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	PŘÍLOHA			
	S-Q-006.6	Verze č. 1.0	Interní	Strana 1 / 7

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Supplier Sustainability Guidelines

AISAN Industry hopes to contribute to the creation of a livable earth and an affluent society through the provision of its products and services. To this end, we are committed not only to thorough environmental management, but also to contribute to the realization of a sustainable society. This guideline will be the contents that we would like all of our business partners to comply with in order to realize this goal.

1. Products and Services

Ensuring the safety of products and services

Produce and provide products and services that meet the safety laws and regulations of each country and region.

Product Quality

We will establish a system to realize reliable quality in product development and production activities, and build/operate a system that can be implemented without difficulty.

Delivery and production

We will produce "what you need, when you need it, and in the quantities you need it," and will respond flexibly and reliably at each stage of production preparation, production, and delivery.

Cost improvement

We will strive for innovation in technology development and production technology, as well as constant cost reduction activities, with the aim of becoming a company that will continue to be sought by customers by providing globally competitive products and services.


Technology

Technology is becoming increasingly important in the three areas of environment, safety, and comfort. Along with these demands from society and the global environment, we aim to accurately grasp the needs of our customers and realize our ability to be the first to realize them, as well as to achieve higher added value and competitiveness.

Provide appropriate information on products and services

Provide consumers/customers with appropriate information about products and services.

2. Compliance

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Compliance with laws and regulations and their spirit

We will respect the culture, customs, and history of each country and region, and comply with laws and regulations and their spirit. The Company will establish and implement policies, systems, guidelines, reporting systems, education, and other mechanisms to ensure compliance.

Management and protection of confidential information

We will strictly manage our own confidential information, such as trade secrets, and will use it appropriately. We shall obtain confidential information of other companies through legitimate methods from legitimate sources, confirm the scope of use and other conditions, use the information only within the scope of such information, maintain confidentiality, and not infringe on the rights of other companies. All personal information concerning employees, customers, business partners, etc., shall be obtained only by legitimate means, and the information obtained shall be strictly controlled, used and protected to the appropriate extent.

Protection of Intellectual Property

We will protect our intellectual property rights from being infringed by third parties. (2) The company shall not engage in any unauthorized acquisition or unauthorized use of patents, utility models, designs, trademarks, or other intellectual property of third parties, or unauthorized copying of software, books, or other infringements of rights.

Compliance with competition laws

We will not engage in any acts that violate the competition laws of each country, such as private monopolization, unfair restriction of trade (cartels, bid rigging, etc.), unfair trade practices, abuse of a superior bargaining position, etc. We will not engage in any acts that violate the competition laws of each country.

Export Transaction Management

In accordance with laws and regulations related to export transaction control, the company shall ensure that products, technologies, etc. to be exported are thoroughly controlled by preparing and providing a certificate of applicability after confirming whether they are restricted items or not.


Corruption prevention

We will make political donations and contributions in accordance with the laws of each country and strive to build transparent and fair relationships with politics and government. We do not give or receive entertainment, gifts, or money to or from customers, suppliers, or other business partners for the purpose of obtaining or maintaining undue advantage or unfair preferential treatment. Prepare and maintain accounting records that are reasonably detailed, accurate, and fairly reflect all transactions and dispositions of assets, and do not engage in off-balance sheet transactions, fictitious transactions, or other false or misleading transactions. We will not engage in any form of corruption such as bribery*, bid rigging, money laundering, accounting irregularities, embezzlement, etc., nor will we be complicit in such corrupt acts through third parties.

*Includes illegal political donations, contributions, illegal international transfers, etc. Provide internal training on laws and regulations related to bribery and corruption.

Prohibition of Conflicts of Interest

We will not engage in any activities that unfairly benefit ourselves, our acquaintances, business partners, or third parties (conflicts of interest) against our own interests.

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Establishment of reporting and consultation services and protection of informants

The Company is committed to providing a safe and secure environment for employees, suppliers, and other stakeholders to prevent and detect misconduct, including violations of laws and regulations, human rights violations, and misconduct.

Establish an accessible and effective point of contact for reporting and discussing concerns about conduct, etc., and establish an effective grievance mechanism to respond in a timely manner.

The contents of the report or consultation shall be promptly handled. In addition, for the protection of whistleblowers, information on individuals who have reported or consulted shall be kept confidential, and appropriate measures shall be taken to ensure that whistleblowers and consultants will not suffer retaliation or other disadvantages because of the fact that they have reported or consulted.

Creating a healthy workplace culture

In addition to not tolerating misconduct in the workplace, we will strive to create an open workplace where each individual is respected and where it is difficult for misconduct to occur.

Response to Anti-Social Forces

We shall take a firm stand against antisocial forces and organizations, and shall never have any relationship with them.

Promotion of appropriate transactions

The Company shall ensure and promote appropriate transactions with business partners in compliance with the Act against Delay in Payment of Subcontract Proceeds, Etc. to Subcontractors and other laws and regulations, as well as compliance with such laws and regulations.

We do not tolerate the use of our position as purchaser or consignor to impose unreasonable demands or obligations based on our superior position. In countries where there are laws and regulations on the abuse of a superior position, we shall comply with those laws and regulations.

3. Human rights

Prohibition of discrimination

The company does not discriminate on the basis of sex, age, nationality, race, ethnicity, creed, religion, sexual orientation, gender identity, disability, marital or child status, etc., in any aspect of employment, including application, hiring, promotion, compensation, right to education, assignment, compensation, benefits, discipline, termination, retirement, etc.

Prohibition of Harassment

We do not tolerate any form of harassment, including power harassment, sexual harassment and peer pressure, or any conduct that offends personal dignity.

Any verbal, visual, or physical conduct directed at an employee that offends his or her dignity or creates an intimidating, hostile, or offensive work environment is considered harassment.

The Company will immediately report and investigate any complaints of harassment. We will also ensure that employees are able to report any instance of harassment without fear of retaliation, intimidation or harassment.


Prohibition of child labor

The committee does not approve of child labor that deprives children of educational opportunities and forces them to work at an early age that hinders their development.

The minimum age for employment is 15 years old, the minimum age for employment under the applicable laws and regulations of each country, or the age at which compulsory education ends, whichever is the highest.

Employees under the age of 18 are not to be used for hazardous work.

Vocational training and apprenticeships are allowed only to the extent permitted by applicable laws and regulations in each country.

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Prohibition of Migrant and Forced Labor

No forced labor of any kind, including violence, threats, debt, etc., nor any form of modern slavery, including human trafficking, shall be permitted.

Ensure that all work is voluntary and that employees are free to leave their jobs.

Do not require employees to surrender their passports, official identification documents, or work permits as a condition of employment. Do not require employees to bear any costs that would be considered unreasonable under international norms (*), such as recruitment fees.

Placement or training fees and travel, lodging, and administrative expenses, etc.

No unreasonable restrictions will be imposed on workers' freedom of movement in and out of workplaces and dormitories.

Before signing a formal contract, notify the worker of the working conditions in writing in the worker's native language or in a language the worker understands, and exchange a written contract. When recruiting foreign workers from outside of the country, the same procedure should be followed before the worker leaves the country.

Appropriate Wages and Fees

Pay employees in compliance with applicable national laws and regulations regarding minimum wages, overtime, wage deductions, piece-rate wages, and other benefits.

Provide legally required benefits such as medical care benefits and medical care expenses.

Salaries and other benefits, welfare benefits, and deductions are clearly and timely detailed to employees in compliance with applicable laws and regulations in each country.

Aiming for stable livelihood of employees, we will strive to secure a salary above the living wage.

No disciplinary action or pay reduction will be taken that is not based on the appropriate standards and processes set forth in the work rules and regulations.

Appropriate working hours and labor management

We will comply with the laws and regulations of each country and region regarding the determination of employee working hours (including overtime) and the granting of vacations and annual paid leave, etc.

We will work to reduce long working hours by ensuring that employees' working hours are monitored, preventing nonpayment of wages, and improving operational efficiency.

Freedom of dialogue, consultation and association with employees

We will engage in good faith dialogue and consultation with the employee's representative or employees.

Recognize the right of employees to associate or not associate freely in accordance with the applicable laws and regulations of the country in which the company operates.

Guarantee employees the right to communicate openly and directly with management without fear of retaliation, intimidation or harassment.

Safe and healthy working environment

To ensure that everyone can work with peace of mind, we place the highest priority on ensuring safety and health on the job, identify hazards to prevent accidents and disasters, and provide appropriate personal protective equipment (safety glasses, safety hats, etc.) as needed.


Support employee health promotion through workplace health promotion activities and guidance for disease prevention.

We will not assign hazardous working conditions to pregnant women and child-rearing parents, and will strive to eliminate occupational health and safety risks.

Human Resource Development

Support employees' career and professional development through human resource development.

Respect for diversity, equity and inclusiveness

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We will strive to provide fair opportunities for each individual and foster an internal culture of inclusiveness that embraces differences.

Promotion of Human Rights Protection and Human Rights Due Diligence

We will establish a system to systematically and continuously promote respect for human rights in our business activities, and actively work to resolve various human rights issues.

A series of mechanisms (human rights due diligence) to identify, assess, prevent, and mitigate negative impacts on human rights, and to verify and improve the effectiveness of such efforts, will be developed and implemented on an ongoing basis.

We will take preventive measures against negative impacts on human rights, and if it is confirmed that our business activities have actually caused or contributed to negative impacts, we will promptly take corrective and remedial measures through appropriate procedures.

Access to Relief

Establish various contact points for employees to report and discuss human rights concerns. Establish an accessible and effective reporting and grievance mechanism to identify and respond to stakeholders' human rights concerns in a timely manner.

Prohibition of infringement of the rights of local residents, etc.

The project will not violate the rights of local residents or indigenous peoples by forcing them to leave their homes illegally or by severely destroying their living environment.

When acquiring or using land for business activities, we will comply with local laws and regulations. In addition to compliance with laws and regulations, we will strive to gain the understanding of local residents and indigenous peoples affected by our activities.

*As indicated in the Business Reference Guide to the United Nations Declaration on the Rights of Indigenous Peoples.

Obtaining Free, Prior, Informed Consent (FPIC) from the indigenous people affected by the project, etc.

4. Environment

Environmental Management System

We will establish an environmental management system that aims to achieve sustainable coexistence between our business and the global environment, and to continuously improve it, while complying with the environmental laws and regulations of each country and region, and maximizing our environmental performance.

Contribute to a carbon neutral society and reduce greenhouse gas emissions

We will strive to improve energy efficiency(*) in all areas, promote activities to reduce greenhouse gas emissions over the entire life cycle, and make effective use of energy and resources.

Examples: Introduction and development of highly efficient equipment and manufacturing processes that take energy and resource conservation into consideration, development of products that contribute to reducing greenhouse gas emissions, more efficient production activities, efficient air conditioning operation, etc.

In order to achieve carbon neutrality, we will strive to understand not only the amount of greenhouse gas emissions, but also the actual status of problematic processes and materials.


We will work with our suppliers to improve energy efficiency throughout the supply chain, and will propose and promote all kinds of reduction measures, such as equipment improvement, material replacement, and introduction of renewable energy sources.

Chemical Substance Management

The company will identify and safely manage chemical substances and other materials that have the potential to pollute human health and the environment.

We will manage (abolish, reduce, etc.) chemical substances in compliance with the relevant laws and regulations of each country and region.

The products do not contain any chemical substances that are prohibited by law in the country or region concerned.

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In the manufacturing process, chemical substances prohibited by laws and regulations in the country or region are not used.

Building a Society in Harmony with Nature

In all business activities, including the procurement of raw materials and the manufacture of parts, we will give consideration to the preservation of biodiversity and the protection of ecosystems by reducing and preventing the impact of our activities on ecosystems.

Contribution to the creation of a recycling-oriented society and system

In designing and developing products, we aim to contribute to society through environmental technology by reducing the use of depletable resources, utilizing recycled materials, and giving consideration to proper disposal and recyclability at the time of disposal. Upon request, report the results of use of recycled materials.

In addition to complying with the laws and regulations of each country and region concerning the proper disposal and recycling of waste, we will work to reduce the final disposal volume of waste and promote recycling by improving the efficiency of resource use.

Prevention of pollution of air, water, soil, etc.

We will comply with the laws and regulations of each country and region regarding the prevention of pollution of air, water, soil, etc., and will continuously monitor and reduce the use of pollutants.

Prevent environmental pollution by carrying out the following activities.

Reduction of water environmental impact

Considering the water environment in each country and region, we will work to thoroughly reduce usage and manage wastewater while continuously evaluating our impact.

5. Responsible procurement

Responsible Resource and Raw Material Procurement

We will conduct procurement activities considering the impact on local communities of the use of raw materials (e.g., conflict minerals, cobalt, natural rubber, etc.) that may cause social problems such as human rights and the environment, and if there is any concern, we will take measures to avoid their use.

6. Local community


Information Disclosure to Stakeholders

Disclose information related to management, finance, environmental conservation, society, and social contributions to stakeholders in a timely and appropriate manner, and aim to build sound relationships, mutual understanding, and trust with stakeholders through open and fair communication.

Contribution to the community

We will respect the culture and traditions of each country and community around the world, and strive to develop mutual trust with local communities and stakeholders.

To contribute to the development of prosperous local communities by focusing on the social issues faced by each region and participating in the growth of communities and the creation of a prosperous society in cooperation with the local community.

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7. Risk management

Establishment and operation of risk management systems

The company will analyze risks related to business activities and establish and operate a company-wide crisis management system in order to prevent emergencies from occurring or minimize damage in the event that they do occur.

Business continuity plan development and operation

Establish and operate a business continuity plan (BCP) for early recovery in response to disasters and accidents.

Ensuring Information Security

Implement defensive measures (cyber security, etc.) against threats on computer networks to prevent damage to the company and other companies due to leakage of confidential information, and provide regular information security education (including education and training on targeted attacks) to employees.

8. Compliance with Sustainability Guidelines

The entire supply chain, which supports our manufacturing activities, is committed to complying with these guidelines.

We would like to ask our business partners to read and understand these guidelines carefully before proceeding.

In order to confirm compliance with these guidelines and for the purpose of mutual communication, we may conduct self-inspections through sustainability questionnaires, conduct hearings, and visit your factories and other sites. In some cases, we may also conduct an audit by a third party.

If you encounter any problem that violates this guideline, please report it promptly and work on improvement. AISAN Industry will work together with you on improvement activities, if necessary. In the unlikely event that appropriate improvement measures are not taken, AISAN Industry may suspend the placement of orders.

9. Expansion to your business partners

We also ask that you disseminate your sustainability policies and guidelines to your business partners based on the above objectives, and make them aware of your sustainability initiatives through awareness-raising activities.

In order to spread and disseminate the concept, please be aware of the entire supply chain, implement the concept, and follow up and take corrective actions as necessary.