

Mori Building Group Sustainable Procurement Guideline

Based on the Mori Building group's philosophy of "Create Cities, Nurture Cities," we promote urban development together with our business partners and other stakeholders in order to create sustainable societies where people can live, work and spend time in good health and vitality, both physically and mentally.

In the face of recent problems concerning matters such as human rights and environmental protection around the world, we formulated the Mori Building Group Sustainable Procurement Guideline to carry out responsible urban development that addresses such issues not only throughout our group but also across our entire supply chain, including our many business partners with whom we collaborate in areas ranging from property development to operation.

Accordingly, we ask that all business partners involved in our groupwide businesses understand and comply with this Guideline as well as cooperate in its implementation throughout their own supply chains.

1. Compliance with laws, regulations and social norms

- We shall comply with the laws and regulations of the countries and regions in which we do business, as well as international treaties and social norms.

2. Respect for human rights

- We shall uphold international standards* related to human rights and labor, and respect the laws, traditions, and customs of the countries and regions in which we do business.

* The International Bill of Human Rights (Universal Declaration of Human Rights, and International Bill of Human Rights), the ILO Declaration on Fundamental Principles and Rights at Work by the International Labour Organization (ILO), the UN Guiding Principles on Business and Human Rights, and the Children's Rights and Business Principles.

- We shall respect fundamental human rights and shall not discriminate or engage in any behavior that offends individual dignity in recruiting, hiring, human resource development, or promotion on the basis of race, nationality, gender, sexual orientation, age, religion, ethnicity, disability, or disease.
- We shall not engage in inhumane treatment of employees, including mental or physical aggression, verbal or physical slander, or harassment.

3. Ensuring working conditions and working environments are healthy

- We shall not tolerate human trafficking or slavery, respect the freedom of choice of occupation, and prohibit forced labor.
- We shall prohibit the hiring or employment of children under the minimum working age in accordance with the laws and regulations of the countries and regions in which we do business.
- We shall not allow young workers to engage in hazardous work that may expose them to health or safety risks.
- We shall comply with the laws and regulations concerning working hours, leave, etc., and shall prevent long working hours and overwork.
- We shall pay our employees at least the minimum wage stipulated in the countries and regions in which we do business on the agreed-upon date. We shall also strive to pay wages that take into account the standard of living of our employees to ensure their stable livelihoods.
- We respect the freedom of association and the right to collective bargaining in accordance with the laws and regulations of the countries and regions in which we do business.
- We shall identify and assess health and safety risks and take appropriate measures to prevent industrial accidents. In the event of industrial accidents, we shall investigate the causes and take measures to prevent recurrence.

- We shall ensure a physically and mentally safe and healthy working environment for our employees. In the event that we provide accommodations for our employees, we shall ensure a safe and hygienic living environment that takes into consideration their physical and mental health.

4. Fair corporate activities

- We shall conduct fair and equitable transactions in accordance with the Antimonopoly Act, the Subcontract Act, and other laws and regulations related to corporate activities.
- We shall prevent the giving and receiving of improper benefits, including bribery and suspected bribery, and shall not engage in corrupt practices.
- We shall not accept any demands from or be involved with criminal organizations etc.
- We shall take appropriate measures to deal with any conflicts of interest that may arise in our overall business dealings.
- We shall prohibit the improper use of insider information obtained in the course of conducting our business, and shall prevent the leakage of inside information.
- We shall protect our intellectual property rights, including patents, trademarks, and copyrights, from infringement by third parties, and we shall operate and manage them appropriately and shall not infringe intellectual property rights held by third parties.
- We shall establish an internal whistle-blowing system for the prevention and early detection of problems such as violations of laws, regulations, and misconduct, and shall strive to promptly resolve any problems that may arise. We shall establish a system where confidentiality is strictly maintained, and whistleblowers and consultants are not subjected to any disadvantages.
- We shall provide and disclose reliable corporate information in a timely and appropriate manner in response to requests from society and stakeholders.
- We shall endeavor to use products, raw materials, etc. used in our business activities that are produced taking into consideration social and environmental concerns, and we shall not use any products produced through illicit means, such as forced labor, illegal logging, or conflict minerals.

5. Commitment to environmental preservation

- We shall comply with environmental laws and regulations governing the prevention of air, water, soil, and other pollution and the control of chemical substance emissions in the countries and regions in which we do business.
- We shall establish a management system for environmental preservation and implement continuous improvement activities through the PDCA cycle.
- We shall continuously strive to reduce greenhouse gas emissions by promoting the effective use of energy and renewable energy.
- We shall use resources such as water and raw materials in a sustainable and efficient manner to reduce consumption.
- We shall consider the direct and indirect impacts of our business activities on ecosystems and work to conserve biodiversity.
- We shall strive to prevent air, water, and soil pollution by appropriately managing and reducing pollutants and waste generated in the course of our business activities.
- We shall strive to adopt environmentally friendly materials and construction methods, and promote the recycling of resources through daily 3Rs (reduce, reuse, recycle) activities.

6. Ensuring and improving quality and safety

- In order to ensure the quality of the products and services we provide, we shall establish an appropriate quality control and quality assurance system, and shall strive to maintain and improve it.

- In order to ensure the safety of our products and services in all aspects from planning to after-sales service, we shall comply with laws, regulations, and norms. In the unlikely event of a quality accident or other incident, we shall take prompt and appropriate action, including the disclosure of necessary information and reporting.

7. Ensuring information security

- We shall establish an information management system to appropriately manage and protect personal and/or confidential information obtained through our business activities to prevent unauthorized use or leakage of information.

8. Establishment of business continuity plan (BCP)

- We shall establish a business continuity plan (BCP) to ensure that we can continue to provide our products and services in the event of a major disaster or serious accident.

9. Contribution to local communities

- We shall respect the culture and customs of local communities and to build good relationships with them, and shall actively engage in social contribution activities.

10. Promote compliance throughout the supply chain

- We shall share these guidelines not only with our own company but also with our business partners to ensure that the entire supply chain complies with these principles.

Formulated in June 2022