efficient purchasing and procurement.

5. Promoting Sustainability

We promote the adoption of environmentally friendly materials and processes. We contribute to corporate sustainability by adopting environmentally conscious materials and promoting purchasing and procurement practices that are mindful of carbon neutrality.

6. Maximizing cost efficiency

We prioritize cost-effectiveness in the purchasing and procurement process, achieving efficient purchasing and procurement that contributes to enhancing corporate value. At the same time, we reduce waste and support sustainable operations.

A request to our business partners

We ask our business partners to review the following points and to work towards building a responsible supply chain.

1. Labor

We ask our business partners to respect the human rights of workers and treat them with dignity and respect, including all workers, such as temporary employees, migrant workers, students, contract workers, direct employees, and workers of other employment types.

- 1) To comply with labor standards.
- 2) To comply with laws and international norms, including fair wages and the prohibition of unfair discrimination.

2. Safety and health

We ask our business partners to recognize that, in addition to minimizing work-related injuries and illnesses, a safe and hygienic work environment, both physically and mentally, improves the quality of products and services, the consistency of manufacturing, and the retention and motivation of workers. They also recognize that listening to and educating workers is essential to identifying and resolving workplace safety and health issues.

- 1) To prepare for disaster risks, implement emergency measures, communication networks, and training exercises.
- 2) To provide appropriate workplace safety and health information and training.

3. Environment

Our business partners recognize that environmental responsibility is essential to the manufacture of their products, and that they must identify environmental impacts while protecting public safety and health, and minimize harm to local communities, the environment, and natural resources.

- 1) To reduce environmental impact, we will undertake initiatives including reducing greenhouse gas emissions, minimizing waste, and eliminating hazardous substances, as well as engaging in environmental protection activities throughout the entire supply chain.
- 2) To comply with environmental laws and regulations.

4. Ethics

To fulfill our social responsibility and achieve market success, we ask our business partners to maintain the highest ethical standards, including the following:

- 1) To eliminate inappropriate profits and conduct fair and equitable transactions.
- 2) We respect intellectual property, and the transfer of technology and know-how is carried out in a way that protects intellectual property rights.
- 3) Our business partners are required to comply with legal and regulatory requirements regarding the protection of personal information and information security.