

Human Rights Policy



1. Anti-discrimination

We promote diversity and inclusion and prohibit unfair discrimination against any employee or applicant.

- We do not discriminate on the basis of race, ethnicity, nationality, gender, religion, disability, social status, or any other legally recognized basis for illegal discrimination.
- We do not present any qualification or requirement as a precondition for a job if such precondition holds no relevance to actual performance of the job.
- We do not ask applicants for a job to provide information that bears no relation to actual performance of the job.
- We do not give preferential treatments with respect to benefits, training, assignment, promotion, retirement, and termination without reasonable grounds.
- We do not discriminate in terms of convenience provided in relation to work in the workplace against non-regular employees.
- We seek to eradicate any and all gender-based inequality in the workplace.
- We strive to expand opportunities for people with disabilities.



2. Elimination of Hostile Work Environment

We do our utmost to prevent sexual harassment and bullying in the workplace and keep in place a system for protection of victims.

- We establish a system by which to protect employees from sexual harassment and bullying in the workplace.
- We regularly provide training sessions on prevention of sexual harassment and bullying in the workplace.
- We provide guidelines to employees as to how to avoid sexual harassment and bullying in the workplace.
- We build and maintain multiple channels of communication so that anyone with knowledge would be able to report sexual harassment and bullying in the workplace.
- We conduct a prompt investigation on any reports related to sexual harassment and bullying in the workplace.
- We take adequate protective measures with as much deference to the wishes of the victim, or the person who reports the incident.
- Where an improper behavior in the workplace is identified, we take appropriate measures such as a disciplinary action against the perpetrator.



3. Pay and Benefits

We abide by the statutory requirements for employee remuneration and operate a fair and reasonable compensation system.

- We comply with the statutory minimum wages of the relevant jurisdiction in which we operate.
- We pay the amount specified in the contract with appropriate documentation on the specified date.
- We pay our employees accurate amounts of remuneration legally and contractually required, taking into account any overtime work performed.
- We provide benefits to our employees as legally and contractually required at least.
- We do not make pay deductions without a valid cause.
- We operate a fair compensation system based on competency and performance.



4. Observance of Legally Mandated Work Hours

We abide by the statutory requirements for work hours, break time, and holidays.

- We set up certain standards by which legal requirements for work hours can be observed.
- We establish and maintain an attendance tracking system so that employees' work hours can be fairly and accurately documented.
- We observe working hours and break time mandated by law.
- We respect legally mandated holidays.



5. Prohibition of Forced Labor

We prohibit any and all forms of forced labor and offer fair and transparent employment contracts.

- It is our policy not to allow any and all forms of forced labor.
- We do not force our employees to work against their will by employing violence, intimidation, confinement, slavery, human trafficking, or any other means that unfairly restrict the physical or psychological freedom of employees.
- We inform our employees of their working conditions prior to signing an employment contract with them.
- We do our utmost to include an anti-forced labor clause when contracting with employment agencies.
- We do not restrict the free movement of employees in the workplace, except on legitimate grounds (e.g. safety concerns or protection of confidential materials).



6. Prohibition of Child Labor

We scrupulously observe the minimum age for employment and comply with statutory restrictions when employing younger workers (e.g. minors who can be employed but cannot work longer than a set number of hours).

- We do not hire persons under the minimum age for employment.
- In case of hiring young employees over the legal working age, we observe the statutory working hours and do not assign them responsibilities that are deemed hazardous or otherwise inappropriate for young employees.



7. Guarantee of Fundamental Labor Rights

We guarantee our employees' freedom of association and their right to collective bargaining.

- All employees can form or join a trade union out of their own volition.
- We negotiate with union representatives in good faith.
- We do our utmost to implement the agreement concluded as the result of collective bargaining.
- We respect the rights of employees to engage in peaceful assembly.
- We do not give unfair treatments to employees for reasons of joining, attempting to join, or engaging in union activities.



8. Protection of Personal Information

We maintain a procedure by which we handle personal information in compliance with legal requirements.

- We comply with applicable laws and regulations related to personal information.
- We establish and maintain adequate standards and procedures for collection and management of personal information.
- We respect the privacy of all our employees and take necessary measures to protect personal information in the process of collecting and storing information.
- We do not use personal information for purposes other than the purpose to which employees have consented.
- We preemptively identify and assess risk factors that may affect the likelihood of data breaches and implement appropriate changes.



9. Health and Safety

We maintain a system for prevention of occupational health and safety issues in compliance with legal requirements.

- We comply with the applicable laws and regulations related to occupational health and safety.
- We perform risk assessments to prevent potential safety hazards.
- We build an effective health and safety system for enhanced risk management in the workplace.
- We conduct regular health and safety training sessions.
- We provide regular health check-ups to protect and maintain the good health of our employees.
- We regularly assess and improve the working conditions to protect the health of employees from hazardous substances and to create an optimal work environment.



10. Promotion of Human Rights in the Supply Chain

We support our suppliers' commitment to promotion of fundamental rights and to prevention of potential human rights violation.

- We endeavor to include in our agreements with suppliers clauses on protection of human rights.
- We maintain a system of regularly assessing the status of human rights protection in our suppliers' operations and take into account the assessment results when selecting suppliers.
- We make sure that unethical suppliers related to human rights violation are not included in our supply chain.
- We urge our suppliers to establish adequate measures for protection of fundamental rights.
- We request our suppliers to fulfill their human rights protection obligations.