



OLFA Supplier Code of Conduct



To Our Valued Suppliers

OLFA extends its sincere gratitude for your continued support and co-operation.

The external environment surrounding OLFA is undergoing rapid and profound changes, both domestically and internationally. Under these circumstances, strict adherence to laws, regulations, and corporate ethics is indispensable to ensuring sustainable business operations.

Failure to uphold compliance not only compromises social responsibility but also threatens the very foundation of our business. Should such practices become prevalent, they may gradually erode the trust that OLFA has built with customers and business partners.

As a result, even with continued efforts to develop and deliver excellent products, the brand image of OLFA could be adversely affected. As an important partner supporting the OLFA, all suppliers are respectfully requested to fully commit to this Supplier's Code of Conduct, with the shared objective of achieving mutual and sustainable growth.

Based on the principles of sound corporate governance and a commitment to customer trust, OLFA will continue to advance CSR (Corporate Social Responsibility) procurement and further strengthen compliance management.

Shinichi Okada -President

**OLFA CORPORATION
OLFA WORKS CORPORATION**



1. Respect for Human Rights

OLFA requests that suppliers comply with the followings

- Respect the individuality and human rights of each person, and do not discriminate based on gender, age, nationality, race, religion, beliefs, physical disability, etc.
- Prohibit inhumane treatment, abuse, and all forms of harassment.
- Prohibit all forms of forced labor, including modern-day forced labor.
- All employees shall be hired based on their free will after agreeing to the terms of the contract prior to employment.
- Prohibition of child labor and compliance with legal working conditions for young workers. - Japan's Labor Standards Act prohibits employment until the completion of compulsory education (until the first March 31 following the day the child reaches 15 years of age). When employing young workers under 18, overtime work, hazardous or harmful work, and night work are prohibited. -
- Ensure workplace safety and sanitary conditions and implement countermeasures (training/education) for any disaster.

【Related Laws】 Relevant conventions of the International Labour Organization (ILO) of the United Nations, Constitution, Labor Standards Act, Industrial Safety and Health Act, Equal Employment Opportunity Act, Basic Act on Gender Equality, Civil Code...



2. Ensuring Product and Service Safety and Quality

Based on its commitment to understanding customer needs and delivering safe, high-quality technologies, products, and services, OLFA requests that suppliers comply with the following:

- Promptly report any incidents arising during transactions that may affect product quality.
- Establish and maintain a traceability system for materials, parts, and process histories, enabling swift identification of affected items in the event of any issues.

【Related Laws and Regulations】 (US, Canada, EU, Japan)Product Liability act/rules/directive, (EU)General Product Safety Regulation, Basic Act on Consumer Protection, Food Sanitation Act, and other related laws and regulations.



3. Environmental Conservation and Regulatory Compliance

OLFA complies with environmental laws and regulations of domestic and overseas business partners, and promotes the design, development, and operation of products aimed at contributing to environmental improvement.

OLFA requests that suppliers support to the follows;

- Products and auxiliary materials shall not contain chemical substances prohibited by the laws and regulations of each country/region or by customer requirements.
- If products contain chemicals subject to labeling requirements under national/regional laws, disclose this information.
- Do not use resources linked to conflict regions or UN sanctions. Example: 3GT, etc.
- Dispose of or recycle waste according to regional regulations, contributing to waste reduction.
- Prevent air pollution, noise, and water pollution to protect the environment.

【Related Laws and Regulations】 (US, Canada, EU, Japan) environmental laws and regulations, UN sanctions, domestic basic laws, Basic Act on the Promotion of a Resource-Recycling Society, Air Pollution Control Act, Water Pollution Control Act, Offensive Odor Prevention Act, Noise Regulation Act, Waste Disposal Act, Green Purchasing Act, etc.



4. Management of Confidential Information

Confidential information disclosed between OLFA and partner companies (including product development, technology, manufacturing know-how, sales, litigation, etc.) shall not be used for any purpose other than business operations and shall not be disclosed to third parties without prior agreement.

5. Proper Management of Communication Assets, Information and Systems

Exercise caution when handling electronic files and implement security measures to prevent information processing terminals (such as PCs, smartphones, and tablets) and servers from causing damage to the supply chain through infection by viruses, spyware, or similar threats.

When using social media, refrain from disclosing confidential information obtained through business activities, personally identifiable information, or information that violates the interests or rights of third parties, or that is contrary to public order and morals.

【Relevant Laws】 Unfair Competition Prevention Act, Act on Prohibition of Unauthorized Access to Computer Systems, Copyright Act, Act on Regulation of Specific Electronic Mail, Act on the Protection of Personal Information



6. Respect for Intellectual Property Rights

Respect the value of valid intellectual property rights (including patents, utility model rights, design rights, trademark rights, and copyrights), whether owned by ourselves or others, and strive for their proper handling and aim to protect and effectively utilize the company's intellectual property rights as a management resource.

【Relevant Laws and Regulations】 Patent Law, Utility Model Law, Design Law, Trademark Law, Unfair Competition Prevention Law, Antimonopoly Law

7. Exclusion of Relationships with Antisocial Forces

Reject any relationship with antisocial forces and terrorist organizations that threaten the order and safety of civil society and may hinder the steady development of corporate activities.

We will not provide any benefits to such organizations.

【Relevant Laws】 Civil Code, Commercial Code, Penal Code, Anti-Organized Crime Law



6. Business Entertainment and Gifts

Refrain from formalistic practices and conduct hospitality and gift-giving in accordance with social norms and international conventions. It is essential to avoid excessive hospitality and gift-giving, always determining whether it falls within “reasonable limits” and keeping it to the absolute minimum necessary.

【Relevant Laws】 Unfair Competition Prevention Act, etc.

7. Dialogue with the Local Community

Engage in dialogue with the community at all times and strive for mutual prosperity to gain the trust and broad understanding of the local community.



7. BCP (Business Continuity Plan)

Establish a BCP (Business Continuity Plan) – a mechanism enabling the company to continue providing services to customers and business partners despite potential risks such as natural disasters.

Also, OLFA requests your cooperation in sharing timely information regarding supply chain status and emergency response measures.



**BUSINESS
CONTINUITY
PLANNING**