

## **Policy on Human Rights**

### **1. Performing Human Rights Due Diligence as well as Grievance Procedures and Remedies Related to Human Rights**

We will establish human rights due diligence mechanisms, identify and assess adverse effects of our business activities on human rights in society, and persistently work to prevent and mitigate such adverse consequences.

We will seek remedy through appropriate procedures should it become clear that our business activities have had adverse effects on human rights, or should it become clear that we have been involved in such a situation. In addition, we will set up points of contact for enabling stakeholders to seek consultation regarding human rights, and also establish and maintain in-house systems in that regard. We will stringently safeguard confidentiality of those reporting and seeking consultation, and will ensure that such individuals do not become subject to any form of disadvantageous treatment whatsoever.

### **2. Dialogue and Discussion with Stakeholders**

We will engage in dialogue and discussion with relevant stakeholders in order to identify human rights risks and issues specific to our business and to consider our response to the potential and actual effects on human rights.

### **3. Prohibition of Child Labor and Forced Labor**

We will not use child labor from the standpoint of children's health, children's safety, and ethical considerations. The definition of "child" depends on the laws and regulations of the country or region in which each of the OUTSOURCING Group's companies is registered.

In addition, we will not use forced labor in carrying out our business activities, and accordingly will not engage in forced labor practices that include compelling work against one's will, work subject to limited freedom to terminate employment, or work using unjust restraints.

### **4. Prohibition of Discrimination and Equality of Employment Opportunity**

We will respect fundamental human rights, will ensure equality in employment, and will appreciate the improvement of working conditions. We will not discriminate based on one's birth, age, nationality, race, ethnicity, family, belief, religion, sex, sexual orientation, disability, chronic/pre-existing illness, poverty or other personal attributes.

## **5. Education and Training**

We will appropriately provide education and training to our officers, employees and others in order to ensure that this Policy is incorporated into our business activities and implemented effectively.

## **6. Developing Systems**

We will establish in-house systems in order to ensure respect for human rights based on this Policy, while guaranteeing the effectiveness of this Policy by specifically assigning officers in charge who will assume responsibility for its implementation and supervision.

## **7. Range of Application**

This Policy applies to the Group's officers and all employees who work within the Group (regardless of the type of employment).