



OLFA CORPORATION
OLFA WORKS CORPORATION

Human Rights and Labor Policy

OLFA considers respect for human rights in all business activities a key management responsibility. Based on internationally recognized principles, including the Universal Declaration of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work, OLFA has established this Human Rights and Labor Policy to ensure fairness, dignity, and ethical practices throughout its operations.

1. Respect for fundamental human rights and elimination of discrimination and harassment.

OLFA respects fundamental human rights and prohibits all discriminatory treatment and harassment based on race, creed, skin color, gender (including gender identity and sexual orientation), religion, nationality, language, physical characteristics, property, place of birth, or any other grounds in all employment situations, including recruitment, hiring, placement, treatment, training, and retirement.

2. Prohibition of Child Labor and Treatment for Young Workers

OLFA shall not employ individuals below the minimum working age established by local laws and regulations. Furthermore, for employees under the age of 18, OLFA shall pay particular attention to their health and safety in accordance with the laws and regulations of each country and region.

3. Prohibition of Forced Labor and Slavery

OLFA shall not use forced or compulsory labor, involuntary or exploitative prison labor, or labor obtained through slavery or human trafficking. OLFA shall not coerce any employee into employment and guarantees the right to freely leave employment.



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4. Wages and Benefits

OLFA complies with the laws and regulations of each country and region regarding minimum wage, overtime, wage deductions, piecework wages, and other benefits, and pays appropriate wages. OLFA does not make unjustified wage reductions.

5. Working Hours

OLFA complies with the laws and regulations of each country and region regarding the determination of employee working hours, as well as the granting of holidays and annual paid leave.

6. Communication and Consultation with Employees

OLFA respects human rights while maintaining a healthy and secure workplace environment. OLFA aims to foster an open culture by providing regular opportunities for interactive exchange of opinions, rather than relying solely on one-way communication from management.