

Human Rights Policy of the Nippon Manufacturing Service Group

Nippon Manufacturing Service Corporation and the group companies (hereinafter “the Nippon Manufacturing Service Group”) have established “developing human potential” as part of our management philosophy. The Group believes that “the growth of each and every employee drives our company forward.” The Group engages in business activities in various countries and regions based on that idea.

The foundation to that is a spirit to respect human rights. The Nippon Manufacturing Service Group has now established the Human Rights Policy of the Nippon Manufacturing Service Group (hereinafter “the Policy”) as guidelines to further enhance that spirit and to fulfill our responsibilities toward human rights over the whole of the Group.

All the Nippon Manufacturing Service Group’s officers and employees* (hereinafter “we,” “us” or “our”) respect human rights in our business activities based on the Policy. Together with this, we aim to realize growth with value in each and every employee.

*Employees refers to those who have an employment relationship with the Nippon Manufacturing Service Group. They include contract employees and part-time employees.

1. Our Basic Approach to Respect for Human Rights

We uphold internationally-recognized human rights norms including the International Bill of Human Rights and the International Labor Organization’s (ILO) Declaration on Fundamental Principles and Rights at Work. We respect human rights in accordance with those norms.

Moreover, we also refer to the Responsible Business Alliance’s (RBA)* code of conduct and various standards to grasp the demands of the times and human rights issues in industry.

In addition, we comply with laws/ordinances and regulations relating to human rights in the countries and regions where we do business. If the human rights laws/ordinances and regulations of that country or region differ to the internationally-recognized human rights norms, we respect internationally-recognized human rights norms to the maximum extent possible.

2. Human Rights Issues Relating to Our Business Activities

We recognize that initiatives for the following human rights issues relating to our business activities are important elements of respect for human rights.

(1) Discrimination

We respect the human rights and diversity of individuals. Accordingly, we do not tolerate any form of discrimination including with respect to nationality, race, skin color, age, gender, sexual orientation, gender identity, religion, ideology, disability, pregnancy, and other forms of discrimination specified in the laws/ordinances of the countries and

regions where we do business.

(2) Harassment

We do not tolerate any form of harassment or oppression whether mental or physical such as sexual harassment, sexual abuse, corporal punishment or verbal abuse.

(3) Forced Labor, Modern Slavery and Child Labor

We do not tolerate any form of forced labor through violence, intimidation or debt or any form of modern slavery including human trafficking. Moreover, we do not tolerate child labor. We define “child” or “children” herein according to the definition of the minimum working age stipulated by the laws/ordinances of the countries and regions where we do business.

(4) Occupational Health and Safety and Product Safety

We protect employees from occupational accidents and strive to improve the level of health and safety in our workplaces to maintain and promote an environment where employees can work in peace of mind. In addition, we work to guarantee safety by taking all possible measures to ensure there is no threat to the lives and health of the people who use the products and services we provide.

(5) Guarantee of Appropriate Working Hours, Breaks, Holidays and Leave

We respect the right of our employees to lead healthy lives. We comply with the laws/regulations applicable in the countries and regions where we do business in regards to working hours and the acquisition of breaks, holidays and leave.

(6) Respect for Privacy

We respect and protect the privacy of individuals. We comply with the relevant laws/ordinances and regulations in the countries and regions where we do business and our internal regulations when handling personal information.

(7) Freedom of Association

We respect the right of all our employees form and join a labor union, bargain collectively and participate in peaceful assembly at their own discretion as well as the right to refrain from doing so in accordance with the laws/ordinances applicable in the countries and regions where we do business.

3. Establishment of a Human Rights Inquiries Desk

We have established and appropriately operate an inquiries desk so that we can receive inquiries relating to human rights anonymously.

4. Remedy and Correction

If it becomes clear human rights have been violated, we work to remedy that violation through

appropriate means. At the same time, we take corrective measures to prevent a recurrence of that violation.

5. Education and Training

We provide suitable and appropriate education and develop abilities so that all our employees understand the Policy and ensure it permeates through the Group.

The Policy above was approved at a Board of Directors' meeting for Nippon Manufacturing Service Corporation on October 20, 2023.

October 20, 2023

Masato Matsumoto
President and CEO
Nippon Manufacturing Service Corporation

*The Company upholds the approach of the RBA which has stipulated a code of conduct concerning work, health and safety, the environment, and ethics in the electrical and electronic equipment industry.