

OMRON Group  
Sustainable Procurement Guideline  
Ver.2.1

2020/September

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# 1. Introduction

Based on its company philosophy, the Omron Group is committed to contributing to the development of a sustainable society through ESG (Environment, society and governance) initiatives, as well as addressing social issues through its business activities. In our procurement activities, we are strengthening supplier chain activities to fulfill greater social responsibilities in response to growing demands from society.

Specifically, we have established the "OMRON Group CSR Procurement Guideline" in 2015, and we have asked our suppliers to understand the principles of the Guideline and to implement the actions and activities necessary to comply with the requirements of the "Supplier Code of Conduct" and the "Request to Suppliers".

In order to respond to the recent needs of the society, we have renamed "OMRON Group CSR Procurement Guideline" to "OMRON Group Sustainable Procurement Guideline (hereinafter, "the Guideline")" and revised the content. We kindly request all of our suppliers to read the Guideline and to continue to disseminate/promote it in them as well as their supplier chain.

In addition, we are planning to carry out a self-assessment survey and visit suppliers in order to evaluate their own engagement status concerning the requirements of the Guideline.

OMRON Group would make efforts with suppliers for establishing sustainable society. Please be kindly understanding and cooperating with us.

Omron Corporation  
Global Procurement & Quality Management HQ, Procurement Process Management Dive.  
Sustainability Promotion Office

## 2. The OMRON Principles

**Our Mission**

**To improve lives and contribute to a better society**

**Our Values**

- **Innovation Driven by Social Needs**  
Be a pioneer in creating inspired solutions for the future.
- **Challenging Ourselves**  
Pursue new challenges with passion and courage.
- **Respect for All**  
Act with integrity and encourage everyone's potential.

Omron Principles Revised , May 2015

### ● **Our Mission**    **To improve lives and contribute to a better society**

Our Mission summarizes the meaning of 'Business should create value for society through its key practices' (taken from the words of our founder, Kazuma Tateishi, saying, "A company is most valuable when it contributes to society beyond the simple pursuit of profits").

This summary offers more concise terms that are easier for our employees to identify with.

Our Mission

• Our value to the world and our mission is to continue to contribute to a sustainable society, resolving social issues through our business.

• Fully answering the expectations of society leads directly to sustained company growth, ongoing personal growth, and better living standards for all.

• We pursue the creation of a society in which all people can live more comfortable lives.

## ● Our Values

### ■ Innovation Driven by Social Needs

#### **Be a pioneer in creating inspired solutions for the future.**

Innovation Driven by Social Needs creates a better society by discovering emerging needs. We give value to society through products and services that anticipate and resolve social issues.

Innovation Driven by Social Needs leads to new unprecedented products and drives us to find new approaches and attitudes in our work.

We look at existing products and make them easier for customers to use.

We continue to develop our foresight, our sense for latent social needs, and the creativity to push those needs to the surface.

### ■ Challenging Ourselves

#### **Pursue new challenges with passion and courage.**

Challenging Ourselves serves as the driving force behind our delivering new value, unprecedented solutions, and active change.

Continue to challenge ourselves to develop unprecedented products and services that lead to a variety of new possibilities. This ties directly to our value of Innovation Driven by Social Needs.

The more fearless we are in taking on difficult issues, the greater the joy we experience when we succeed. This results in an upward cycle of confidence. Through our failures and successes, we grow together and build an even stronger company.

### ■ Respect for All

#### **Act with integrity and encourage everyone's potential.**

Respect for All is more than a basic respect for diversity, personality, and individuality.

Respect for All is the core value underlying all our activities in pursuit of living lives and performing jobs of purpose and promise.

We act with integrity, creating stronger relationships of trust with individuals and society.

This goes to the core of our existence as a company.

We believe in the unlimited potential that is possible when our people express their talents and individuality, working with respect for others and maximizing our strengths together.

### 3. Purchasing Policies

OMRON group fulfills social responsibility by promoting comprehensive global CSR procurements including environment as well as compliance with laws and regulations. We also realize valuable products and services and aim for improving customer satisfactions by always procuring best "Items and Services" in whole QCDS (Quality, Cost, Delivery and Service)

To realize it, we established a group purchasing policy which consists of "Basic Policy" "Management Policy" and "Supplier Code of Conduct" when implementing purchasing activity.

We will realize CSR procurement through supply chain by integrally innovating with suppliers.

#### ●Basic policies

■OPEN : Our procurement is based on "open" policy and the principles of free competition.

Provided they share the same philosophy, we are willing to provide any suppliers, regardless of nationality, company size, previous business relationship or lack thereof, and any other status with an opportunity to join us based on the principles of free competition. Positive and excellent suggestions and presentations are welcome.

■FAIR : We place importance on partnership based on fairness and equality.

In procuring component materials and services, we will select suppliers in a fair manner by not only taking into consideration product quality, price, delivery period, environmental conservation, technologies and healthy business management, but also by adding such items as compliance with laws, ordinances, and social standard.

■GLOBAL : We seek good international partners

From an international perspective, we will procure outstanding materials, parts and services from sources all over the world, in the optimal regions.

#### ●Management policies

■ECOLOGY : We carry out procurement activities that contribute to reducing adverse impact on the global environment.

We will actively use materials and parts that do not contain hazardous chemical substances, and promote "green" procurement that contributes to reducing and adverse impact on the environment.

■COMPLIANCE : We strictly comply with laws, ordinance, and social standards by maintaining a high level of morality.

We will strictly observe laws, ordinances and social standards related to procurement and purchasing, and build partnerships with our suppliers. Moreover, we will appropriately manage and protect suppliers' confidential and personal information which we had obtained through our purchasing and procurement activities.

## 4. Supplier Code of Conduct

### ● Concept of Supplier Code of Conduct

The following paragraphs summarize the specific actions and activities that suppliers have to respect, based on Omron Group Sustainable conduct Policies / Rules for Ethical Conduct.

We refer to the following standards for our guideline.

- “Omron Group Sustainable Conduct Policies ” “Omron Group Rules for Ethical Conducts”

[https://sustainability.omron.com/about/sustainability/pdf\\_inquiry/pdf/omron\\_csr\\_guideline\\_w.pdf](https://sustainability.omron.com/about/sustainability/pdf_inquiry/pdf/omron_csr_guideline_w.pdf)

-RBA (RESPONSIBLE BUSINESS ALLIANCE) Code of Conduct Ver.6.0

<http://www.responsiblebusiness.org/code-of-conduct/>

-JAPIA Japan Auto Parts Industries Association

“CSR Guidebook”

### ● Supplier Code of Conduct

#### A. LABOR

Business Company is expected to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

The labor standards are:

#### 1) Freely Chosen Employment

- Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons shall not be used. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.
- There shall be no unreasonable restrictions on workers’ freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities.
- As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon

arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms..

- All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law.
- Workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

## 2) Young Workers

- Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported.
- Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime.
- Supplier shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable law and regulations. Supplier shall provide appropriate support and training to all student workers.
- In the absence of local law, the wage rate for student workers, interns and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

## 3) Working Hours

- Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Working hours are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations.
- Workers shall be allowed at least one day off every seven days.

## 4) Wages and Benefits

- Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates.
- Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement

that includes sufficient information to verify accurate compensation for work performed.

- All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

#### 5) Humane Treatment

- There is to be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

#### 6) Non-Discrimination

- Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.
- Workers shall be provided with reasonable accommodation for religious practices.
- In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

#### 7) Freedom of Association

- In conformance with local law, suppliers shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities.
- Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

### B. HEALTH and SAFETY

In addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. And ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

Recognized management systems such as OHSAS 18001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be a useful source of additional information.

The health and safety standards are:

#### 1) Occupational Safety

- Worker potential for exposure to safety hazards (e.g., chemical, electrical and other energy sources, fire, vehicles, and fall hazards) are to be identified and assessed, and controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and ongoing safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with these hazards.
- Reasonable steps must also be taken to remove pregnant women/nursing mothers from working condition with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers including those associated with their work assignments, as well as include reasonable accommodations for nursing mothers.

#### 2) Emergency Preparedness

- Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, clear and unobstructed egress adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property.

#### 3) Occupational Injury and Illness

- Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness including provisions to: encourage worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

#### 4) Industrial Hygiene

- Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled according to the hierarchy of controls.
- Potential hazards are to be eliminated or controlled through proper design, engineering and administrative controls. When hazards cannot be adequately

controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment. Protective programs shall include educational materials about the risks associated with these hazards.

#### 5) Physically Demanding Work

- Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.

#### 6) Machine Safeguarding

- Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

#### 7) Sanitation, Food, and Housing

- Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities.
- Worker dormitories provided by suppliers or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

#### 8) Health and Safety Communication

- Suppliers shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards..
- Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise safety concerns

### C. ENVIRONMENTAL

Corporate environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public.

Recognized management systems such as ISO 14001 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

The environmental standards are:

1) Environmental Permits and Reporting

- All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

2) Pollution Prevention and Resource Reduction

- Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance and facility processes; or by other means.
- The use of natural resources, including water, fossil fuels, minerals and virgin forest products, is to be conserved or by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling or other means.

3) Hazardous Substances

- Chemicals and other materials posing a hazard to humans or the environment are to be identified, labeled and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

4) Solid Waste

- Suppliers shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

5) Air Emissions

- Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge.
- Suppliers shall conduct routine monitoring of the performance of its air emission control systems.

6) Materials Restrictions

- Suppliers are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

7) Water Management

- Suppliers shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination.
- All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal.

- Suppliers shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

#### 8) Energy Consumption and Greenhouse Gas Emissions

- Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level.
- Suppliers are to look for cost- effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

### D. ETHICS

To meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

#### 1) Business Integrity

- The highest standards of integrity are to be upheld in all business interactions. Suppliers shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

#### 2) No Improper Advantage

- Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

#### 3) Disclosure of Information

- All business dealings should be transparently performed and accurately reflected on Supplier's business books and records.
- Information regarding Supplier labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

#### 4) Intellectual Property

- Intellectual property rights are to be respected; transfer of technology and know- how is to be done in a manner that protects intellectual property rights; and, customer and supplier information is to be safeguarded.

#### 5) Fair Business, Advertising and Competition

- Standards of fair business, advertising and competition are to be upheld.

#### 6) Protection of Identity and Non-Retaliation

- Programs that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers<sup>2</sup> are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

#### 7) Responsible Sourcing of Minerals

- Suppliers shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country.
- Suppliers shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

#### 8) Privacy

- Suppliers are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees.
- Suppliers are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

### E. MANAGEMENT SYSTEMS

Suppliers shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the Supplier's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

The management system should contain the following elements:

#### 1) Company Commitment

- A corporate social and environmental responsibility policy statements affirming Supplier's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

## 2) Management Accountability and Responsibility

- The Supplier clearly identifies senior executive and company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

## 3) Legal and Customer Requirements

- A process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

## 4) Risk Assessment and Risk Management

- A process to identify the legal compliance, environmental, health and safety<sup>3</sup> and labor practice and ethics risks associated with Supplier's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

## 5) Improvement Objectives

- Written performance objectives, targets and implementation plans to improve the Supplier's social and environmental performance, including a periodic assessment of Supplier's performance in achieving those objectives.

## 6) Training

- Programs for training managers and workers to implement Supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

## 7) Communication

- A process for communicating clear and accurate information about Supplier's policies, practices, expectations and performance to workers, suppliers and customers.

## 8) Worker Feedback, Participation and Grievance

- Ongoing processes, including an effective grievance mechanism, to assess employees' understanding of and obtain feedback on or violations against practices and conditions covered by this Code and to foster continuous improvement.

## 9) Audits and Assessments

- Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

## 10) Corrective Action Process

- A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

## 11) Documentation and Records

- Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

#### 12) Supplier Responsibility

- A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.

## F. OTHERS

#### 1) Securing product safety

- All manufacturers must guarantee that all products are reliable and designed following safety standards.
- Product safety should include compliance to laws together with traceability (materials, parts, process etc.) and fast reaction to problems.
- Suppliers shall properly disclose information regarding products contents and handling required by customer as well as legal compliance information.
- Suppliers shall establish and operate a system to collect and transmit information on defected parts.

#### 2) Business Continuity Plan

- Suppliers shall create a Business continuity plan (BCP) to early recovery in case of disasters.
- Strategic management ("BCM" : Business Continuity Management) including BCP operation and review must be performed

#### 3) Protection against information leaks

- All confidential information should be properly handled. Confidential Information means any information disclosed by either party to the other party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including, without limitation, documents, prototypes, samples, plant and equipment), which is designated as "Confidential".

#### 4) Prevention of network security threats

- Suppliers should take appropriate measures against networks threats as computer virus, spyware, and other malicious software, in order to protect business.

#### 5) Export control management

- Export of technologies and good should be managed in accordance with applicable rules and regulations.

#### 6) Prohibition of providing improper benefits to antisocial forces (organized crime groups)

- Any relationship with anti-social forces or organizations that threaten social order or safety is strictly prohibited.
- Any economic benefits to antisocial forces is strictly prohibited.

7) Employee health management system (EHMS)

- Suppliers are requested to provide appropriate health management programs for all employees. Appropriate health management serves to prevent and detect employees' illness early by providing checkups at least according to the legal standard. This includes adequate consideration for prevention of health problems due to overwork and care for mental health.

## 5. Request to Suppliers

Supplier's corporation is indispensable to fulfill corporate social responsibility in order to produce more reliable products for customers.

We would like suppliers to comply the above "Supplier Code of Conduct".

Furthermore, to enhance both skill and establish good relationship, I would like you to support the followings.

### (1) Compliance with laws, regulations, and social norms

We ask you to comply with applicable laws, regulations, and social norms of the country and area in which you are conducting your business activities.

- Applicable laws, regulations and social norms
  1. Compliance with laws and regulations
  2. Prohibition of child labor and forced labor
  3. Prohibition of unfair dealing s such as bribery
  4. Prohibition of discrimination in recruitment and employment
  5. Development of a good labor environment

### (2) Assurance of the best quality

We request that you develop, maintain and improve your quality assurance system so as to allow a stable supply of parts and materials satisfying the OMRON Group's quality requirements.

### (3) Best pricing for parts and materials

We request that you supply parts and materials at competitive prices and promote the continuous reduction of prices.

### (4) Stable supply of parts and materials

We request that you establish a part supply system in line with the OMRON Group's innovations for a reliable supply of parts and materials.

### (5) Consideration of the environment

In order to supply products covered by environmental certification to customers, it is essential that our suppliers develop environmental conservation systems in conformity with ISO14001, and understand and reduce the use of hazardous chemical substances the may be contained in parts and materials supplied to us.

We request that you conduct activities in compliance with the OMRON Group's "Green Procurement Standard."

### (6) Technical capabilities

We request that you further enhance your technical capabilities so that you are able to proactively make technical propositions and recommendations to us from the first stage of product development by utilizing your technical experts and know-how.

(7) Request for non-use of conflict minerals

We request that your companies avoid the use of conflict minerals (tin, tantalum, tungsten, or gold) mined in the Democratic Republic of Congo and its neighboring countries as raw materials for your products.

(8) Sound business operation

We request that you promote sound and reliable operation of the company for establishing continuous business relations as a good partner with us. To this purpose, we would like to ask you to disclose information on your business and financial conditions.

(9) Thorough information management

We ask you to take appropriate measures to manage and protect classified information and individual information to which you have access through business activities with the OMRON Group.

(10) Maintaining sound business relationships

In order to build and maintain a fair and equitable business relationship, we prohibit the following in principle.

- Dining together outside working hours
- Invitations to social events such as golf and travel
- Delivery and exchange of money and goods such as summer gifts or year-end gifts
- Other acts objectively recognized as "entertainment"

<<Revision History>>

Date of revision	Ver.	Major revisions
2015/3	1.0	Established "OMRON Group CSR Procurement Guideline".
2015/5	1.1	Reflected the revised company philosophy.
2019/11	2.0	<ul style="list-style-type: none"><li>· Renamed to "OMRON Group Sustainable Procurement Guideline".</li><li>· With regard to the Supplier Code of Conduct, (1) updated it to comply with RBA Ver. 6.0 and (2) reflected the trends of other current social issues.</li><li>· With regard to "Request to suppliers", added the item 10.</li></ul>
2020/9	2.1	<ul style="list-style-type: none"><li>· Changed issue department name.</li><li>· Deleted JEITA "Supply Chain CSR Promotion Guidebook" from the referential rules list.</li></ul>