

COMSYS Group Basic Procurement Policy

Introduction

The COMSYS Group (hereinafter referred to as "we") recognizes that fulfilling corporate responsibilities such as compliance with laws and regulations, environmental protection, human rights, quality, health and safety, and information security requires efforts not only within our group but throughout the entire supply chain. Based on this understanding, we have formulated the "COMSYS Group Basic Procurement Policy" (hereinafter referred to as "this policy").

We strive to build strong partnerships with our suppliers and, through collaboration, establish a sustainable supply chain while engaging in responsible procurement activities.

1. Fair and Impartial Transactions

The selection of suppliers will be conducted fairly and impartially, evaluating comprehensively based on the quality, reliability, delivery time, and price of materials and services, as well as the financial stability of the suppliers.

2. Compliance with Laws and Social Norms

We comply with domestic and international laws and social norms related to business activities, engage in sound and fair procurement activities, and do not partake in any fraudulent activities.

3. Environmental Consideration

We actively work to preserve the environment and reduce environmental impact throughout the entire supply chain, contributing to the creation of a sustainable society.

4. Consideration for Human Rights and Labor Environment

We respect the human rights and diversity of all individuals throughout the supply chain, ensuring the prohibition of discrimination, various forms of harassment, child labor, and forced labor. We also strive to create a healthy workplace environment by managing appropriate wages, working hours, holidays, and vacation.

5. Ensuring Quality and Safety

To maintain and improve the quality of products provided to our customers and ensure safety, we strive to establish and enhance quality and safety assurance systems, adhering to the following:

- (1) Establishing systems to guarantee quality and safety.
- (2) Efforts to maintain and improve quality and safety.
- (3) Striving for business improvement and cost reduction.

6. **Ensuring Health and Safety**

We ensure workplace safety and health, prevent occupational accidents, and conduct procurement activities with a focus on health and safety.

7. **Building Good Partnerships with Suppliers**

Based on mutual trust, we aim to improve each other's technical capabilities and work towards building strong partnerships. We do not engage in providing or receiving inappropriate benefits using business positions. We strictly refuse any inappropriate benefits from suppliers.

8. **Protection of Information Security**

We manage and protect confidential information and personal information appropriately to prevent leakage and strengthen information security. Confidential information obtained through transactions will not be disclosed to third parties without the supplier's consent.

9. **Stable Supply and Disaster Response**

We maintain a BCP (Business Continuity Plan) system during normal times and contribute to swift recovery during disasters. Additionally, we strive to establish a stable and flexible supply system to ensure continuous product supply to customers and respond to demand fluctuations.

10. **Requests to Our Suppliers**

We ask our suppliers to understand the purpose and content of this policy and cooperate with us throughout the entire supply chain, including partner companies.

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Hiroshi Tanabe

President and Representative Director