


“INTEGRITY” -- how we behave

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8. Human Rights

	<ul style="list-style-type: none"> ● We respect human rights and do not tolerate any discrimination and harassment in any part of our business and supply chain. We also maintain accountability by conducting our business in a way that helps to win the trust of local communities. ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles.
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How to Behave

- (1) We comply with our “Teijin Group Human Rights Policy”.
- (2) We agree with the United Nation “the Universal Declaration of Human Rights” and “The United Nation Global Compact”, as well as the international human rights standards, and respect the rights of the people who are connected with our business activities.
- (3) We do not allow any child labor, forced labor and employment discrimination through our business. We also request related parties involved in our value chain to accept these principles and cooperate with us to uphold these rights.

Relevant SDGs



9. Anti-Harassment

	<ul style="list-style-type: none"> ● We respect human rights and do not tolerate any discrimination and harassment in any part of our business and supply chain. We also maintain accountability by conducting our business in a way that helps to win the trust of local communities. ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles.
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How to Behave

- (1) We alert on discrimination or harassment to avoid those cases to be occurred in our workplace. If there are any of those cases, we resolve them promptly by protecting the rights and privacy of the victims.
- (2) We review our actions to make sure they do not lead to discrimination and harassment. We protect whistleblowers and do not allow investigation to identify those whistleblowers or any harassment against them.
- (3) We control various emotions to avoid acting impulsively. Also, we face ourselves with looking into the root-causes of those emotions in a calm manner.


Relevant SDGs



Notes

Discrimination or harassment disrespects the victim's dignity, damages our work environment, and restricts the victim's ability to perform. Teijin Group consistently warns against any acts of harassments. When acts of discrimination or harassment occur, we resolve these issues promptly by protecting the rights and privacy of the victims. We report illegal activities or ethical violations to our superiors. We protect whistleblowers from retaliation such as any adverse action or attempt to identify the person who exposed the misconduct.

10. Accurate Record and Fair Disclosure

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➤ accurate records, reports and documentation ➤ timely, appropriate, and fair disclosure ➤ whistle-blowing
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How to Behave

- (1) We record and report significant information and information necessary to run our businesses accurately, timely and correctly.
- (2) We store records of information properly.
- (3) We follow the fair-disclosure principle. Regarding critical information related to management and business activities, we disclose this information timely and correctly.
- (4) We accept requests for interviews or inquiries from outside parties following the principles below:
 1. We accept requests for interviews or inquiries unless there is any reasonable justification not to.
 2. We make announcements based on genuine facts.
 3. We will honestly respond that we are not at liberty to disclose the information if this is the case.
 4. We do not discriminate in providing information based on the requestor.
- (5) We pay attention to the opinions, information, and requests from various stakeholders such as shareholders, business partners, consumers and local residents, and respond in good faith.
- (6) We protect whistleblowers from internal and outside parties, including our employees and business partners, and respond carefully and appropriately to prevent any harm to whistleblowers.

Relevant SDGs



11. Intellectual Property

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➤ intellectual property
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Preface

We acknowledge the importance of intellectual property. We strive to protect our own intellectual property and also refrain from harming intellectual properties of others.

How to Behave

- (1) We report to our superiors when there is a new invention and promptly take action to put in place protections for intellectual property. Teijin Group will fairly recognize the inventors of the new invention.
- (2) We obtain copyrights and trademarks and manage them following rules and regulations related to those rights. Also, we refrain from harming the intellectual property of others.
- (3) We manage confidential information which belongs to ourselves and others by following rules and regulations of Teijin Group such as "Guidelines for Group Management of Trade Secrets". We conclude "non-disclosure agreements" with other parties when it is necessary to disclose any confidential information. We comply with "non-disclosure agreements" once it is signed with other parties to obtain confidential information from others.
- (4) We respect intellectual property and will not infringe, obtain or disclose the intellectual property of others inappropriately. We report to our superiors and consider countermeasures if others are infringing our intellectual property.
- (5) We consider whether to file our technical inventions as patents based on the best interest of our company. If we decided not to file our technical inventions as patents, we will consider those secret invention as our trade secrets and carefully store and manage them to prevent possible leaks. Teijin Group will fairly recognize the inventors of secret inventions as well.


Relevant SDGs



Notes

"Intellectual Property" is an intangible asset that is the result of creative activities. "Intellectual Property Rights" refers to the rights of those assets. Intellectual property includes industrial property rights such as patents, new ideas, designs and trademarks, copyrights, and include things like works of art and computer software, and semiconductor integrated circuit layouts. It can include know-how, technology, sales information, "trade secrets" managed by each company confidentially, business names and internet domain names.

12. Protecting Privacy and Personal Information

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➤ personal data, and confidential information
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Preface

We respect the importance of personal information with proper management and protection of personal information

How to Behave

(1) Respect the privacy policy

We acknowledge the basic principle of personal information protection of Teijin Group Privacy Policy. We also comply with other related rules and regulations in order to protect personal information.

(2) Handling of personal information including customers and third-party

We collect and utilize personal information of our customers, suppliers and other partners with disclosing the use of those information. We handle those information with utmost care and sensitivity. We restrict the use of those information limited to the original purpose of attainment.


(3) Handling of personal information of employees

We collect and use personal information of Teijin Group employees (Salary information, employment history, health care history including information on physical/mental disability, address and phone number etc.), only to the extent necessary for the purpose of employment management. We will not collect any personal information such as religious or political beliefs that could cause discrimination. We treat the personal information of Teijin Group employees as confidential information by sharing it with the minimum necessary members in the course of business.

Relevant SDGs



13. Information Security (Information Protection)

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➢ personal data, and confidential information
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Preface

We strives to achieve maximum information security throughout the company. We will not only comply with rules and regulations for information security established to ensure the safety of the information, but also handle information appropriately at a higher level with constant awareness of the viewpoint of information protection.

How to Behave

(1) Recognition of the importance of corporate information.

We recognize the information handled by the company as information asset, constantly check the importance of information we are handling with, and make proper judgement on how to handle those information.

(2) Employees' adherence to information security policies

We acknowledge that each and every employee is the key member to maintain high level information security, and we understand and adhere to rules and regulations of Teijin Group's information security. Please refer to "Teijin Group Information Security Handbook", a booklet summarizing the policies and rules to be implemented.

(3) Safe provision and use of information system

We focus on security of all information system, we are conscious about the safe use of devices such as PCs and proper management of IDs and Passwords. In case of providing information system, we will take sufficient measures, including measures to prevent leaks based on the level of importance of the information. We also strive to maintain the security of the information system, including the application of the latest security patches.


(4) Handling confidential information

We manage confidential information carefully and properly to prevent information leaks, such as sales information and technical information. Confidential information is kept in properly managed servers, safes or locked cabinet provided by company with restricting the physical access. We also avoid spreading those information gathered through the course of our business, and do not share/post any information unnecessarily to any public media, such as SNS.

Relevant SDGs



14. Export Control

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➤ security export control
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Preface

We comply with the laws and regulations for security export control in each country to ensure that products and technology that can be transformed into weapons or military use do not reach countries and terrorists that threaten the peace and safety of the international community.

How to Behave

- (1) We recognize that some of Teijin Group's products are subject to international export control. We comply with the laws and regulations for export control both from a domestic and international stand point.
- (2) We confirm whether products and technology are subject to export restrictions internationally, as stipulated in the Security Export Control Act. We confirm end user's status and what our products will be used for before actual export, and refrain from continuing the transaction if there are any concerns.
- (3) We comply with each law and regulation of security export control when the use of our products are military use related. We will also, consult with Teijin headquarters on such business transactions in order to protect brand, corporate philosophy and long-term vision of Teijin Group.
- (4) We comply with the laws and regulations of security export control by carefully checking the categorization and export requirements for each item we export.
- (5) We carry out the procedures for export following the laws and regulations of security export control.
- (6) We keep records of our business for the required period as evidence that we comply with the laws and regulations of security export control.
- (7) We prepare internal rules and policies in order to comply with the laws and regulations of security export control.

Relevant SDGs




Notes

Security export control is “to control (prohibit and restrict) our export activity (exportation of product and provision of technology) in order to achieve international peace and safety by preventing the spread of mass destruction weapons in the market and the excessive distribution of weapons.”

Each country establishes their own laws and regulation on security export control based on the agreements made in the international framework (international regimes for export control), and control their exportation in coordination with the international community. Therefore, companies and employees who violate the laws and regulations of security export control either from a domestic and/or international stand point are subject to administrative penalties and criminal charges based on these laws and regulations.

15. Competition

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➢ fair-trade ● We do not allow for: <ul style="list-style-type: none"> ➢ anticompetitive behaviors, such as cartels
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How to Behave

- (1) We avoid contacting competitors as a basic principle. However, when there is a legitimate reason to be in contact with competitors, we record those activities with following antitrust rules and regulations to avoid activities that could be considered as price fixing (such as price cartel).
- (2) We do not interfere the re-sale price set by customers such as our distributors who purchase our products.

Global Policy & Guideline

Rules of Employment at each company Relevant SDGs




Notes

The fair competition law is aimed to protect the interests of consumers by maintaining free competition. The fair competition laws are enacted in many countries and regions where Teijin Group operates (such as Japan, United States, EU, and China) and violations are strictly monitored.

For example, when price adjustments or price cartels are formed by exchanging price information between competitors, all countries that are affected by this market manipulation would impose sanctions on Teijin Group. Although self-disclosure programs (such as leniency programs) to the authorities encourages the detection of violation such as price cartels, the fines for violation and the settlement/compensation for civil lawsuits is increasing drastically. Furthermore, in the United States, significant criminal charges (fines and imprisonment) are imposed on individual employees who are involved in the violation of fair competition laws. Teijin Group complies with the fair competition laws in every country and region where we conduct our business.

16. Anti-Bribery and Anti-Corruptions

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➤ fair-trade ● We do not allow for: <ul style="list-style-type: none"> ➤ corruptions such as bribery
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Preface

We do not accept or offer any excessive gifts, meals or entertainment that are considered to be out of the normal course of business. Also, we do not allow any bribery of public servants.

How to Behave

(1) Gifts, Meals, Entertainment

- For Public servants (belonging to public offices or similar public bodies)
 - ✓ We do not allow entertainment, gifts, and meals to be provided to executives and employees of governmental agencies and similar public organizations.
- For/from sales or supplier partners (private business)
 - ✓ We ensure that we provide gifts, meals or entertainment which are not considered excessive while conducting our business operations.
- We do not allow gift giving, meals or entertainment within Teijin Group or between subsidiary companies unless it is approved as necessary.

(2) Donation

- We confirm the purpose, necessity, and impact when asked to make donations to certain communities, industry associations, or for disaster recovery support. We respond appropriately in accordance with the rules and regulation of each group company and Teijin Group.
- We forbid making any political contributions as a basic principle. We make necessary expenditures for business operations following Teijin Group's responsibility and authority regulations and other related rules and regulations.


Relevant SDGs



Notes

Although we notice that providing/receiving gifts and entertainment are part of building relationships with business partners and related parties, Teijin Group will follow ethical standards and avoid excessive actions. We do not condone any kind of bribery or any other illegal act toward any parties globally, regardless of if they are public or private institutions/entities.

17. Anti-Insider Trade

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We do not allow for: <ul style="list-style-type: none"> ➤ insider trading and market manipulation
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How to Behave

- (1) We withhold information that is considered to be “insider information”. If we obtain any “insider information” regarding Teijin Group or its partners/customers, we will not disclose such information or make stock transactions that have connection to the “insider information”. Also, we will not delegate those transactions through other personal connections (such as family members, relatives, friends, etc)

Relevant SDGs




Notes

Insider trading is “trading of a public company's stock or other securities based on nonpublic important information that affects the investor’s decision, by individuals who are involved with generating the information or who are in a special position where he/she can easily access to this information.”

Insider trading is a criminal activity prohibited by the Financial Instruments and Exchange Act. Not only is engagement of insider trading by knowing important nonpublic information penalized, but also the disclosure of such information to a third party can be penalized under the Rules of Employment.

With regards to the projects submitted to the board of directors of Teijin Group, Group Strategy Committee and Group Management Committee, Corporate Strategy Office of Teijin Limited specifies and notifies relevant parties of the applicable insider trading information on a case by case basis.

18. Fair and Transparent Transactions

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We respect and/or protect: <ul style="list-style-type: none"> ➤ fair trade
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How to Behave

(1) Relationship with customers and distributors

We provide accurate explanation of our products and services. When we offer rebates, commissions, discounts, or sales promotions, we make decisions following internal approval procedures instead of individual discretion. We will not pay any rebates to anyone other than direct sellers or other sellers equivalent to direct sellers.

(2) Relationship with suppliers

We select suppliers through the decision of our purchasing staff based on fair and reasonable judgment according to our internal purchasing standards. We do not allow giving special treatment to specific suppliers. We judge each purchase individually, by looking into their terms and condition. We refuse to give special treatment to any specific supplier or make arbitrary promises or obligations as a condition to transactions. We do not allow any actions that can invalidate the terms of a transaction. We establish “Teijin Group Basic Policy for Purchasing and Procurement” and request suppliers to follow the guidelines in order to pursue CSR throughout the supply chain.

(3) Relationship with group companies and subsidiary companies

We conduct fair deals between Teijin Group Companies and our subsidiary companies in various business activities such as manufacturing, sales and R&D. Those deals must be similar to external company transactions. We conduct our business under fair and reasonable conditions.

Global Policy & Guideline

Regulations for Group Purchasing and Procurement, Logistics Regulation for Teijin Group, Teijin Group Basic Policy for Purchasing and Procurement


Relevant SDGs



Notes

Teijin Group conducts business using fair judgment and principles, and does not give or seek to obtain unfair benefits. In our business, for both products and services, we compare and evaluate transactions based on honest and legitimate negotiations, and operate under correct procedures.

19. Banning Money Laundering, Terrorists and Antisocial Forces

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles. ● We do not allow for: <ul style="list-style-type: none"> ➤ money laundering and terrorism financing ➤ dealing with antisocial forces
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How to Behave

- (1) We ensure transparency of fund transfers and never provide funds to antisocial forces.
- (2) We understand that cash and cryptocurrency could be the source of funds for money laundering and terrorism funding. We are not and will not be involved in those transactions in any shapes or forms.
- (3) We do not allow any relationships with antisocial forces and organized crime groups. We strongly object to their involvement in our business.

Relevant SDGs



20. Conflict of Interest

	<ul style="list-style-type: none"> ● We comply with applicable laws and regulations in every country and region where we do business and respect internationally-accepted principles.
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Preface

We differentiate between our private and professional position. We prioritize Teijin Group’s interest when our personal interests conflict with corporate interests.

How to Behave

(1) Selection of partner companies

We avoid using our personal relationships (relatives/friendships) when selecting partner companies.

(2) Personnel recruitment, allocation and evaluation

We ensure professional judgement when assigning personnel, without influence from our personal relationships (relatives/friendships). We avoid evaluating or hiring specific people with whom we have personal relationships.

(3) Employment at companies outside Teijin Group

We request permission from the company in advance when asked to take a position as an officer for organizations other than Teijin Group while under the employment of Teijin.

(4) No misappropriation of company’s assets

We never misappropriate company’s assets.

Global Policy & Guideline

Regulations for Group Purchasing and Procurement, Rules of Employment at each company

Relevant SDGs



Notes

We prioritize Teijin Group’s interest over our personal interest when they conflict. We ensure that we do not have any personal relationships (relatives/friendships) with people or organizations we work with. In cases where there is such a relationship, we ensure not to take advantage of those relationships.