

# Tokyu Construction Group Supplier Code of Conduct



**TOKYU CONSTRUCTION**

In order to fulfill our social responsibilities and realize sustainable procurement, the Tokyu Construction Group believes it is essential to work with our business partners, including partner companies and suppliers, to address social issues such as human rights, labor safety and the environment, throughout the entire supply chain. We ask our business partners to understand and support the Tokyu Construction Group Supplier Code of Conduct, and to ask their own company's business partners to support the Code of Conduct.

## 1. Strict Compliance with Laws and Regulations, and Fair and Equitable Transactions

- Comply with applicable laws, standards and social norms in the countries and regions in which we operate.
- Establish policies and systems to ensure thorough compliance. Each employee shall maintain a strong sense of ethics, and act with common sense and responsibility.
- Promote fair and equitable transactions and refrain from acts that impede transparent and free competition (bribes, corruption, abuse of superior positions, conflicts of interest, cartels, bid-rigging, etc.).
- Protect your own company's intellectual property rights from infringement by third parties and do not infringe on third parties' intellectual property rights.
- Ensure the transparency of corporate information and provide timely and accurate information to stakeholders.

## 2. Ensuring Quality

- Strive to ensure and improve the quality of the construction products and services provided. Establish policies and management systems for this purpose.

## 3. Ensuring Safety and Health

- Develop a comfortable work environment, ensuring the safety and health of all workers in the course of their duties, in compliance with relevant laws and regulations.
- Make efforts to prevent industrial accidents through accident prevention activities, including the establishment of appropriate safety management systems and necessary rules, and inspections of equipment, and take appropriate corrective measures in the event of an accident or trouble.
- Thoroughly ensure safety and health with consideration for local people and communities.
- Disseminate on-site safety and health information as needed in employees' native language or a language they can understand, and provide training.

#### **4. Consideration for the Environment**

- Prevent air, soil and water pollution, and promote environmental impact reduction activities that take into account the planet as a whole, the global environment and biodiversity.
- Promote measures to prevent global warming by reducing emissions of construction by-products, such as greenhouse gases and waste resulting from business activities.
- Promote effective use of the resources and energy used in business activities.
- Endeavor to reduce noise, vibration, and dust.

#### **5. Respect for Human Rights and Building a Good Working Environment**

- Respect the human rights of employees and recognize diversity, while prohibiting discriminatory treatment or harassment based on gender, race, nationality, lineage, religion, age, disability, marital status, physical characteristics, sexual orientation, or gender identity, etc.
- Comply with relevant laws and regulations in each country and region, appropriately manage working hours, ensure holidays and leave, and pay wages properly, etc.
- Recognize and respect the right of employees to freedom of association and collective bargaining.
- Ban child labor and forced labor and work to eliminate and prevent it.
- Respect the culture and customs of countries and regions where business activities are carried out, and the human rights of indigenous and local people.
- Support and commit to respect for human rights as set out under international codes relating to human rights (such as the International Bill of Human Rights, and the ILO Declaration on Fundamental Principles and Rights at Work) and support the Ten Principles of the United Nations Global Compact.
- If something is found to be causing or encouraging a negative impact on human rights, correct and remedy this through appropriate means.

#### **6. Thorough Information Security**

- Thoroughly manage information handled in the course of business, such as confidential information, personal information, and customer information, and work to prevent unauthorized or improper use and leakage.
- Develop management systems and rules for appropriate information management.

#### **7. Rejecting Relations with Antisocial Forces**

- Refuse to engage in any dealings or other relationships with antisocial forces that threaten social order or security.

## **8. Building a Disaster Risk Management System (Supply Chains)**

- To prepare for disasters and unforeseen situations, establish management systems and develop business continuity plans.

## **9. Establishing a Procurement System**

- Establish a system for sustainable procurement from business partners, such as suppliers, while seeking to obtain their understanding and cooperation.

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