

ONE  
STEP  
FORWARD

  
— Supply Chain Solution Provider —

## Shin Shin Group Supplier Code of Conduct

Based on our management philosophy "Advance One Step Forward (ONE STEP FORWARD)," we will continue to take on the challenge of "Creativity and Innovation" in the provision of supply chain solutions and services. By achieving sustained growth, we will engage in our daily business activities with integrity and fairness in order to contribute to society.

We have established the Shin Shin Group Supplier Code of Conduct with the aim of fulfilling our social responsibilities more reliably in the supply chain that we have built with our Suppliers who are our important partners.

We intend to solidify our supply chain in consideration of our social responsibilities and continue to aim for the realization of a sustainable society by working even more closely with our Suppliers.

Please understand the purpose of this Code and comply with this Code in addition to all applicable laws and social norms. In addition, we ask our Suppliers that they ask their Suppliers in the supply chain for understanding and implementing this Code.

Please do not hesitate to contact us if you have any questions or opinions about the Code.

Shin Shin Co., Ltd.

Ver.1.0

January 1, 2025

## 1. Legal Compliance

In all aspects of our business activities, please observe the laws and social regulations of the countries and regions in which we operate, and respect international codes of conduct.

## 2. Human rights and labor

- 1) Please respect the free will of employees and refrain from forced labor, slave labor, trafficking in persons, bonded labor or forced prison labor.
- 2) In no event shall a child under the minimum working age be permitted to engage in labor. Employees under the age of 18 should only engage in non-hazardous work.
- 3) Please observe the legal working hours, provide proper holidays and leave, and manage labor.
- 4) Please comply with all applicable wage laws and regulations, including those relating to minimum wages, overtime work and statutory employee benefits.
- 5) Please respect the basic human rights of all people and avoid harming discrimination or personal dignity on the basis of race, age, sex, nationality, ethnicity, religion, educational background, beliefs, sexual orientation/identity, disability, etc.
- 6) Power harassment, sexual harassment, and other harassment, bullying, etc. shall be strictly prohibited, and in the event that such harassment or bullying is discovered, resolute measures shall be taken.
- 7) Please respect the right of employees to form, join, and bargain collectively.
- 8) Please provide regular opportunities for communication with employees. In addition, please create an environment in which employees can express their opinions and concerns, such as by setting up a consultation office.

## 3. Safety and Health

- 1) Please comply with all relevant laws and regulations, and create a comfortable work environment that ensures the occupational safety and health of all workers.
- 2) Employees' health conditions should be ascertained by, for example, conducting health examinations at the level stipulated by laws and regulations, and efforts should be made to maintain and improve health and to detect health at an early stage. In addition, please take measures to prevent health hazards and mental health problems caused by overwork.
- 3) Please establish a safety management system to prevent occupational accidents and accidents through accident prevention activities such as inspections of workplace facilities (buildings, workplaces, machinery and equipment).
- 4) Please send safety and health information in the employee's native language or in an understandable language.

## 4. Environment

- 1) In-house facilities must comply with environmental laws and regulations and conduct business operations with consideration for the global environment.
- 2) Please work on environmental issues that require reduction of greenhouse gas emissions, promotion of resource recycling, management of water resources, management of chemical substances, conservation of biodiversity, and other measures.
- 3) Please establish a management system for chemical substances contained in products and meet the requirements of the latest version of Shin Shin Green Procurement Guidelines for the Management of Chemical Substances Contained in Products.

## **5.Fair corporate activities**

- 1)Please comply with all relevant laws and regulations, and promote fair and transparent business transactions. Please do not engage in any anticompetitive activities such as bribery, corruption, abuse of a dominant position, conflict of interest, cartel or collusion.
- 2)You must refuse to engage in any business with any antisocial force or organization that threatens social order or safety.
- 3)Please disclose corporate information such as the company's business conditions and activities accurately and timely to stakeholders in accordance with relevant laws and regulations.
- 4)Please protect your intellectual property rights from infringement by any third party and do not infringe the intellectual property rights of any third party.
- 5)The promotional materials, product packaging, instructions, etc., as well as the advertisements shall be fair and correct based on the facts. These should not be content that deceives customers, but must be based on facts.
- 6)Please develop a system to investigate the supply chain related to products, etc. to prevent the use of minerals illegally mined in conflict-affected countries and high-risk countries that are involved in human rights violations, environmental destruction, or conflicts.
- 7)You must comply with the related laws and economic sanctions of your place of business and conduct proper import and export transactions in order to maintain international peace and security.
- 8)In addition to ensuring the safety of the products and services we provide, please proactively promote the establishment and operation of a system for managing quality, delivery times, and costs based on an optimal level.

## **6.Information Security**

- 1)Thorough management of confidential information, personal information, customer information and other information handled in the course of business shall be implemented, and the management system and management regulations shall be established to prevent improper or unfair use and leakage.
- 2)When using information systems, please take organizational, human, physical, and technical safeguards against threats on computer networks (such as unauthorized access, malware, and targeted attacks).

## **7.Business continuity**

In preparation for natural disasters and other contingencies, the highest priority should be placed on ensuring the safety of employees and their families. At the same time, please establish a management system and prepare a business continuity plan to minimize the impact on stakeholders.