

Requesting suppliers' understanding and cooperation with Asset Management One's approach to procurement

Asset Management One Co., Ltd.

Your cooperation in providing goods and services such as IT systems, office supplies and outsourcing supports our business operations.

At Asset Management One(hereafter as "AM-One"), we are promoting responsible and optimal procurement, improving corporate value, and aiming to achieve a sustainable society, in line with our basic approach to procurement operations, available below.

Basic approach to procurement operations

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 comply not only laws, rules, and regulations but also the social norms of perspective; 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.

Throughout our procurement operations, we ask that our suppliers understand AM-One's Human Rights Policy and Environmental Policy, as well as understand and cooperate with AM-One's supplier guiding principles, as defined below. This enables both AM-One and our suppliers to positively contribute to development of a sustainable society and achieve mutual growth as business partners.

Requirements for suppliers (supplier guiding principles)

Compliance with laws and regulations and social norms

- Pursue honest and fair corporate activities that conform to not only laws, rules, and regulations but also to the social norms of perspective.

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 standards¹, endeavor to respect human rights while carrying out corporate activities.
 - 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 ,equity and inclusion in order to ensure the participation and development of diverse talent
 - Work proactively to eliminate discrimination and harassment
- Understand AM-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

¹ 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.

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