



OLFA CORPORATION  
OLFA WORKS CORPORATION

# CSR Procurement Action Guidelines

## 【Ethics and Compliance】

### (1) Legal Compliance

OLFA conducts its business activities in accordance with the laws and regulations of each country and region, grounded in corporate ethics, and promotes thorough compliance by establishing and maintaining effective compliance policies, organizational frameworks, and employee education systems.

### (2) Competition Law Compliance

OLFA does not engage in acts that hinder fair competition, such as private monopolies, unfair trade restrictions like cartels or bid rigging, unfair trade practices, or abuse of a dominant position.

### (3) Anti-Corruption and Prohibition of Bribery

OLFA does not offer or provide money, goods, or facilitation payments to obtain improper benefits, does not give or accept gifts or entertainment beyond socially acceptable limits, and does not make illegal political contributions.

### (4) Prohibition of Conflicts of Interest

OLFA prohibits actions that seek to benefit itself, its business partners, or third parties at the expense of the company's interests and shall not comply with improper demands from customers or employees of business partners.

### (5) Protection of Confidential and Personal Information

In compliance with the laws and regulations of each country, OLFA obtains personal information of business partners, third parties, and employees, as well as confidential information of business partners and third parties, and appropriately manages and protects such information, limiting its use to an appropriate scope.

### (6) Whistleblower Protection System

OLFA establishes mechanisms enabling its employees and business partners to



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report legal violations and operational concerns, while protecting the Whistleblowers from adverse actions such as dismissal, threats, harassment, or retaliation.

(7) Proper Import/Export Management

OLFA conducts proper procedures and management regarding the import/export of technologies and goods regulated by the laws and regulations of each country and region.

(8) Respect and Protection of Intellectual Property

OLFA shall properly protect our own intellectual property while respecting the intellectual property of third parties and not infringing upon their rights.

(9) Appropriate Information Disclosure

OLFA discloses information regarding management, financial condition, business activities, and other matters required by the laws and regulations of each country and region to stakeholders in a timely and appropriate manner.

Through ongoing communication, OLFA strives to maintain and enhance mutual understanding and trust with its stakeholders.

(10) Responsible Raw Material Procurement

OLFA is committed to responsible procurement of all raw materials for its products through its Procurement Guidelines, which identify the minimum standards that suppliers must meet.

## **【Safety, Disaster Prevention, and Risk Management】**

(1) Occupational Safety Management

To protect the safety and health of its employees, OLFA establishes safe equipment, work environments, and procedures, complies with labor laws and regulations in each country and region, and implements appropriate safety measures and training to prevent occupational accidents.

(2) Occupational Health Management

OLFA monitors workplace conditions, including chemical substance management, noise, and odors, implements countermeasures to prevent health hazards, and strives to manage employee health through measures such as regular health



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checkups.

(3) Emergency Response

To protect life and physical safety, OLFA anticipates potential disasters and illnesses, prepares emergency response measures, and ensures their dissemination throughout the workplace.

(4) Business Continuity Plan (BCP) Initiatives

To maintain business operations, OLFA identifies risks that could disrupt them and implements initiatives to prevent or mitigate these risks.

## **【Environmental Conservation】**

(1) Environmental Management

OLFA complies with environmental laws and regulations in all countries and regions and strives to establish a company-wide management system to promote environmental activities, ensuring its continuous operation and improvement.

(2) Greenhouse Gas Emission Reduction

OLFA strives to use energy efficiently and promote the management of greenhouse gas emissions from our business activities along with continuous reduction efforts.

(3) Minimizing Environmental Impact

OLFA manages and reduces emissions of environmentally harmful substances, striving to prevent air, water, and soil pollution.

(4) Resource Conservation and Waste Management

OLFA ensures proper waste disposal, promotes waste reduction and recycling, and strives for effective resource utilization.

(5) Chemical Substance Management

OLFA manages chemical substances to ensure compliance with the laws and regulations of each country and region and appropriately controls their handling and discharge, as well as that of other materials, into the external environment.

(6) Consideration for Biodiversity

OLFA strives to conserve biodiversity and promote its sustainable use, while procuring raw materials with consideration for biodiversity.



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## **【Product Quality and Safety】**

### **(1) Quality Maintenance and Improvement**

OLFA establishes appropriate quality management and quality assurance systems to maintain required quality levels and strives for continuous improvement.

### **(2) Product Safety**

OLFA complies with applicable laws and standards in each country, ensures product quality and safety, and takes prompt and appropriate action in the event of any issues.

## **【Promoting CSR in the Supply Chain】**

### **(1) Requests to Business Partners**

OLFA requests its suppliers, subcontractors, and other business partners to comply with this Guideline or equivalent standards and ensures effective implementation through regular surveys and monitoring of compliance.