

## Basic Approach

The Oji Paper Group, in order to fulfill its social responsibilities in business when procuring raw materials, pursues CSR (Corporate Social Responsibility) procurement that takes environmental and social factors into consideration in cooperation with business partners throughout its supply chain.

Our CSR procurement activities are based on principles such as the United Nations Global Compact, the Oji Paper Group Corporate Code of Conduct, and the Oji Paper Group Environmental Charter. By implementing CSR procurement, we seek to contribute to a truly enriched and sustainable society.

We continually seek to improve our CSR procurement activities by communicating closely with business partners.

## Our Requests to Business Partners

The Oji Paper Group requests business partners in its supply chain to take the actions enumerated below, and works together with them to help them to do so. We also expect our business partners to encourage their suppliers to take these actions.

### (1) Ensure stable supply

1. Offer competitive prices
2. Ensure quality and delivery

### (2) Comply with laws and social standards, and engage in fair trade

1. Comply with relevant laws and international conventions
2. Maintain sincere and healthy relations with business partners

### (3) Consider the environment

1. Reinforce environmental management systems
2. Reduce waste and effectively use resources
3. Pursue global warming countermeasures
4. Protect biodiversity
5. Reduce environmental impact
6. Manage chemical substances

### (4) Demonstrate social concern

1. Protect human rights (prohibit child labor, forced labor, discrimination, and harassment)
2. Protect labor rights (maintain good labor relations, avoid long working hours, and ensure minimum wage standards are met)
3. Ensure workplace safety and health
4. Contribute to society and the local community

### (5) Communicate with society

1. Build relationships of trust with stakeholders through communication
2. Respect the cultures and customs of other countries
3. Appropriately disclose and protect information

- \* This procurement policy applies to all raw materials procured by the Oji Paper Group. The procurement of wood raw materials is covered by the Wood Raw Material Procurement Guidelines which are subordinate to this procurement policy.
- \* Monitoring will be conducted as needed in order to effectively pursue CSR procurement that considers environmental and social factors.