

## Basic Policy on Sustainable Procurement

JTB Communication Design, Inc. (“JCD”) sets forth the procurement policy to deliver on its sustainability vision. The vision is to work with customers and business partners to co-create optimal communication that connects people, companies, and local communities, thereby contributing to a sustainable, better society.

The policy outlines the basic matters JCD follows in its procurement, aiming to share ethical values with our business partners and build a sustainable supply chain.

We would like to ask you, our business partners, to understand the policy and work on matters stated in it when doing business with us, and we recommend the same to your suppliers.

### 1. Compliance

- (1) We will observe laws, regulations, and rules of countries and regions and will not engage in any illegal act.
- (2) We will establish systems to prevent and deter misconduct, and maintain confidentiality and anonymity of reported information to ensure protection for whistleblowers.
- (3) We will reject transactions with anti-social forces or those suspected of being as such, and will not offer them any illegal profit.
- (4) We will obtain licenses, permits, certifications, and qualifications needed for transactions and properly maintain and manage them.
- (5) We will not engage in private monopolies, unreasonable restraint of trade (e.g., bid rigging, cartels), or unfair trade practices that hinder fair and ethical competition.
- (6) We will not make improper payments, offer excessive gifts, or engage in other forms of solicitation to administrative agencies or equivalent organizations, public officials, or business partners. Conversely, we will not accept improper payments or excessive gifts.
- (7) We will observe all applicable laws and regulations on anti-money laundering and will not engage in any money laundering activity.
- (8) If any violation of relevant laws and regulations by JCD or its business partner comes to light, we will promptly report to the competent authorities.

### 2. Establishing risk management systems

- (1) We will strive to establish processes to identify risks related to human rights, corporate ethics, information leaks, the environment, industrial health and safety, among others, assess the significance of the risks identified, and manage them through appropriate procedures.
- (2) We will also strive to establish a Business Continuity Plan (BCP) by developing countermeasures and response procedures to minimize damage from natural disasters, the effects of climate change, the spread of epidemics, political or economic turmoil, or other unpredictable difficulties.

### 3. Respecting human rights

We will comply with international norms and other standards on human rights (e.g., the Charter of the United Nations, the Universal Declaration of Human Rights, and the UN Guiding Principles on Business and Human Rights), respect and uphold the human rights of all individuals as guaranteed by national constitutions and case law, and will not tolerate human rights violations.

#### (1) Violence and harassment

We will strive to respect and protect the human rights of all individuals involved in our business operations and eliminate all forms of discrimination, defamation, violence, and harassment.

#### (2) Respect for individual diversity

We will respect the diversity, individuality, and personality of each person and establish an environment that ensures psychological safety, enabling individuals to demonstrate their abilities to the maximum extent.

#### (3) Forced labor and child labor

We will strive to eliminate all forms of forced labor, including child labor, within our supply chain. We will not employ or support the employment of children under the age of 15 or the minimum legal working age in the relevant country, whichever is higher.

#### (4) Discriminatory expression in productions

We will not use or propose discriminatory expressions or behavior in our provision of services and productions.

#### (5) Indigenous peoples and local communities

We will respect the rights of indigenous peoples to their land; traditional knowledge such as culture, customs, religion, and ways of life; and genetic resources. We will not engage in activities that unilaterally exploit such benefits. We will also be careful not to interfere with the lives of people who live in places where we operate our business.

#### (6) Freedom of association

We will respect workers' rights, including freedom of association and the right to collective bargaining, in accordance with international norms and relevant laws and regulations.

### 4. Work environment considerations

(1) We will conclude appropriate employment contracts with all employees and workers based on relevant laws and regulations, guaranteeing the payment of fair wages as well as the provision of days off, leave days, and employee benefits.

(2) We will appropriately manage the working hours of employees while also striving to maintain and improve work environments that ensure employee safety and health, and prevent industrial accidents.

(3) We will accept diversity and strive to establish a work environment that provides work satisfaction.

(4) We will carry out appropriate health management for all employees.

## 5. Environmental and biodiversity considerations

### (1) Sustainable procurement and purchasing

We will strive to procure raw materials and supplies that lead to resource circulation, minimize waste generation, and, to the reasonable extent, prioritize the use and purchase of certified sustainable products, ensuring we do not procure raw materials from illegal trade, logging, fishing, or hunting.

### (2) Addressing global warming

We will establish environmental management systems and strive for continuous improvement to minimize the environmental impact of our business activities.

We will strive to curb our impact on climate change by identifying greenhouse gas emissions from our business activities and by driving initiatives to reduce them.

### (3) Biodiversity considerations

We will identify the impact of our business activities on ecosystems and strive not to adversely impact biodiversity.

### (4) Addressing environmental pollution

We will consider the health and safety of people in local communities and strive to prevent air pollution, soil contamination, water pollution, noise pollution, and other environmental pollution.

### (5) Water resource handling

We will strive to use water resources appropriately, save water, and be considerate of conserving local communities' water resources.

### (6) Chemical substance management

When handling chemical and other hazardous substances that pose risks to human health or the environment, we will comply with relevant laws and regulations, ensure safe handling, and properly manage disposal.

## 6. Appropriate information management and disclosure

(1) We will comply with national and regional laws and regulations, and appropriately manage, protect, and utilize confidential information and intellectual property.

(2) We will take defensive measures, such as strengthening information security, to prevent personal information and other information leakage.

(3) We will strive to establish management systems and obtain certifications for information management (protection of personal information in particular) as specified or recommended by relevant laws and regulations.

(4) To build trusting relationships with society and stakeholders, we will appropriately disclose our company's information internally and externally, delivering transparency and accountability.

## 7. Contributing to local communities

- (1) We will respect local traditional culture and social customs, and contribute to the formation of an environmentally-conscious, recycling-oriented society.
- (2) We will contribute to revitalizing economies and communication in local communities through our business activities.
- (3) We will strive to develop sustainable and prosperous local communities through local production and consumption, creation and addition of local job opportunities, and appropriate transactions with local businesses.

8. Improving services and quality

- (1) When providing services, we will inform customers accurately and will not make misleading announcements, displays, or advertisements.
- (2) We will continuously monitor customer satisfaction from a sustainability perspective that aligns with agreements in international society and strive for improvement as necessary.
- (3) We will strive to ensure and improve quality by utilizing quality management systems and third-party certification programs, among other means.

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Takayuki Fujiwara,  
President & CEO