

## **Procurement Policy**

### **1. Purpose of this Procurement Policy**

Asset Management One's business operations are supported by the cooperation of suppliers providing office supplies, IT systems, outsourcing, and other goods and services.

At Asset Management One, we have defined our basic stance towards suppliers in regard to purchasing of goods and services and ordering of IT systems ("procurement") in the Asset Management One Code of Conduct. This Procurement Policy stipulates the specific actions we will take to ensure responsible procurement based on our basic stance, the Environmental Policy, and the Human Rights Policy.

### **2. Basic approach to procurement operations**

Asset Management One will promote responsible and optimal procurement, improve corporate value, and aim to achieve a sustainable society.

#### **Fair and impartial decisions on suppliers**

- We will make fair and impartial decisions on suppliers, taking into account factors such as quality, ease of use of services, price, reliability, compliance with laws and regulations, information management frameworks, respect for human rights, and environmentally friendly initiatives.

#### **Compliance with laws and regulations and social norms**

- We will fully comply with all laws, rules, and regulations; always adhere to social norms; and exercise strong self-discipline in our procurement operations.

- With our suppliers, we will maintain healthy and transparent relationships. To ensure this, we will not accept gifts or entertainment from suppliers when these are against social norms.

#### **Respect for human rights and consideration for the environment**

- In our procurement operations, we will endeavor to respect human rights and reduce our environmental footprint.
- We will also encourage our suppliers to respect human rights and give consideration to the environment in their business operations.

### **3. Requirements for suppliers (supplier guiding principles)**

- Throughout our procurement operations, we will expect suppliers to understand and cooperate with the following supplier guiding principles so that both Asset Management One and our suppliers will be able to positively contribute to development of a sustainable society and achieve mutual growth as business partners.

#### **Compliance with laws and regulations and social norms**

- Fully comply with all laws, rules, and regulations, adhere to social norms, and conduct corporate activities fairly and in good faith.

#### **Information management**

- Manage information gathered through business operations with due care, in compliance with laws on the protection of personal information and any related laws.

#### **Respect for human rights**

- Be aware of the ways in which business operations have the potential to impact human rights and, referring to international standards<sup>1</sup>, endeavor to respect human rights while carrying out corporate activities.

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<sup>1</sup> International Bill of Human Rights; International Labour Organization's Declaration on Fundamental Principles and Rights at Work; UN Guiding Principles on Business and Human Rights; etc.

- Respect the basic human rights of employees
  - Provide employees with a safe and comfortable work environment
  - Do not discriminate and do not use child labor or forced labor
  - Respect the right to free association and non-association and the right to collective bargaining, in conformance with laws and regulations
  - Promote diversity and inclusion in order to ensure the participation and development of diverse talent
  - Work proactively to eliminate discrimination and harassment
- Understand Asset Management One's Human Rights Policy, including its commitment to practices that aim to eliminate forced labor, child labor, and human trafficking from the business and value chain. Based on this understanding, suppliers must carry out due consideration and responses to ensure that they and their own suppliers are not complicit in (involved with) forced labor, child labor, or human trafficking.

#### **Consideration for the environment**

- Work to reduce the environmental impact of business operations through use of sustainable energy and resources, pollution prevention, green procurement, and other measures.
  - Limit use of resources and energy
  - Endeavor to use low-carbon or zero-carbon energy sources and reduce greenhouse gas emissions
  - Use resources effectively by reducing waste and practicing reuse and recycling
  - Limit use and emission of substances harmful to the environment and/or human beings
  - Conserve natural resources, such as forests, and use them efficiently
  - Do not use raw or other materials which harm biodiversity or ecosystems

#### **4. Implementation**

Asset Management One will provide this Procurement Policy to our primary suppliers and ask them to familiarize themselves with the contents.

## **5. Amendment and abolition**

Amendment and abolition of this policy shall be authorized by the President & CEO. However, to the extent that no substantive change is required to the content of this policy, amendments to be made to this policy in conjunction with changes to the organization or names of entities may be conducted under the authority of the Head of Planning Division.

## **6. Department in charge**

The Corporate Planning Group, Corporate Sustainability Office, Compliance Group, and Administration Group shall be jointly in charge of this policy.