



Ver. : NTN-S-001

NTN Group

Sustainable Procurement Guidelines

NTN Corporation

Table of Contents

1. NTN's Policies and Initiatives

1.1 Founders' Spirit.....	1
1.2 NTN Corporate Philosophy	1
1.3 NTN SPIRIT	1
1.4 NTN Individual Policies	2
Management Policy, Environment Policy, Human Rights Policy,	
Safety and Health Basic Policy, Procurement Policy, The Basic Policy of Information Security	

2. Items to be observed by business partners (Sustainable Procurement)

2.1 Compliance

(1) Compliance with Laws and Regulations	3
(2) Compliance with competition laws.....	3
(3) Anti-Corruption	3
(4) Thorough implementation of Security Export Control.....	3
(5) Protection and Structure of Intellectual Property Rights	3
(6) Elimination of Anti-Social Forces in Japan.....	3
(7) Responsible Mineral Procurement.....	3
(8) Whistleblower Protection	4

2.2 Human Rights and Labor

(1) Prohibition of discrimination	4
(2) Prohibition of harassment.....	4
(3) Prohibition of child labor.....	4
(4) Prohibition of forced labor.....	4
(5) Right to privacy	4
(6) Freedom of residential movement	4
(7) Freedom of expression.....	4
(8) Rights of indigenous and local people	4
(9) Adequate wages	4
(10) Management of working hours	5
(11) Dialogue and consultation with employees	5

(12) Safe and comfortable working environment.....	5
(13) Establishment of occupational health and safety organization	5
2.3 Environment	
(1) Environmental Management System	5
(2) Calculation and reduction of greenhouse gas emissions.....	5
(3) Emissions to the atmosphere, water, and soil	5
(4) Management of chemical substances.....	5
(5) Promotion of resource recycling.....	6
(6) Appropriate management of water resources	6
(7) Initiatives to conserve biodiversity.....	6
2.4 Quality and Safety	
(1) Provision of products and services that meet consumer and customer needs.....	6
(2) Provision of appropriate information on products and services	6
(3) Ensuring the safety of products and services.....	6
(4) Ensuring quality of products and services	6
2.5 Information Security	
(1) Strengthening information security	6
(2) Appropriate management of confidential and personal information	6
2.6 Business Continuity Management (BCM)	
(1) Formulation of Business Continuity Plan (BCP).....	7
(2) Establishment of Business Continuity Management (BCM).....	7
2.7 Information disclosure to stakeholders	7
2.8 Contribution to society and local communities	7
2.9 Supply Chain Management.....	7
(1) Information Management	7
(2) Traceability Management	7
(3) Business Partner Management.....	7
3. Contact Us	8
4. Revision History.....	8

1. NTN's Policies and Initiatives

As for the details of NTN's Founders' Spirit, Corporate Philosophy, NTN SPIRIT, and various policies including "Management Policy", please refer to the NTN website.

1.1 Founders' Spirit

The Founders' Spirit that NTN has embraced since its founding in 1918 are the following two items.

- "Frontier Spirit", which encourages us to keep challenging
- "Coexistence and Co-prosperity Spirit", which encourages us to develop together with society

1.2 NTN Corporate Philosophy

The founders' spirit is incorporated in corporate philosophy as NTN's DNA and is still passed down today for over 100 years.

Corporate Philosophy

We shall contribute to international society through creating new technologies and developing new products.

- (1) Creation of original technologies.
- (2) Offering the technologies for additional value and service that are suitable for each customer and end user.
- (3) Improvement of employees' standard of living, distribution of fair returns to stockholders, and contribution to society based on the steady growth of our business.
- (4) Promotion of globalization, and formation of management systems/corporate organization which are essential for NTN, as an international leading company.

1.3 NTN SPIRIT

Credos		Guidelines
Challenge	Buds appear when we challenge with frontier spirit	<ul style="list-style-type: none"> ▪ We challenge passionately without being satisfied with the current situation. ▪ We respond quickly to any changes, emphasizing on - site verification. ▪ We enrich our lives by thinking, acting with initiative and continuing to grow.
Collaboration	Leaves grow through the spirit of collaboration with coexistence and co - prosperity	<ul style="list-style-type: none"> ▪ We accept and respect differences in each other. ▪ We help each other, treating all associates honestly. ▪ We take care of the natural environment and maintain coexistence with local community.
Commitment	Flowers bloom and fruits grow through fulfilling our commitments	<ul style="list-style-type: none"> ▪ We maximize the quality of work aiming for first-class quality under safety-first policy. ▪ We intend to be the strongest partner delivering customer delight beyond satisfaction. ▪ We support improving lives of people around the world through our work.

1.4 NTN Individual Policies

The NTN Group has established "Management Policy" and Individual Policies on Environment, Human Rights, Health and Safety, Procurement, and Information Security.

- 【Management Policy】 , 【Environment Policy】 ,
- 【Human Rights Policy】 , 【Safety and Health Basic Policy】 ,
- 【Procurement Policy】 , 【The Basic Policy of Information Security】

Founders' Spirit,
Corporate Philosophy,
NTN SPIRIT URL : [https://www.ntnglobal.com/en/corporate/history/
founder_spirit.html](https://www.ntnglobal.com/en/corporate/history/founder_spirit.html)

Individual Policies
URL : [https://www.ntnglobal.com/en/corporate/idea/management
_policy.html#anchor01](https://www.ntnglobal.com/en/corporate/idea/management_policy.html#anchor01)

2. Items to be observed by business partners

Under "Procurement Policy" formulated from the perspective of "Fairness/Impartiality", "Compliance with Laws and Regulations", "Green Procurement", and "Coexistence and Co-prosperity", NTN has summarized below the items to be observed by business partners so that NTN and business partners (business partners of all products, materials, raw materials, and services procured by NTN) can share a common understanding.

2.1 Compliance

(1) Compliance with Laws and Regulations

To comply with the laws and regulations of each country and region.

To establish and implement policies and systems to ensure compliance, as well as mechanisms for action guidelines, reporting systems, education, etc.

(2) Compliance with competition laws

To comply with the competition laws of each country and region, and do not engage in private monopolies, unfair restraint of trade (cartels, bid rigging, etc.), unfair trade practices (abuse of a superior bargaining position, etc.), etc.

(3) Anti-Corruption

Political contributions, donations, etc. shall be made in accordance with the laws and regulations of each country and region, and efforts shall be made to build transparent and fair relationships with political and administrative bodies and public institutions, and no entertainment, gifts, money, etc. shall be taken or given to business partners for the purpose of obtaining or maintaining undue advantage or preferential treatment.

(4) Thorough implementation of Security Export Control

To establish a clear control system and implement appropriate export procedures for the export of technology and goods regulated by the laws and regulations, etc. of each country and region.

(5) Protection and Structure of Intellectual Property Rights

To protect intellectual property rights owned by or belonging to the own company, and do not illegally obtain or use intellectual property of third parties or infringe on their rights.

Furthermore, a management system, an internal training system, and a system for ascertaining the actual situation must be in place.

(6) Elimination of Anti-Social Forces in Japan

Each individual, from management to employees, shall exclude antisocial forces and resolutely cut off all relationships with them.

(7) Responsible Mineral Procurement

To confirm whether mineral resources contained in materials and components have adverse social impacts in terms of human rights, environment, etc. If adverse impacts are assumed or confirmed, promote methods to eliminate the use of these conflict minerals.

(8) Whistleblower Protection

To protect employees and business associates from being subject to dismissal, threats, harassment, or other adverse actions for reporting violations of the law, misconduct, etc.

2.2 Human Rights and Labor

(1) Prohibition of discrimination

No discrimination on the basis of race, nationality, sex, religion, disability, age, origin, or other grounds shall be made in any employment situation (recruitment, hiring, promotion, compensation, dismissal, mandatory retirement, assignment of duties, disciplinary action, etc.).

(2) Prohibition of harassment

Not to tolerate inhumane treatment of sexual harassment (sexual harassment) and power harassment (verbal harassment, intimidating behavior, etc.).

(3) Prohibition of child labor

Not to employ or violate the obligation to protect persons who are under the minimum age for employment as stipulated by the laws and regulations of each country or region.

(4) Prohibition of forced labor

To ensure that all work is voluntary and that employees are free to leave their jobs, and that there is no forced labor.

(5) Right to privacy

Not to arbitrarily, unreasonably or unlawfully interfere with an employee's private life, family, residence or correspondence; not to disclose factual information about one's life, non-public information, or information that ordinary people would not want disclosed.

(6) Freedom of residential movement

Not to prevent the employee from residing or moving against his/her will.

(7) Freedom of expression

Not to interfere with the right of employees to have, seek, receive, and communicate their opinions without outside interference.

(8) Rights of indigenous and local people

Not to violate the human rights of indigenous people or local residents through corporate activities.

(9) Adequate wages

To comply with the laws and regulations of each country and region regarding minimum wages, overtime, wage deductions, piece-rate wages, and other benefits.