

The azbil Group Sustainable Procurement Guidelines

6th Edition

Azbil Corporation

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1. Introduction

Thank you for your understanding and cooperation in consistently conducting activities in line with the azbil Group philosophy. At the azbil Group, we strive to implement the philosophy and actively work towards achieving a sustainable society and protecting the global environment through our business activities. Our efforts focus not only on Japan but also on the Sustainable Development Goals (SDGs),*¹ which are a global undertaking. We are making progress with a broad range of initiatives, such as activities aimed at decarbonization, sustainable planning of new products, and regional revitalization.

In this context, we aim to build a long-term relationship of trust with you, the azbil Group's business partners, in our procurement activities, thereby enhancing the added value provided by both you and the azbil Group. With this foundation, we will reinforce our supply chain initiatives to realize a sustainable society and fulfill our social responsibilities more proactively, in response to growing societal expectations regarding the SDGs and other important challenges.

As part of these supply chain initiatives, we prepared the “CSR*² Procurement Guidelines” in 2021, considering both social and environmental perspectives. Thanks to the substantial cooperation we received from our business partners, we have been able to make progress with initiatives aimed at a sustainable society. These initiatives require accurate adaptation to the continually changing environment and customer requirements, which is why we have revised our correspondence standards for business integrity,*³ BCP,*⁴ and other necessary initiatives, based on recent domestic and international trends. We have updated and released our guidelines, now known as the “aG*⁵ Sustainable Procurement Guidelines”.

The guidelines outline the orientation of diverse sustainable activities within the supply chain as well as points requiring compliance, based on the fundamental principles expressed in the azbil Group's philosophy and the Guiding Principles for azbil Group Business.

The azbil Group looks forward to further collaboration with you, our valued business partners, toward a more sustainable society. We ask for your continued understanding and cooperation in this endeavor.

September 2024
Production Management Headquarters
Azbil Corporation

*1. SDGs: Sustainable Development Goals

The SDGs were incorporated into the 2030 Agenda for Sustainable Development, which was adopted unanimously by member states at a United Nations Summit in September 2015. The SDGs consist of 17 goals and 169 targets that aim to create a sustainable and better world by 2030.

*2. CSR: corporate social responsibility

CSR refers to corporate action through which a company takes responsibility for the impact of its activities while aiming to live in harmony with society and the environment and achieve sustainable growth. It is used to describe how a company should act to earn the trust of the various stakeholders surrounding it. Generally speaking, CSR refers to voluntary activities in areas that are not purely financial, such as legal compliance, consumer protection, environmental protection, labor rights, human rights, and contribution to local communities.

*3. Business integrity

This refers to the capacities and sense of values considered most important in a company's management. Companies are expected to prioritize integrity, fulfilling a broad range of social responsibilities that extend beyond mere compliance with the law, and to practice business ethics.

*4. BCP: business continuity plan

A plan to allow for the continuation of important business, even if a company is faced with an emergency situation like a disaster or accident. It helps minimize business interruptions and facilitates rapid recovery.

*5. aG: azbil Group

aG is an abbreviation for the azbil Group.

2. azbil Group Philosophy

To realize safety, comfort and fulfillment in people's lives and contribute to global environmental preservation through "human-centered automation." To do so,

- We create value together with customers at their site.
- We pursue our unique value based on the idea of "human-centered."
- We think towards the future and act progressively.

3. Guiding Principles for azbil Group Business

- Guideposts for the azbil Group, to implement its philosophy -

In order to implement our corporate philosophy, **we will take action based on the 5 Guideposts** (guiding principles for business), aiming to serve as a guiding bridge that interconnects our worldwide customers and leads us all into the future.

1. Realizing a safe and comfortable social environment through cooperative creation by human ingenuity and technology

Applying our core automation technology and aiming to create harmony between people and technology based on safety and high quality, we will actualize people-oriented automation. To ensure that our long-established credibility accompanies us into the future, we will continue to provide spaces of high value, working with pride and a sense of responsibility.

2. Contributing *in series* to the achievement of a sustainable society

We are aware that our business is directly linked to the shared global goal of realizing a sustainable society. We will take the initiative to address important global issues in all our business activity and through the actions of our employees, helping to realize a sustainable society and protect the Earth's environment.

3. Building long-term partnerships with stakeholders

Based on the happiness of people working in the azbil Group, we continually pursue the happiness of our customers at their sites, and share in their sense of accomplishment. With this business model as the driving source of growth, we establish long-standing mutual trust relationships with all stakeholders, including our shareholders and customers.

4. Creating dynamic value through diverse human resources and teamwork

We value individual personnel with varied personalities, abilities, and knowledge, respecting their diversity. In order to create higher value, we join our diverse human talents into an organic whole and harmonize together as a team to move forward in strength.

5. Growing constantly through innovation and a corporate culture of continual learning

In order to continue to be a corporate organization that provides inspiration to society, we actively take on new challenges, not fearing failure or change. We will always continue to learn and to grow by virtue of innovative action and ideas that are unrestrained by precedent or conventional frameworks.

We, the azbil Group, fulfill our corporate social responsibility (CSR) by respecting the Group Philosophy and Guideposts (Guiding Principles) as well as our Code of Conduct, and thereby continue to be a corporate organization that has value for society.

4. azbil Group Basic Procurement Policy

The azbil Group provides “safety, comfort, and fulfillment” in people’s lives and helps to preserve the environment through “human-centered automation.” Based on this philosophy, the *Guiding Principles for azbil Group Business*, and the *azbil Group Code of Conduct*, we work proactively to achieve a sustainable society and preserve the Earth’s environment. We maintain high ethical standards, understand and comply with the laws in Japan and abroad, and implement procurement-related activities fairly and equitably, taking into consideration human rights and the environment.

We recognize that procurement activities that consider corporate social responsibility (CSR) throughout the supply chain to be one of the most important issues for management. Therefore, we aim to build long-term trust relationships with our business partners, cooperate with them to achieve mutual prosperity, and contribute to the local community and society.

1. Public nature of the company and fulfillment of our social responsibility

We disclose timely, appropriate, and accurate information to our business partners, and act so as to earn their trust by our openness.

We receive the opinions of our business partners with sincerity, foster good communication with them, and act to fulfill our social responsibilities together with them.

2. Observance of fairness in commercial transactions

We comply with international rules and regulations in our domestic and international transactions, and we do not engage in activities that violate fair trade, such as abuse of a superior bargaining position with our business partners.

When selecting business partners and deciding to continue business relations, we compare and evaluate companies in a fair and equitable manner, considering their legal compliance, management foundations, quality, price, stability of supply, technological development, and efforts to achieve a sustainable society.

3. Respect for human rights

In our procurement activities, we stand together with our business partners in opposing behaviors that violate human rights, such as child labor, human trafficking, forced labor, and overwork, and we strive to eliminate discrimination based on race, sex, religion, etc. We seek to eradicate inhuman acts such as harassment and respect human rights.

4. Protection of the environment

In our procurement activities we, together with our business partners, work to combat climate change, recycle resources, preserve biodiversity, and protect the Earth’s environment. This is achieved by complying with environmental protection laws and regulations, continuously reducing greenhouse gas emissions, promoting the efficient use of energy, resources, and water, managing the chemical substances contained in products, and promoting environmentally friendly design.

5. aG Sustainable Procurement Guidelines

The aG Sustainable Procurement Guidelines outline specific actions and activities that we would like our business partners to practice and observe in each of the target areas of environment, society, and ethics and risk management.

We ask that you review and confirm the practices and compliance requirements, and the points of note for each target area, and work to improve compliance with these guidelines based on the status of your own efforts.

Additionally,

- The latter half of this document contains a supplementary explanations section with laws and regulations that should be complied with as well as specific examples of activities for your reference.
- These guidelines are aimed at securing sustainability in the supply chain (procurement), so we ask that you refer to these guidelines and share them with your suppliers in a similar manner.

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I . Sustainable Procurement Target Areas

The azbil Group considers the following to be areas for sustainable procurement:

Main category	Intermediate category	Subcategory
Environment	Climate change (GHG, energy)	• Climate change (GHG, energy)
	Pollution and resources (Air, wastewater, hazardous waste, waste reduction, raw materials, etc.)	• Compliance with environmental regulations • Green procurement • Management of chemical substances in products • Effective use of resources and waste reduction • Environmental considerations in product design and handling of goods
	Water security and risk	• Reduction of water use and wastewater emissions • Prevention of pollution (wastewater, sludge, etc.)
	Biodiversity	• Biodiversity
	Environmental management	• Environmental management
Social	Labor practices	• Labor recruitment and employment • Working hours • Wages and allowances • Elimination of child labor and employment of young workers • Prohibition of discrimination • Freedom of association and the right to collective bargaining • Prohibition of inhumane treatment • Promotion of diversity and inclusion
	Health and safety	• Occupational safety • Emergency preparedness • Occupational accidents and illnesses • Industrial hygiene • Consideration for physically demanding work • Machine safety measures • Sanitation facilities, food, and housing • Health and safety communication • Employee health management • Work style reform and work-life balance
	Human rights	• Respect for basic human rights • Exclusion of anti-social forces • Responsible mineral sourcing
	Community contribution	• Community contribution
	Quality, customers	• Quality management • Provision of accurate product and service information
Ethics and Risk Management	Compliance with laws and respect for international norms	• Compliance with laws and respect for international norms
	Adherence to fair business practices	• Adherence to fair business practices • Anti-corruption • Respect for intellectual property • Protection of whistleblowers • Appropriate import/export controls
	Establishment of a management system	• Establishment of a management system • Supplier management • Grievance mechanism
	Appropriate information disclosure	• Appropriate information disclosure
	Information security	• Information security • Protection of personal information • Prevention of leaks of confidential information
	Development and preparation of a business continuity plan	• Development and preparation of a business continuity plan

II. aG Sustainable Procurement Guidelines

1. Climate change (GHG, energy)

Explanation

- It is necessary to address energy efficiency and make continuous efforts to reduce greenhouse gas emissions and energy consumption.
- Business partners should strive to utilize renewable energy sources (by purchasing electricity derived from renewable energy sources, setting up solar power facilities, etc.).
- Setting voluntary targets and formulating plans for reducing the GHGs emitted in business activities, and engaging in continuous reduction activities based upon the plans and targets is necessary.
 - * To meet the above social demands, we ask that you calculate the energy consumption and greenhouse gas emissions in your business activities, set voluntary reduction targets, and engage in continuous reduction efforts.

2. Pollution and resources (air, wastewater, hazardous waste, waste reduction, raw materials, etc.)

Explanation

2.1 Compliance with environmental laws and regulations

- It is necessary to understand and comply with the environmental laws and regulations of the country.
- It is necessary to obtain, maintain, and manage the required environmental permits, licenses, and registrations.
 - * Promptly contact the azbil Group reception department and the Azbil environment promotion department (madoguchi-epo@azbil.com) if your office (plant) receives orders for improvement or penalties related to the environment from a public institution.

2.2 Green procurement

- To reduce environmental impact associated with the provision of products and services, business partners are asked to give priority to procuring from suppliers who actively work to conserve the global environment (e.g., by taking steps to prevent global warming, recycling resources, and working to preserve biodiversity).

2.3 Chemical substance management

- It is necessary to identify, label, and manage chemical and other substances posing hazards to humans or the environment, and to ensure safe handling, transport, storage, use, recycling, reuse, and disposal of such substances.
- During the manufacturing process, it is necessary to comply with regulations and directives concerning prohibition, restriction, and management levels of specific substances contained in products, as well as to satisfy any accompanying requirements from customers.
 - * With regard to products, we ask that you manage chemical substances in products based on regulations and orders for which compliance is required.

2.4 Effective utilization of resources and waste reduction

- It is necessary to implement appropriate waste management based on laws and regulations and also to reduce, reuse and recycle to effectively utilize resources and minimize the environmental impact of waste generation.
- We must continuously work to reduce waste by setting voluntary waste reduction targets and minimizing the amount of waste generated.
 - * We ask that you comply with laws and regulations related to waste, and reduce waste.

2.5 Environmental consideration in product design and in products handled

- It is necessary to strive to design products with consideration for the environment, with attention to such areas as saving resources, energy-efficient design, and compliance with regulations on chemical substances contained in products.
 - * With regard to products, we ask that you promote environmentally conscious designs, reduce hazardous chemical substances, and use environmentally friendly packaging.

3. Water security and risk

Explanation

3.1 Reduction of water use

- It is necessary to comply with laws and regulations and to work to save water by ascertaining and monitoring the sources of water used, as well as the amount of water used and discharged.

3.2 Pollution prevention (wastewater, sludge, etc.)

- Business partners are asked to set and adhere to voluntary environmental impact reduction targets that are at or above the levels specified by laws and regulations.
- They are also asked to appropriately manage all wastewater and sludge by monitoring, controlling, and treating it as necessary before its discharge or disposal.

4. Biodiversity

Explanation

- It is necessary to study the direct and indirect impacts of the company's business operations on ecosystems and work to conserve biodiversity.

5. Environmental management

Explanation

- It is necessary to establish an environmental management system or a mechanism that conforms with such a system, to identify factors that affect the environment, and then to implement a continuous cycle of planning, execution, evaluation, and improvement.
 - * We ask that you introduce and operate an environmental management system.

6. Labor practices

Explanation

6.1 Worker recruitment and employment

- Labor obtained from inhumane methods, such as forced or bonded labor, is not permitted.
- When hiring, it is necessary to present employment terms and conditions in language that workers can understand.
- Workers must not be forced to work, and their right to leave or voluntarily end employment must be observed.

6.2 Working hours

- Workers must not be forced to work hours that exceed the maximum working hours set by local laws and regulations, and working hours and days off must be appropriately handled with consideration of internationally recognized standards.

6.3 Wages and benefits

- Compliance with all applicable laws and regulations regarding payment for work (including minimum wage, overtime pay, and allowances and deductions required by law) is necessary.

6.4 Elimination of child labor and employment of young workers

- Children who are under the minimum age for employment cannot be allowed to work.
- Workers under the age of 18 (i.e., young workers) cannot be allowed to do night or overtime work or work that is likely to jeopardize their health or safety.

6.5 Prohibiting discrimination

- There should be no discrimination in wages, promotions, compensation, training opportunities, or treatment on the basis of race, ethnicity, national origin, gender, religion, culture, beliefs, birth, age, disability, sexual orientation, or gender identity.

6.6 Freedom of association, collective bargaining rights

- It is necessary to respect fundamental labor rights, including the right to collective bargaining, and to build good relationships with workers through healthy and sincere dialogue.

6.7 Prohibition of inhumane treatment

- It is necessary to respect workers' human rights and not engage in such inhumane acts as harassment, sexual abuse, corporal punishment, mental or physical oppression, or verbal abuse.

6.8 Promotion of diversity and inclusion

- It is necessary to respect workers' individuality and give them the opportunity to fully utilize their abilities.

7. Health and safety



Explanation

7.1 Occupational safety

- It is necessary to understand existing occupational risks and to take steps to prevent accidents and occupational injuries.
- Reasonable consideration must be given especially to pregnant women and nursing mothers.

7.2 Emergency preparedness

- To protect workers' lives and bodily safety from disasters, accidents, and other emergencies, emergency measures must be prepared, and education and training must be provided so that employees are prepared in the event of a disaster.

7.3 Occupational injuries and illnesses

- The status of occupational injuries and illnesses must be understood, and appropriate countermeasures and corrective actions implemented.

7.4 Industrial hygiene

- It is necessary to identify and properly manage chemical, biological, and physical risks in the workplace that are harmful to the human body, and to provide workers with appropriate education about these risks.

7.5 Physically demanding work

- Physically demanding tasks must be managed by the company with consideration for their effects on the body.

7.6 Protecting workers from machinery

- Regarding the machinery used in work, it is necessary to evaluate it for safety hazards and to provide appropriate safeguards.

7.7 Sanitary facilities, meals, and housing

- It is necessary to maintain appropriate health and safety in the facilities provided for workers (such as dormitories, cafeterias, and toilets).

7.8 Health and safety communication

- For workplace hazards, it is necessary to provide training and education on appropriate health and safety information using language and methods that workers can understand.

7.9 Employee health management

- It is necessary to provide medical examinations at a level equaling or higher than that required by law, endeavoring to prevent and quickly detect illnesses.
- Sufficient consideration to mental health and other care is also required.

7.10 Creating new ways of working and achieving work-life balance

- It is necessary to promote diverse and flexible ways of working to achieve greater job satisfaction among workers.
- Additionally, it is necessary to work to provide more leave than is required by law to help ensure workers' physical and mental health.

8. Human rights



Explanation

8.1 Respect for basic human rights

- In addition to compliance with the relevant laws and regulations, it is necessary to reference international human rights standards, including the Core Labor Standards of the ILO, and respect the human rights of workers.

8.2 Exclusion of antisocial forces

- There can be no relationships with antisocial forces (such as organized crime groups or corporate extortionists).
- There can be no capitulation to their unjust demands.
- Transactions with antisocial forces cannot be allowed.

8.3 Responsible mineral procurement

- It is necessary to exercise due diligence to ensure that tantalum, tin, tungsten, gold, and other such minerals contained in the products manufactured do not cause or contribute to serious human rights abuses, environmental destruction, corruption, or disputes in conflict-affected areas and high-risk areas.

9. Contributions to the local community

Explanation

- As a member of the local community, it is necessary to foster a corporate culture that encourages positive interactions with society and contributions to the community.

10. Quality, customers

Explanation

10.1 Quality management

- Companies must comply with their own quality standards and customer requirements in addition to all laws and regulations applicable to the quality of the products and services they intend to provide.
- It is necessary to establish a quality management system or a mechanism that conforms with such a system, to identify factors that affect quality, and to implement a continuous cycle of planning, execution, evaluation, and improvement.

10.2 Offering accurate product and service information

- It is necessary to provide accurate and unambiguous information about products and services.

11. Compliance with laws and regulations / Respecting international standards

Explanation

- It is necessary not only to comply with the applicable laws and regulations of one's own country and the countries and regions where business is conducted, but also to respect international standards of conduct.

12. Observance of fairness in commercial transactions

Explanation

12.1 Observance of fairness in commercial transactions

- It is necessary to comply with applicable laws and regulations of one's own country as well as of the countries and regions in which business is conducted.

12.2 Corruption prevention

- It is necessary to refrain from engaging in all forms of bribery, corruption, blackmail, and embezzlement.
- Promises, offers, or approvals as a means to obtain bribes, or other undue or improper advantages must not be provided or accepted.

12.3 Respect for intellectual property

- Intellectual property rights must be respected, and transfers of technology and expertise must be done in a manner that protects intellectual property.
- The intellectual property of third parties, such as customers and suppliers, must also be protected.

12.4 Protection of whistleblowers

- The confidentiality of information related to whistleblowing and the anonymity of whistleblowers must be protected, and retaliation against whistleblowers must be prevented.

12.5 Appropriate import and export management

- It is necessary to have a clear management system for the import and export of technologies and commodities regulated by laws and regulations and to conduct import and export procedures appropriately.

13. Management system construction

Explanation

13.1 Management system construction

- We ask that you establish a management system to ensure compliance with this document, *the aG Sustainable Procurement Guidelines*.

13.2 Supplier management

- We ask that you relay the requirements of this document, *the aG Sustainable Procurement Guidelines*, to suppliers and establish a process to monitor compliance with the standards.

13.3 Grievance mechanism

- It is necessary to establish a complaint processing mechanism useable by stakeholders, such as workers and suppliers, to prevent fraud within your company and the supply chain.

14. Appropriate information disclosure

Explanation

- It is necessary to disclose information related to labor, health and safety, environmental activities, business activities, organizational structure, financial conditions, and performance in line with applicable laws, regulations, and industry practices.
- Additionally, we ask that you provide necessary details regarding initiatives related to these *aG Sustainable Procurement Guidelines*, along with any information required by laws, regulations, and industry practices.
- The falsification of records and the disclosure of false information is not permitted.

15. Information security

Explanation

15.1 Ensuring information security

- It is necessary to implement defensive measures against threats such as cyberattacks and manage them so that damages are not incurred by your company or others.

15.2 Protecting personal information

- The personal information of all parties, including suppliers, customers, consumers, and workers, must be managed appropriately in compliance with the laws and regulations of the relevant country.

15.3 Preventing leakage of confidential information

- It is necessary to properly manage and protect confidential information, both your company's and that received from customers and third parties.

16. Drafting and preparation of business continuity plans

Explanation

- It is necessary to identify and evaluate risks that threaten to interrupt business continuity, examine their impact on operations, and formulate a business continuity plan (BCP) that outlines necessary countermeasures and their implementation status over the medium to long term.

Note: Items marked with * in this document are those that the azbil Group has already requested of its business partners.

III. Supplementary Explanations

1. Climate change (GHG, energy)

Main text

There are various types of greenhouse gases (GHGs), but the term greenhouse gas generally refers to the six groups of substances defined in the Kyoto Protocol, which are carbon dioxide, methane, nitrous oxide, hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF₆).

“Continuous reduction activities” refers to the process of setting voluntary reduction targets for the above six types of greenhouse gases and making and executing plans to achieve them.

At the azbil Group, we are working with our business partners and customers to achieve a carbon-neutral supply chain by 2050 in response to the global environmental challenge of climate change.

Our efforts focus on reducing energy consumption and greenhouse gas emissions to realize carbon neutrality. Alongside various energy conservation initiatives, we are actively promoting the use and application of renewable energy.

As social demand increases, we ask that you make continuous efforts to reduce greenhouse gas emissions and energy consumption based on these azbil Group initiatives.

2. Pollution and resources (air, wastewater, hazardous waste, waste reduction, raw materials, etc.)

Main text

2.1 Compliance with environmental laws and regulations

Environmental laws and regulations in Japan include the following:

- Waste Management and Public Cleansing Act, Air Pollution Control Act, Water Pollution Control Act, Act on Rational Use and Appropriate Management of Fluorocarbons, laws on the management of chemical substances, Poisonous and Deleterious Substances Control Act, and Energy Savings Act

Some of these laws include the obligation to assign a manager who has obtained a qualification stipulated by law. Among them are the Waste Management and Public Cleansing Act (a manager for specially controlled industrial waste), Energy Savings Act (an energy manager in plants that use a certain level of energy), and Air Pollution Control Act (a pollution prevention manager at plants that emit chemical substances, dust, or smoke).

Furthermore, companies may be obligated to assign a manager responsible for poisonous/deleterious substance management, designated chemical substance management, and hazardous substance management, depending on the chemical substances used in their businesses.

It may also be necessary to receive permission for facilities that handle hazardous substances and environmental impact assessments, depending on the type of business conducted and the location of plants.

2.2 Green procurement

Azbil distributes the *azbil Group Green Procurement Standards* to suppliers regarding the transactions involving raw materials, parts, consignment production, and processed goods required for product production, and we implement green procurement evaluations.

We begin to transact business when our evaluation standards have been met, and we continue to periodically update and evaluate our green procurement activities accordingly.

2.3 Chemical substance management

In Japan, companies must manage substances according to the Chemical Substance Control Act, Poisonous and Deleterious Substances Control Act, Industrial Safety and Health Act, Fire Service Act, and the PRTR (Pollutant Release and Transfer Register). They must also pay attention to chemical substance management in manufacturing processes.

The same is true of the substances contained in products. Companies must consider customers' requirements in addition to complying with laws and regulations in Japan and overseas (such as the destination countries of overseas products). They are also responsible for managing the components that go into their products. Therefore, upstream companies must provide downstream companies with the necessary information. Taking exports to the EU as an example, such information would cover RoHS and REACH among other pertinent regulations as well as specifics on the relevant controlled substances. Companies must also consider the substances that are added, mixed, or bonded during the manufacturing process.

In addition, organic solvents with GHS compliance labels that are used onsite in rust-proofing, paints, adhesives, and cleaning during construction, maintenance, and inspection are subject to the law.

The azbil Group has set *Guidelines for the Construction of Chemical Substance Management Systems* to prevent environmental pollution caused by hazardous chemical substances contained in our products. We ask for the understanding and cooperation of our business partners in striving to reduce hazardous chemical substances throughout the supply chain.

2.4 Effective utilization of resources and waste reduction

It is necessary to identify and manage waste not identified to be hazardous even when discarding it, to implement a systematic approach for responsible disposal or recycling, and to work to reduce waste. Means for achieving these aims include changing production facilities at the source, substituting materials, reusing resources, and recycling. Voluntarily setting targets and taking action accordingly is also an effective way of complying with laws and regulations.

Major laws and regulations in Japan include the Waste Management and Public Cleansing Act, the Basic Act on Establishing a Sound Material-Cycle Society, and various recycling laws.

2.5 Environmental consideration in product design and in products handled

Aiming to create environmentally friendly products, Azbil conducts environmental assessments in eight categories (energy efficiency, resource conservation, environmental conservation, long-term usability, reuse/recycling, ease of disposal, packaging materials, and provision of information) and then assesses new products by comparing their improvements over equivalent existing products.

3. Water security and risk



Main text

3.1 Reduction of water use

Ways of reducing water use include using rainwater or recycled water for miscellaneous purposes (such as for toilets, sprinkling, cleaning, and cooling) and reusing wastewater generated in manufacturing processes. Additionally, water-saving equipment such as water-saving packing and nozzles can be used alongside worker education to conserve water.

3.2 Pollution prevention (wastewater, sludge, etc.)

Pollutant emissions and waste generation must be minimized or eliminated either at the source or by adding decontamination equipment; changing the processes associated with production, maintenance, and equipment; or applying other means.

Controlling channels of contamination includes checking whether site water channels are free from contamination and are protected from contamination (that there are no pools of standing water or grease/oil slicks near storm drains, etc.) and that emergency response equipment is in place (for example, shutoff valves and stopcocks to prevent outflow or leakage of clean water and sewage due to a plant accident or natural disaster; in the case of leaks or overflows, rainwater basins or sewage basins and storage reservoirs are considered to be insufficient), etc.

Major laws and regulations in Japan include the Water Pollution Prevention Act, Act on Prevention of Marine Pollution and Maritime Disaster, and the River Act.

4. Biodiversity

Main text

The term “biodiversity” refers to the interconnection (ecosystem) of the abundant individuality of living creatures. Efforts are currently underway to conserve and sustainably utilize biodiversity within an international framework provided by the Convention on Biological Diversity, which came into effect in 1993.

Like climate change, biodiversity is simultaneously a global issue and a phenomenon characterized by diverse local characteristics. The azbil Group’s business partners are therefore asked to make community- and society-based efforts to conserve biodiversity in a way that is fitting for local characteristics. Such efforts can include implementing climate change countermeasures (such as conventional energy conservation activities), recycling and reusing resources, and conducting environmental conservation activities in partnership with the local community.

5. Environmental management

Main text

The term “environmental management” refers to the process by which organizations and businesses set their own environmental policies and targets and then work to achieve them in order to voluntarily promote environmental conservation in their operations and management. A framework of systems and procedures for this purpose within a plant or office is called an environmental management system (EMS).

Examples of environmental management systems include the Ministry of the Environment’s “Eco-Action 21” and ISO 14001, which is an international standard. There are also environmental management systems that were prepared by local governments, NPOs, and semi-commercial corporations among other bodies. On the national level, there is Eco Stage and the KES Environmental Management System Standard.

6. Labor practices

Main text

6.1 Worker recruitment and employment

Transporting, concealing, employing, transferring, and receiving people by means of threat, coercion, abduction, or deceit is prohibited. Additionally, workers cannot be forced to pay fees for employment, as this may lead to forced labor.

Forced work to pay off such a fee is also prohibited.

In particular, there are many reports of migrant workers, including foreigners, being forced to work. Foreign workers must be provided with an employment contract containing the employment conditions in a language that they can understand before they leave their home country.

Other acts that lead to forced labor include hindering workers from using their government-issued identification, passport/visa, work permit, or immigration application (except when the law stipulates that someone other than the worker retain such documents) by means of concealment or confiscation, or imposing limitations on worker entry/exit to facilities or movement within facilities.

6.2 Working hours

In addition to compliance with relevant laws and regulations, it is necessary to respect such international human rights standards as the Universal Declaration of Human Rights and International Covenants of Human Rights of the United Nations and the Core Labor Standards of the ILO. Therefore, it is necessary to implement the appropriate management practices outlined below and work toward reducing excessive working hours.

Under Japan's Labor Standards Act, workers cannot be required to work more than 40 hours per week. The law also stipulates that workers must not be required to work more than 8 hours per day, excluding rest periods, on each day of a week (legally prescribed working hours).

If a company wants to require workers to work overtime hours beyond the legally prescribed amount, it must conclude a labor-management agreement based on Article 36 of the Labor Standards Act (called a "36 Agreement") and notify the director of the labor standards inspection office having jurisdiction. It should be noted that the type of work to be performed during overtime hours and the upper limit of overtime work per day, month, and year must be established in the 36 Agreement.

Appropriate management of these matters refers to the following:

- Annual working days not exceeding the maximum set by law
- Weekly working hours, including overtime, not exceeding the maximum set by law (excluding unavoidable times of disaster or emergency)
- Observance of workers' right to paid annual leave, maternity leave, and childcare leave as stipulated by the law
- Workers' break time as stipulated by the law
- Provision of physical and mental health checks to ensure the health of workers

6.3 Wages and benefits

Minimum wage refers to the minimum wage stipulated by laws regarding wages in the country where the company is operating, and employers are required to pay wages that exceed the minimum wage. Compensation for overtime work must be paid to workers at a wage rate that is in accordance with the laws and regulations of the region. When paying compensation, companies must provide a wage slip that includes information enabling the breakdown of the payment to be checked. Unfair wage deductions may be deemed to be the non-payment of wages.

6.4 Elimination of child labor and employment of young workers

Child labor is internationally prohibited in all circumstances by the ILO and national laws.

Child labor, by its nature or the circumstances in which it is carried out, is harmful to the intellectual, physical, social and moral development of youngsters. It is believed that preventing them from going to school, forcing them to abandon schooling too soon, or requiring them to work and study at the same time significantly affects their educational opportunities and healthy development.

6.5 Prohibiting discrimination

Behavior that may lead to discrimination is not allowed in wages, promotions, rewards, access to training, hiring, and employment practices, including discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information, or marital status.

Furthermore, health checks and pregnancy tests are also regarded as discrimination if they could harm equal opportunity or the fairness of treatment.

6.6 Freedom of association, collective bargaining rights

The right of workers to establish and join trade unions must be respected, as well as the right of workers not to join a trade union and to refrain from such activities.

Furthermore, workers and their representatives must be able to engage in collective bargaining to formally gain mutual understanding with management regarding concerns about working conditions and management practices, without fear of discrimination, retaliation, intimidation, or harassment.

6.7 Prohibition of inhumane treatment

Callous behavior such as sexual harassment and verbal abuse may intensify in the working environment without people nearby noticing it.

It is necessary therefore to establish procedures for quickly detecting and responding to such behavior while at the same time creating and promoting an environment within the company where employees can seek advice.

6.8 Promotion of diversity and inclusion

Respecting diverse human resources (i.e., having diversity in terms of race, nationality, gender, sexual orientation, age, disability, religion/beliefs, values, career and experience, and ways of working, for example) and providing them with opportunities to fully utilize their abilities will lead to corporate growth. Examples include appointing female executives, hiring foreign workers and people with disabilities, and rehiring retirees.

7. Health and safety



Main text

7.1 Occupational safety

Occupational safety risk refers to the potential risk of health problems and accidents that occur during work, due to factors such as electricity or other energy, fire, vehicles or moving objects, floors that are slippery or contain tripping hazards, and falling objects.

It is necessary to identify safety hazards in the workplace and their risk of occurrence, and to implement safety measures for workers.

Reasonable steps to protect pregnant women and nursing mothers from highly hazardous conditions include avoiding risks such as lifting heavy objects and engaging in physically demanding work. It is also important to avoid exposure to infectious diseases, lead, poisonous chemical substances, and radioactive substances, as well as threats of violence, long work hours, extreme temperatures, and extreme noise.

7.2 Emergency preparedness

Emergency plans refer to, for example, emergency reporting, communication to employees, clarifying evacuation procedures, installing evacuation equipment, ensuring easily identifiable exits without obstruction, providing appropriate exit facilities, storing emergency medical supplies, installing fire detection systems, installing fire extinguishers, fire shutters, and sprinklers, securing external communication methods, and maintaining recovery plans. Dissemination of emergency plans within the workplace is also necessary. This involves, for example, providing emergency training (including evacuation drills) to workers and placing/ posting emergency procedure manuals in the workplace in an easily accessible location.

7.3 Occupational injuries and illnesses

It is necessary to record occupational injuries and worker illnesses, provide necessary medical treatment, investigate cases, identify and eliminate causes, implement corrective actions, including preventing, managing and reporting.

“Appropriate countermeasures” refer to systems and measures for promoting worker’s reporting, classifying, and recording injury and illnesses, providing medical treatment when necessary, investigating injury and illnesses, implementing corrective actions to eliminate the causes, and facilitating workers’ return to work.

It also includes implementing the required administrative procedures stipulated by the law and taking out industrial accident insurance.

7.4 Industrial hygiene

Hazardous agents include substances that are poisonous, radioactive, or cause chronic illness (such as lead and asbestos). These substances may exist in smoke, steam, mist, or dust form. Noise and odors may be deemed hazardous to the human body if they are significantly strong.

Appropriate management of these matters refers to establishing and implementing management standards and providing the appropriate training and personal protective equipment to workers.

7.5 Physically demanding work

Physically demanding work includes long hours of work in an unnatural position, long hours of repetitive or continuous work such as data entry or assembly work that causes physical exertion, and heavy labor such as the manual handling of heavy raw materials or manual transport of heavy objects.

Appropriate management includes providing working conditions based on ergonomics, providing regular breaks, providing supportive tools, and encouraging sharing and cooperation of work among multiple workers.

7.6 Protecting workers from machinery

Appropriate safeguards include management to prevent workplace injuries and accidents, using safety mechanisms such as fail-safe, foolproof, interlock, and tagout, setting up protective barriers, and conducting regular inspections and maintenance of machinery.

Fail-safe: A device or system designed for safe operation even in the event of failure, malfunction, or erroneous operation

Foolproof: A system that prevents dangerous situations from occurring even under erroneous operation

Interlock: A mechanism that prevents other operations from being performed unless certain conditions are met

Tagout: Installation of a tag showing that operation is prohibited to prevent unlocking due to human error

7.7 Sanitary facilities, meals, and housing

Maintaining health and safety involves maintaining the cleanliness and sanitation of facilities, and requires that the following points be considered.

- Drinking water: water quality tests compliant with laws and regulations, and safe drinking water (provided by a water cooler, etc.)
- Sanitary food preparation: cleanliness of clothing and health checks for kitchen workers, pest control, temperature control of food storage, valid cafeteria business licenses, etc.
- Toilets: clean toilet facilities in sufficient number, provision of toilet paper, etc.
- Dormitories: fire response plan, emergency exit routes (egress), secured accommodations for storing personal items (providing lockable storage), adequate living space, ventilation, temperature control, adequate lighting, etc.

7.8 Health and safety communication

It is necessary to provide appropriate workplace health and safety information and training regarding all the workplace hazards that workers will be exposed to (including but not limited to machinery, electricity, chemicals, fire, and physical hazards).

Occupational health and safety information should be clearly posted in facilities or placed in a location that can be seen by workers. It also must be provided in a language that the workers can understand. Training must be provided to all workers before starting work and regularly thereafter.

Workers should be encouraged to raise safety concerns. Topics for training include the correct use of personal protective equipment, emergency response measures, safe operation of machinery, and preparations before entering hazardous environments.

7.9 Employee health management

Appropriate health management refers to conducting health checks at least at the level stipulated by law and working to prevent and quickly detect worker illnesses.

It is also necessary to adequately consider treatment such as mental health care and the prevention of health problems due to overwork.

7.10 Reform of work methods and achievement of work-life balance

The Japanese government's Cabinet Office issued a Work-Life Balance Charter that states, "Now is the time to aspire for harmony between work and life throughout all of society, with the aim of allowing everyone to work with a sense of fulfillment and satisfaction and to meet their job responsibilities while also leading a healthy and abundant life, with time for child-rearing and nursing care as well as personal time for family, community activities, and self-development."

In addition, the Cabinet Office's action guidelines outline three specific conditions that must be met for a society that has achieved a good work-life balance:

- A society where economic independence through work is possible
- A society where time can be secured for healthy, abundant lives
- A society where choosing a variety of ways of working and living is possible

8. Human rights

Main text

8.1 Respect for basic human rights

Referenced international human rights standards include the Universal Declaration of Human Rights and International Covenants on Human Rights of the United Nations and the Core Labor Standards of the ILO.

Substantively, the prohibition of discrimination and harassment, the elimination of abuse such as forced labor and child labor, offering a work environment that is safe, healthy, and free of harassment, and maintaining freedom of association and collective bargaining rights are examples of the fulfillment of our responsibility towards respecting human rights.

Please see the azbil Group's *aG Human Rights Basic Policy* on our homepage for details.

8.2 Exclusion of antisocial forces

The term “antisocial force” refers to an organized crime group, its members or associate members, companies affiliated with it, corporate extortionists (sokaiya), miscreants advocating political activism, an intellectual crime group, or any similar party.

We must never have a relationship of any kind with an antisocial force. Specifically, this means:

- Not using or employing them.
- Not providing them with assets or favors.
- Not having a close association or any other relationship with them that could attract the condemnation of society.
- Not using fraud, violent behavior, or threatening language against another party or a party associated with another party, either by the business partner itself or through a third party.

8.3 Responsible mineral procurement

Companies are increasingly required to engage in responsible mineral sourcing and are expected to operate ethically and sustainably. Several important factors underpin this necessity:

- **Conflict Minerals:** Minerals such as gold, tin, tantalum, and tungsten, particularly mined in the Democratic Republic of the Congo and surrounding countries, are frequently reported as sources of funding for armed groups. These groups use the funds to commit human rights abuses, meaning that purchasing products or components containing these minerals can indirectly contribute to such abuses. Therefore, it is crucial for companies to ensure that the products and components they purchase do not contain minerals from regions with human rights risks.
- **Labor Practices:** Cases of low-wage labor, forced labor, and child labor in mines and smelters represent significant issues. To prevent these unfair labor practices, companies have the responsibility to verify that appropriate labor conditions are upheld throughout their supply chains.
- **Expansion of Affected Minerals:** The issues mentioned above are not limited to gold, tin, tantalum, and tungsten but are also expanding to include other minerals such as cobalt and mica. Consequently, the regions at risk are expanding, necessitating broader responses.

Due diligence for responsible mineral sourcing involves establishing policies from a sustainability perspective to address environmental, social, and government (ESG) issues such as human rights violations (e.g., labor, health, and safety), corruption (e.g., bribery), and environmental concerns. This process includes communicating expectations to suppliers (and incorporating these into contracts when possible), identifying and assessing risks within the supply chain, and developing and executing strategies to address identified risks.

- Specifically, this involves investigating the supply routes of the targeted minerals, conducting continuous audits and evaluations of companies involved, and implementing appropriate measures, including revising purchasing processes if improvements are needed.
- Additionally, with anticipated changes in social conditions, there is an expected expansion of risks associated with targeted minerals, high-risk regions, and issues beyond human rights, such as environmental concerns. Given the rapid pace of these changes, we ask that you actively gather information on related laws, regulations, and guidelines from organizations such as JEITA and RBA, including those listed below.

Relevant laws include the Dodd-Frank Wall Street Reform & Consumer Protection Act in the United States and the Conflict Minerals Regulation of the European Union that was based on the OECD Due Diligence Guidance for Responsible Business Conduct.

9. Contributions to the local community

Main text

As members of the local community, businesses are expected to contribute to society, participate in volunteer work, and engage in similar activities. Contributions to society can be broadly divided into financial support, material support, and personal activities.

Financial support includes making donations to social service organizations. Material support includes offering technology and expertise to local educational institutions and helping to promote local culture, arts, and sports by using company-owned land and facilities. Personal activities include participatory action, such as helping to preserve green spaces and conducting cleanups, and sending employees to societal education programs as instructors or coaches.

10. Quality, customers

Main text

10.1 Quality management

The term “quality management” refers to a process by which organizations and businesses set their own quality policies and targets and then work to achieve them in order to voluntarily promote quality in their operations and management. A framework of systems and procedures for this purpose within a plant or office is called a quality management system (QMS).

A representative quality management system is the international standard ISO 9001.

10.2 Offering accurate product and service information

Information regarding the specifications, quality, and handling of products and services, as well as the substances contained in materials and components used in products, must be accurate and not misleading. The information provided must not be false or manipulated.

11 Compliance with laws and regulations / Respecting international standards

Main text

In recent years, countries have been establishing and introducing a variety of legal regulations and policies related to the environment, human rights, and bribery. It is necessary to understand and comply with these. There are cases when a portion of these laws and regulations are applicable not just in their own countries, but outside them as well. Additionally, with the globalization of the supply chain and the market, it is expected that we will comply with laws and regulations, as well as international standards of conduct, not only at our own company but throughout our supply chain.

International standards of conduct refer to what is expected as socially responsible conduct for organizations, guided by international customs, generally accepted principles of international law and agreements between governments, including pacts and accords.

12 Observance of fairness in commercial transactions

Main text

12.1 Observance of fairness in commercial transactions

It is also necessary to comply with laws regarding fair business, including fair competition and subcontracting laws, and to refrain from such illegal acts as entering cartel agreements to restrict competition, engaging in unfair business practices, and making misleading representations.

We must not engage in unfair actions such as abusing a dominant position with respect to suppliers.

12.2 Corruption prevention

It is necessary to uphold a policy of prohibiting any and all forms of bribery, excessive entertainment or gifts, corruption, blackmail, or embezzlement, and maintain continuous compliance.

Directly or indirectly providing or receiving something valuable, or promising or proposing to do so, in order to gain business or obtain inappropriate benefit is prohibited.

Please see the azbil Group's *aG Corruption Prevention Basic Policy* on our homepage for details.

12.3 Respecting intellectual property

The protection of intellectual property applies not only to the company itself, but also to third parties such as customers and suppliers.

Intellectual property rights are rights defined by law, and include patent rights, utility model rights, design rights, trademark rights, and copyrights.

Intellectual property includes trade secrets and technical know-how in addition to intellectual property rights.

12.4 Protection of whistleblowers

In the complaint processing mechanisms usable by stakeholders, including employees in our company and in suppliers, both the confidentiality of the report details and the anonymity of the whistleblower must be protected. Whistleblowers must also be protected from any unfavorable treatment from corporations or individuals in retaliation for reporting.

It is necessary to also protect the confidentiality of information that is brought forward and the anonymity of workers who bring the information or seek consultation, and to take steps to prevent retaliation against them.

12.5 Appropriate import and export management

There are a variety of laws and regulations for importing and exporting in each country, and it is necessary to both understand and comply with these. Technologies and commodities regulated by laws and regulations refer to those parts, products, technologies, facilities, software, etc., that are subject to laws and regulations based on international agreements (such as the Wassenaar Arrangement).

The Wassenaar Arrangement is an agreement aimed at preventing the excessive movement and accumulation of conventional weapons that could threaten regional stability. It achieves this through responsible export control of conventional weapons and related generic products and technologies, while also keeping these out of the hands of terrorists.

13 Management system construction

Main text

13.1 Management system construction

The term “management system” refers to the building of a mechanism that allows for continual improvement through plan-do-check-act (PDCA) so that we can comply with laws and regulations related to business and products as well as with customer requirements.

If there is no code of conduct for compliance with laws, regulations, and customer requirements related to business and products, please comply with these *aG Sustainable Procurement Guidelines*.

Risks can significantly impact business activities. Therefore, it is important to specify and evaluate the various risks (dangers or uncertainty) that we face, draft countermeasures, and implement risk management.

13.2 Supplier management

The responsibility of taking a sustainable approach to the supply chain is expected not only of the company itself, but it is also similarly expected of suppliers.

Accordingly, it is necessary to also communicate our code of conduct requirements to our suppliers, monitor compliance and push for improvements.

13.3 Grievance mechanism

The term “grievance mechanism” refers to the system in which related parties are notified and urged to correct actions that may violate the code of conduct.

This is done through various reporting contact points, such as suggestion boxes, telephone, e-mail, website posting, reporting apps, and external organizations.

It must be possible to make complaints anonymously, and whistleblowers must not receive any unfavorable treatment in the processing of complaints.

14 Appropriate information disclosure

Main text

In addition to information disclosure provisioned in laws and regulations, it is necessary to offer and disclose information to all stakeholders, including customers. This includes details of business activities, financial conditions, business performance, environmental, social, governance (ESG) information, risk incident information (such as damages from large scale disasters, negative effects on the environment or society, major legal violations, etc.) and information related to the supply chain.

The falsification of records, the display of falsehoods, and the disclosure of false information is not allowed.

15 Information security

Main text

15.1 Ensuring information security

It is necessary to prevent issues such as information leaks, falsification, and system shutdowns caused by cyberattacks, including malware and inducements to malicious websites through targeted e-mails. The damages will not simply end at the company, as there is a possibility that the attackers will use the customer or partner company information they have obtained to broaden the scope of their targets.

It is important to draft plans for quick recovery in the event of a cyberattack. For example, backing up important data is one such countermeasure.

15.2 Protecting personal information

Compliance with local laws and regulations on personal information, and careful handling of the personal information of suppliers, customers, consumers, and employees is necessary. Personal information must only be collected, stored, processed, transmitted, and shared within the scope required to achieve its specified purpose. In Japan, the main law that addresses this matter is the Act on the Protection of Personal Information.

15.3 Preventing leakage of confidential information

Confidential information generally refers to information disclosed through documents (including data recorded magnetically or optically) that are agreed upon to be confidential, or information disclosed orally after a notice of confidentiality has been issued.

An appropriate framework and management system is required for managing both the company’s own confidential information and that received from third parties. This includes defining information management levels and employee training.

16. Drafting and preparing business continuity plans



Main text

Large scale natural disasters like earthquakes and hurricanes, and events such as terrorism, riots, infectious diseases, and accidents, may have a significant effect on business continuity. Business continuity plans (BCPs) must be drafted to ensure appropriate preparations, rapid resumption of production, and minimization of supply chain impact in case such events occur.

Examples of countermeasures include: building of an emergency contact system and installing safety facilities to secure employee safety, securing substitute work areas and standardizing repair and recovery procedures for production line recovery plans, accumulating spare parts and machinery, forming contracts with substitute suppliers, securing a variety of supply sources, and reinforcing inventory management.

As economic and social conditions change, so do the risks that need to be managed. Therefore, it is important to periodically review and prepare for these risks.

IV. Other references

References

The following resources were used as references in the preparation of these guidelines.

- *Guiding Principles for azbil Group Business*
- *azbil Group Code of Conduct*
- *Responsible Business Alliance, RBA Code of Conduct (ver. 8.0) (for the electronics industry)*
- *UN Global Compact, CSR/Sustainable Procurement Self-Assessment Tool Set*
- *Japan Electronics and Information Technology Industries Association (JEITA), Responsible Business Conduct Guidelines Ver.1.1*

*RBA: Responsible Business Alliance

Electronics Industry: Responsible Business Alliance

*JEITA: Japan Electronics and Information Technology Industries Association

Japan Electronics and Information Technology Industries Association

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3	June 2023	Updated azbil Group Basic Procurement Policy
4	September 2024	Title revision, ESG Classification: Addition of 'Governance' as a Main Category
5	March 2025	Added explanations and revised the wording regarding working hours, climate change, and responsible mineral sourcing
6	July 2025	Revised the term "Governance" to "Ethics and Risk Management"