



## **ANNOUNCEMENT**

B.K. 041/2023

**Subject: Toyota Tsusho Group Human Rights Policy**

**Responsible Department: HR**

The company would like to announce "Toyota Tsusho Group Human Rights Policy" and strongly request all of employee to practice this policy as follows;

### **Toyota Tsusho Group Human Rights Policy**

This policy was reported to the Board of Directors of Toyota Tsusho Corporation on March 29, 2022.

#### **Policy and basic concept**

Toyota Tsusho Group's Corporate Philosophy is "Living and prospering together with people, society and the globe, we aim to be a value-generating corporation that contributes to creation of a prosperous society", and we are striving to solve social issues through our business activities.

As "Be the Right ONE," namely, to be an irreplaceable and unique presence for partners and stakeholders, forms our "Ideal Image" as part of our Global Vision, we recognize that it is an extremely important responsibility to understand the human rights issues of countries and regions in which we operate and undertake appropriate actions. We list our idea to "Respect human rights, and actively develop people who will contribute to society by nurturing them and giving them opportunities to apply their skills." as one of our Key Sustainability Issues (Materiality).

Toyota Tsusho Group positions this policy as its highest level policy regarding human rights.

#### **1. Our stance on international norms and laws**

We believe that respect for human rights in accordance with international standards forms the foundation of our business worldwide, and consequently, we respect human rights based on the United Nations International Bill of Human Rights, including the "Universal Declaration of Human Rights" and the "Guiding Principles on Business and Human Rights." Our Behavioral Guidelines stipulate that we "Will respect people and strive to create an engaging workplace," as good corporate citizens and our Global Code of Conduct & Ethics (COCE) specifies our respect for human rights and stresses our consideration for human rights. We particularly strive to ensure that there is no discrimination against gender, age, nationality, race, skin color, ethnicity, religion, sexual orientation, disabilities, political views, or other factors in our workplaces, to establish policies to prohibit forced labor, child labor and unreasonably low wage labor, to eliminate inadequate employment and pay above the minimum wage in compliance with labor laws and regulations of countries in which we operate and to protect the right to privacy and freedom of expression of all individuals with whom we engage in the course of our company activities.

#### **2. Scope of application**

This policy applies to all officers and employees. We also expect all of our business partners, including suppliers, to understand and comply with this policy.



**3. Human rights due diligence**

We will strive to identify and prevent or mitigate any adverse impacts on human rights in our business through our human rights due diligence mechanisms.

**4. Remediation and remedy**

If we discover that our business activities have caused or are having an adverse impact on human rights, we will work to remediate or remedy them through appropriate procedures and dialog.

**5. Grievance mechanism**

We will endeavor to establish a reporting and grievance system to appropriately understand and respond to all human rights issues affecting our officers and employees or otherwise related to our business.

**6. Education**

We will provide appropriate education and training to officers and employees so that they are familiar and comply with this policy. Moreover, we will include this policy in our guidelines and other necessary procedures so as to firmly establish it in our business activities.

**7. Progress confirmation and information disclosure**

We will persistently review our efforts to respect human rights, track progress and disclose our findings in a timely manner through our website, etc.

**8. Dialog / discussion with stakeholders**

We will endeavor to consult with third-party organizations with human rights expertise regarding any adverse impact on human rights and engage in dialog and discussions with relevant stakeholders.

Announced on 5 July 2023

A handwritten signature in black ink, appearing to read 'H. Mukai', is written over a horizontal dotted line.

(Mr. Hiroshi Mukai)  
President