

■ The Sapporo Group Supplier Sustainability Procurement Guideline

Subject	Items	Details description for Sustainable Activities
Safety/Quality	Quality management system operation	Establish and operate a system for quality management(a mechanism to rotate the PDCA cycle for quality).
	Ensure safety and quality assurance of products and services	Produce and provide products and services that meet the laws and standards established in each country and region, and establish and operate a system (audit, information collection, analysis, etc.) to ensure the quality of these products and services.
	Accurate disclosure of information on products and services	Disclose accurate information about products and services to stakeholders.
	Stable supply of products and services	Promote initiatives to optimize the supply chain and develop a Business Continuity Plan.
Compliance	Compliance with laws and ordinances	Comply with all laws and regulations of each country and region.
	Eradication of relations with antisocial forces	Do not have any relationship with antisocial forces, including business relationships.
	Prohibition of abuse of a superior bargaining position	Do not abuse a superior position and maintain appropriate relationships with stakeholders.
	Prohibition of corruption and bribery	Maintain normal relations with politics and government, and do not engage in bribery, illegal donations, etc.
	Prohibition the giving and receiving of improper benefits	Do not give or receive improper benefits in our relationships with stakeholders.
	Fair Competition	Promote fair and free competition and comply with laws and regulations concerning competition.
	Protection of Intellectual Property	Do not infringe on the intellectual property of others.
Human Rights/Labor	Eradication of discrimination	In all aspects of employment (hiring, promotion, compensation, wages, etc.), there shall be no discrimination on the basis of race, nationality, religion, gender, age, disability, etc.
	Prohibition of forced labor and child labor	No work shall be performed against the will of the individuals. In addition, children under the age for employment accounting to the laws and regulations each country are not allowed to work.
	Prevention of Harassment	Prevent all acts of harassment, including sexual harassment and power harassment.
	Proper working hours and payment of wages	Properly manage employee working hours and pay appropriate wages in accordance with the laws and regulations of each country.
	Respect for employees' freedom of association and collective bargaining rights	Recognize the right of employees to freely organize associations and bargain collectively in accordance with the law.
	Employee Health Care	Assess and properly manage the health status of employees.
	Ensuring health and safety in the workplace	Ensure that employees can work safely and comfortably, the workplace environment should be prepared and any hazardous areas should be addressed.
Environmental Conservation	Environmental Management System Operation	Establish and properly operate a management system to promote environmental activities.
	Consideration for biodiversity and ecosystems	Conduct our business activities in consideration of biodiversity and ecosystems, and strive to conserve biodiversity and ecosystems and reduce the impact on them.
	Promote efficient use of water and energy	Use water efficiency in business activities and develop plans for energy conservation measures to reduce greenhouse gas emissions.
	Promotion of 3Rs and proper disposal of waste	Reduce waste through effective use of resources(3Rs; reduce, reuse, recycle), and comply with laws and regulations when disposing of waste.
	Prevention of environmental pollution of air, water, soil, etc.	Comply with laws and regulations concerning the prevention of pollution of air, water, soil, etc., and take appropriate measures to deal with such pollution.
	Disclosure of Environmental Status	Disclose environmental information appropriately.
Coexistence with Society	Contribution to Society and Coexistence with Local Communities	Encourage voluntary activities that contribute to the development of society as a whole and local communities and to the resolution of issues.
Alcohol-related issues	Addressing Alcohol-Related Issues	Prevent drinking under 20, drunk driving, maternal drinking, heavy drinking, drunkenness, alcohol harassment (forcing someone to drink alcohol, etc.) ,and promote appropriate drinking.