

CSR Supplier Guideline

Revised on July 20th, 2017

Guideline		
1. Legal Compliance, Procurement Ethics	1-1. Compliance with legal regulations and rules	Business shall be conducted in compliance with legal regulations and social rules of related countries.
	1-2. Contract fulfillment	Business shall be conducted on contract fulfillment with supplier.
	1-3. Keeping confidential information obtained from supplier	Confidential information obtained from supplier shall be preserved and treated appropriately.
	1-4. Building confidential relationship with supplier	Confidential relationship with suppliers shall be built through fair equitable deal and adequate information disclosure.
	1-5. Exclusion of fraud	Inappropriate benefit granting and/or receipt in a relationship with stakeholders is prohibited.
	1-6. Respecting intellectual property	Infringement of intellectual property of other companies is prohibited.
	1-7. Prohibiting the abuse of dominant bargaining position	Behaviour that harm supplier's profit through the abuse of a dominant bargaining position is prohibited.
	1-8. Prohibiting corruption and bribe	Bribe and illegal political donations are prohibited to maintain healthy and right relation with politicians and governments.
	1-9. Information disclosure	Information shall be provided and disclosed in a positive manner to stakeholders.
2. Consciousness of Environmental Preservation	2-1. Promoting raw material procurement conscious of environmental preservation	Impact to natural environment on raw material procurement operations shall be controlled as minimally as possible.
	2-2. Consciousness of sustainability, biodiversity and ecosystem	Every effort shall be made to grasp impact on sustainability, biodiversity and ecosystem and to keep making necessary improvements.
	2-3. Cyclic use of natural resources and energy	Voluntary targets for conserving resources and energy shall be set to utilize sustainable natural resources and energy effectively.
	2-4. Reducing amount of carbon dioxide emission	Voluntary target for reducing amount of carbon dioxide emissions shall be set to reduce continuously.
	2-5. Reducing wastes	Voluntary target for reducing amount of final wastes shall be set to reduce continuously.
	2-6. Control of chemical substances	Chemical substances used in plant and designated by legal regulations in the country shall be controlled appropriately.
	2-7. Environmental management system	Environmental management system shall be constructed and operated properly.
	2-8. Controlling impact on local society	Legal regulations on noise, vibration, odor, drainage and fishery in the country shall be respected and necessary countermeasures shall be taken.
	2-9. Information disclosure of environmental conservation activities	The result of environmental preservation activities shall be disclosed as needed.
3. Respects for human rights	3-1. Prohibiting forced labor	All forms of forced labor and the employment of child below legal age are strictly prohibited.
	3-2. Prohibiting inhumane treatment of employees	Human rights of employees are respected. Inhumane treatment including abuse and harassment is prohibited.
	3-3. Respect for employees' right to organize, industrial health and safety	Employees' right to organize shall be respected. Risks of industrial accident and disease in workplace shall be identified to take countermeasures.
	3-4. Execution of employment contract	Employment contract shall be executed to employ workers and complied with legal regulations in each region.
	3-5. Prohibiting discrimination	Cultures of each region shall be respected. Discrimination in conditions, such as recruitment, employment and salary, on the basis of race, tribe, nationality religion and disability.
	3-6. Appropriate salary payment	Appropriate salary to each employee's working situation shall be paid on the basis of legal regulations in each region. Unfair salary reduction is prohibited.
	3-7. Working hours management	Employees' working hour, non-working days and holidays shall be managed appropriately not to exceed legal limitation.
	3-8. Workplace environment management	Industrial health and safety in facilities for employees' life, such as dormitory, dining room and bathroom shall be ensured appropriately.
	3-9. Employees' health management	Employees' health condition shall be perceived and managed appropriately.
	3-10. Emergency response to disasters and accidents	Emergency countermeasures for protecting employees' life and safety based on possible disasters and accidents shall be prepared and well-recognized among workplace
	3-11. Education for employees	Education for employees shall be provided regarding industrial health and safety.
4. Collaboration with Suppliers and Partners	4-1. Collaboration with suppliers	The Nissui Group shall promote close collaboration with suppliers as important business partner.
	4-2. Understanding on the policy and support	The Nissui Group shall ask suppliers and partners to understand this policy and support and cooperate with purchasing activities.
	4-3. Response to proposals from suppliers	Various proposals by suppliers and partners are examined and studied by the Nissui Group in a serious manner.
5. Ensuring quality and safety	5-1. Ensuring product safety	Products and raw material shall satisfy the safety and quality standards required under the legal regulations of Japan and related countries, social rules and customers' requirements.
	5-2. Operating quality management system	Quality management system shall be constructed and operated properly.
	5-3. Education for employees	Education for employees shall be provided regarding product quality and safety.
	5-4. Food defence	Appropriate countermeasures shall be taken against food defence.
6. Information security	6-1. Protection against computer network threats	Countermeasures against computer network threats shall be taken and managed not to cause damage not only to our company but also others'.
	6-2. Personal information protection	Personal information of customers, third parties and employees shall be protected and managed appropriately.
7. Contribution to society	7-1. Contribution to regional and local society	Voluntary contribution activities for development of international, regional and local society shall be operated.