

TODA Corporation Procurement Guidelines

1. Compliance with Laws and Social Standards

Comply with relevant laws and social standards in conducting business activities.

- (1) We will comply with all applicable laws and regulations and social standards in the countries and regions where we conduct business activities, etc., and practice actions based on high ethical standards.
- (2) We shall sever all relationships with antisocial forces and organizations that threaten the order and safety of civil society and shall resolutely reject any unreasonable demands we receive.
- (3) Establish an internal reporting contact point for our own and our business partners' employees. The rights of reporters are protected, and the content of their reports is used to improve corporate actions.
- (4) Properly manage the Toda Corporation Group's assets (tangible and intangible assets such as facilities, equipment, know-how, etc.), and use intellectual property rights of other companies under appropriate procedures and do not infringe on them.
- (5) We will maintain transparent and sound relationships with politicians and public officers (including foreign public officers, etc.), and will not engage in corrupt practices such as corruption or bribery, or any conduct that could be viewed as such.

2. Fair and Equitable Transactions

We shall develop procurement activities widely with a fair and impartial attitude, and in selecting our business partners, we shall comprehensively consider not only quality, safety, cost, and delivery time, but also environmental friendliness, personnel and labor policies, technological capabilities, financial strength, social credibility as a business operator, attitude toward continuous improvement, and management conditions, among other factors.

- (1) We will conduct transparent transactions with our business partners through appropriate quotations that clearly state terms and conditions and through free and fair competition.
- (2) We will not abuse our superior position to seek unfair benefits or preferential treatment from our business partners.
- (3) We will strive to disclose appropriate corporate information on our business activities, labor, safety and health, environmental activities, financial condition, and other matters.

3.Respecting human rights

Respect human rights throughout the supply chain based on the TODA Corporation Group Human Rights Policy.

- (1) We respect basic human rights, personality and individuality, and diversity, and do not engage in any form of discrimination, harassment, or unfair treatment based on race, gender, nationality, age, sexual orientation/gender identity, religion, creed, ethnicity, disability, physical characteristics, social status, family origin, etc.
- (2) For foreign workers, including technical intern trainees, proper management of working hours and payment of wages shall be conducted following relevant laws and regulations, and illegal or unjust acts such as confiscation of passports and other documents, unreasonable collection of money, and enforcement of inferior living conditions shall not be performed.
- (3) We will follow the provisions of the Labor Standards Act and other labor-related laws and regulations, effectively manage employee working hours to discourage excessive overtime work and promote the use of annual paid leave.
- (4) We will follow legal minimum wages and other wage laws and regulations and will try to pay our employees a living wage or more to the extent possible, as well as an appropriate wage commensurate with their experience and skills. In addition, we will not make unreasonable wage reductions or deductions.
- (5) Respect freedom of association and the right to collective bargaining, and respond sincerely to employee demands for better wages and working conditions.
- (6) Prohibit all forms of child labor and forced labor, whether domestic or foreign.
- (7) Respect the traditions and customs of the countries and regions and employees in which we operate, and give sufficient consideration so as not to interfere with them.

4.Mutual Development through Partnerships

Share and solve information, issues, and problems in the supply chain, and aim for mutual development through partnerships.

- (1) Enhance communication through dialogue with business partners, share and cooperate with them to solve various issues and problems.
- (2) We aim for mutual development through daily improvements in technology and construction methods, etc., and by applying them to construction.
- (3) Strive to share and be able to disclose information on products and raw materials in the supply chain.
- (4) Share and effectively utilize information accumulated through corporate activities to accurately respond to changes in the market environment.
- (5) Promote human resource development to improve the status and development of the construction industry.

5. Quality Assurance

Maintain and improve quality to the best of our ability, play a role in creating a safe and comfortable social infrastructure, and promote activities to achieve No. 1 customer satisfaction by providing products and services that meet customer expectations.

- (1) Ensure quality control is implemented and the required quality is achieved.
- (2) In addition to ensuring the safety of products and services, prompt reporting and appropriate action should be taken in the event of a failure.
- (3) Constantly strive to develop new technologies on a sustained basis to improve technology and quality.

6. Environmental Initiatives

Contribute to the realization of a sustainable society by considering the entire life cycle of goods and services and working to reduce environmental impact, including the supply chain.

- (1) Promote green procurement throughout the supply chain.
- (2) Promote energy conservation and actively adopt renewable energy sources to reduce greenhouse gas emissions in the goods and services we procure for the realization of a decarbonized society.
- (3) Considering the conservation of biodiversity and a sustainable use of resources, we will strive to conserve and regenerate the surrounding environment, such as natural environment and water resources, and promote efforts to avoid the use of illegally harvested timber, etc.
- (4) Comply with laws and regulations regarding proper disposal of waste, and promote the 3Rs (Reduce, Reuse, Recycle) to create a recycling-oriented society.
- (5) To prevent pollution, we do not use products containing chemical substances prohibited by laws and regulations. In addition, we manage information on chemical substances used and control the use of high-risk substances.

7. Safety and health assurance

We regard safety as a "core value" in all corporate activities and aim for zero occupational accidents together with the Toda Corporation Group.

- (1) Promote accident prevention activities and strive to prevent occupational accidents.
- (2) Comply with the provisions of the Labor Standards Act and other labor-related laws and regulations and maintain and improve the work environment in consideration of physical and mental health.

8. Information Security Assurance

Ensure the security of confidential information, personal information, and customer information that is managed in relation to works.

- (1) In addition to complying with laws and regulations related to information security, we will establish a management system for personal information, confidential information, and customer information to prevent information leakage.
- (2) Prevent the leakage of information by taking measures to protect the company's computer network from viruses, etc.

9. Disaster Response

Strive to maintain a business continuity plan (BCP) system from normal times and contribute to recovery activities in the event of a disaster.

- (1) Establish a business continuity plan (BCP) system to prepare for disasters and infectious diseases from normal times, confirm and improve its effectiveness through drills, etc., and prepare to maintain the supply chain in the event of an emergency.
- (2) In the event of a disaster, the safety of employees and their families shall be given top priority, and efforts shall be made to minimize damage to company facilities and other assets. In addition, we will actively participate in rescue and restoration activities such as first aid for social infrastructure and constructed properties.

10. Social Contribution Activities

Strive to harmonize with local communities and engage in social contribution activities for sustainable development.

- (1) We will promote harmony through activities that take into consideration the residents and communities in which we operate, such as interaction with the local community and environmental conservation activities, and cooperate in the development of the local community, including users after completion of the project.
- (2) Implement activities that contribute to the safety and security of neighborhood residents, and work to eliminate harm to the health and safety of the local community and residents caused by the construction process.

11.Promotion of Procurement Guidelines

Ensure that all employees of the Group are familiar with the procurement guidelines and encourage our business partners to comply with them.

- (1) Establish an internal system to ensure compliance with the initiatives described in the procurement guidelines of the Toda Corporation Group, and work to ensure that all employees are aware of and implement these initiatives.
- (2) Promote awareness and dissemination of the procurement guidelines among all business partners and encourage them to comply with the guidelines.