

## Miki Shoko Code of Conduct for Suppliers

Miki Shoko (including Group companies) requires all suppliers to comply with the following standards.

### Forced Labor

Suppliers shall not use any form of involuntary labor, whether in the form of prison labor, bonded labor, indentured servitude, slave labor, labor acquired through human trafficking, or otherwise.

### Child labor

No child who is below the minimum age shall be used at any stage of manufacturing. "Child" shall mean a person who is under 15 years of age (under 14 years of age where permitted by local law) or a person who, even if of or above the preceding age, is below the minimum age of employment under local law or has not completed compulsory education. In the case of employment of young workers who do not meet the definition of a child, suppliers shall comply with all laws and regulations applicable to such young workers.

### Free Choice of Employment

Suppliers shall not use forced, bonded (including debt bondage), or prison labor, or labor acquired through slavery or human trafficking. Suppliers shall in addition not impose unreasonable constraints on the free movement of workers, including access to dormitories and company housing by the company. When workers (including foreign workers such as foreign technical interns) are hired, an employment contract prepared in workers' native language and including the terms of employment must be entered, and workers must be provided with a copy of the employment contract. Workers may freely terminate their employment.

### Freedom of Association and Collective Bargaining

Suppliers shall respect the right of workers to organize in a legal and peaceful manner and to engage in collective bargaining, and shall not punish or hinder the exercise of such right.

### Violence, Punishment, Intimidation, and Harassment

Suppliers shall not threaten workers with corporal punishment or violence, or commit other physical, sexual, psychological, or verbal abuse or harassment.

### Discrimination

Suppliers shall not discriminate on the basis of race, religion, age, nationality, sexual orientation, gender, political opinion, pregnancy, marriage, or disability in regard to employment practices, including wages, employee benefits, promotions, disciplinary action, dismissals, and retirements.

### Wages and Rewards

Wages are a key element in meeting workers' basic human needs. Suppliers shall comply with all applicable laws and regulations regarding wages and other conditions of employment, and shall provide the required employee benefits. Where overtime work is performed, suppliers shall pay a proper wage at the overtime rate specified by law. Where no overtime rate is specified by law, suppliers shall pay an amount that is at least equal to the normal hourly wage.

### Working Hours

Regarding overtime work and maximum working hours, workers shall not, except in special business circumstances, be required to work in excess of the lesser of 60 hours per week (including overtime work) or the maximum number of hours of normal and overtime work permitted by law. In addition, except in special business circumstances, workers shall receive at least 24 consecutive hours off work every seven days.

### Health and Safety

Suppliers shall provide workers with safe and healthy workplaces in compliance with all applicable laws and regulations, allow workers unhindered access to, at the least, drinking water and sanitary facilities, and provide workers with periodic safety training to ensure safety in the event of a fire and the proper use of lighting and ventilation. Suppliers shall ensure that company housing, dormitories, and refectories provided for workers meet similar health and safety standards.

### Environment

Suppliers shall comply with all applicable laws and regulations on the environment and shall endeavor to minimize adverse impacts on the global environment and natural resources.

### Intellectual Property Rights

Suppliers shall use, manage, protect, and respect information and intellectual property rights in an appropriate manner.

### Quality Control

Suppliers shall establish policies regarding quality, inform employees and stakeholders of their content, constantly endeavor to improve quality, and produce products and services in accordance with the quality control standards of Miki Shoko.

The term “applicable laws and regulations” as used in this Code of Conduct shall include regional and national laws and ordinances, applicable ILO conventions, and voluntary industrial standards.