

## **Basic Policy on Respecting Human Rights**

In the INOAC Group, we support international norms related to human rights, such as the UN International Bill of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work. As a signatory participant in the UN Global Compact, we hold ourselves responsible to respect the human rights of all people involved in our Group's business activities based on the UN Guiding Principles for Business and Human Rights. In our Group, we consider efforts toward the following human rights issues to be particularly important. Through human rights due diligence, we identify adverse effects on human rights and find ways to either prevent or mitigate them.

1 ) Eliminating discrimination

Value diversity, equality, and inclusiveness in all types of employment settings, and never discriminate based on race, ethnicity, nationality, religion, gender, etc.

2 ) Treating people humanely

Workplace harassment is not tolerated in any form.

3 ) Prohibiting child labor

Children who are younger than the minimum working age according to the laws and regulations in each country or region may not be employed.

4 ) Preventing forced labor

Ensure that all work performed is voluntary, and that employees have the ability to freely leave their positions. Never use forced labor.

Movement on company premises may not be restricted for without reasons related to safety or ensuring information security.

Employees cannot be asked to hand over their passports, official identification documents, or work permits as a condition of employment.

5 ) Wages

Observe pay-related laws and regulations in each country or region, including for minimum wage, overtime hours, wage deductions, and performance-based pay, and make considerations to pay a living wage to cover the necessary living expenses.

6 ) Working conditions

Observe the laws and regulations in each country or region for matters such as determining employee work hours (including overtime work) and allocating leave and annual paid vacation.

Ensure that labor conditions are appropriate, including for company benefits.

7 ) Dialogue and discussions with employees

Engage in dialogues and discussions with employee representatives or employees themselves in good faith. Recognize the rights of employees to unionize or their rights to not unionize according to the laws and regulations in each country or region.

Establish the overall work environments by engaging in dialogue and discussion.

8 ) Safe and healthy work environments

Make it a priority to ensure employee safety and health on the job, and strive to prevent accidents and injuries before they occur.

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