

MatsukiyoCocokara & Co. Procurement Policy

Our group philosophy is 'Creating the future "normal" and innovating lifestyles.' As a corporate group, we will continue to foresee the future of health and beauty, and contribute to the realization of enhanced lives and livelier communities through the creation of new customer experiences.

To the realization of a sustainable society, not only our efforts but also the cooperative and trusting relationships with our suppliers are crucial.

This policy serves as a summary of the items we expect our suppliers to adhere to, which enables us to implement sustainable procurement in our corporate group. In selecting suppliers, we assess whether they are committed to fulfilling their corporate social responsibility under the same values as ours in accordance with this policy.

1. Compliance with laws and regulations

- We shall observe the laws and regulations of the countries and regions in which we operate, and relevant international rules.

2. Appropriate and fair business practices

- We will comply with laws and regulations and engage in fair and free competition among enterprises.
- We will not engage in any form of corrupt practices, such as bribery, collusion, or the giving and receiving of other improper benefits.
- We will not provide illicit benefits to administrations or public officials.
- We shall not have any relationship with antisocial forces.
- We will consider animal welfare.
- We will fully discuss cost increases and so on with our suppliers to ensure fair pricing throughout the supply chain.

3. Respect for Human Rights and Labor

We shall comply with the laws and regulations of each country and region in which we operate, and will focus on the following items.

- We will respect the International Bill of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work.
- We will not tolerate any unfair discrimination and harassment on the grounds of birth, nationality, race, ethnicity, creed, ideology, religion, gender, gender identity, age, disabilities, hobbies/preferences, academic background, assets, family origin, or other status, employment, occupation, etc., and provide equal opportunities in the workplace.
- We will not engage in child labor, forced labor, slave labor, or human trafficking in any country or region.
- We will respect workers' freedom of association and the right to collective bargaining.
- We will ensure a minimum wage, support a living wage, and adhere to equal pay for equal work.
- We will reduce excessive working hours and manage working hours appropriately.
- We will ensure the health and safety of all workers and customers.
- We will provide safe and secure products and services to consumers and users and disclose vital information relevant to them.
- We will strive to protect personal information and privacy.

4. Environmental conservation

- We will view climate change and other environmental issues as significant concerns and mitigate the environmental impact through the entire operations of our business.
- We will reduce the amount of energy use and greenhouse gas emissions, such as CO₂.
- We will make efficient use of water resources and manage wastewater appropriately.
- We will use resources in a way that considers their impact on biodiversity.
- We will treat and reduce waste properly and prevent pollution.
- We will improve the efficiency of our logistics through joint deliveries, distribution routes,

and time management.

5. Intellectual property

- We will not infringe upon the intellectual property rights of third parties, including patents, copyright, design rights, or trademarks.

6. Quality and Safety

- We will fulfil our responsibilities as a supplier by designing, manufacturing, and selling products that meet the safety standards stipulated by the laws and regulations of each country, and ensure sufficient product safety.
- We will comply not only with all applicable laws and regulations regarding the quality of the products and services, but also with our own quality standards and customer requirements.
- We will provide accurate and non-misleading information on our products and services.

7. Information security

- We will take defensive measures against threats such as cyberattacks and ensure that we do not cause harm to ourselves or others.
- We will comply with relevant laws and regulations while appropriately managing and protecting all personal data of our suppliers, customers, consumers, and employees.
- We appropriately manage and protect confidential information that comes not only from ourselves but also from our customers and third parties.

February 2024

MatsukiyoCocokara & Co.

Kiyoo Matsumoto, President and Representative Director