

Lion Group Supplier CSR Guideline

1	Human Rights, Labor Practices	Forced and Child Labor Avoidance	We prohibit forced labor and child labor, which is the employment of individuals under the legal minimum working age.
2		Non-Discrimination	We prohibit discrimination and the harsh or inhuman treatment of individuals, to respect human rights.
3		Fair Wages, Benefits and Working hours	We provide fair wages and benefits and we do not allow working hours to exceed the limits set by law.
4		Freedom of Negotiation for Employees	We guarantee our employees the freedom of organizing labor unions or rights to negotiation
5		Working Environment Health and Safety	We ensure occupational safety and health, such as by employing machine safeguarding.
6		Occupational Injury and Illness	We are aware and monitor occupational injuries and illness and take preventive measures.
7		Sanitation, Food, and Housing	We provide facilities (canteen, dorms, bathrooms, etc.) for our employees.
8		Health and Safety for Employees	We properly manage the health of our employees.
9	Environment	Environmental Management System	We have employed and we properly operate an Environmental Management System (EMS).
10		Chemical Substances	We properly manage chemical substances involved in products and manufacturing processes in compliance with laws and regulations.
11		Minimizing Environmental Impacts	We strive to minimize the environmental impacts of our business.
12		Environmental Permits and Reporting	We have obtained all legally required environmental permits, approvals, and registrations, and we report when necessary.
13	Fair Operating Practices	Prohibition of Corruption and Bribery	We maintain an ethical relationship with politicians and public officials and do not engage in bribery, or make illegal contributions.
14		No Improper Advantage	We maintain good relationships with business partners without abusing an advantageous position.
15		No Inappropriate Benefits	We prohibit the acceptance and the provision of benefits with business partners beyond what is socially acceptable.
16		Fair Competition	We prohibit the hindrance of free competition, and we conduct business fairly and transparently.
17		Intellectual Property	We prohibit the infringement of intellectual property rights of others.
18	Consumer Issues	Quality Management System	We have employed and appropriately operate a quality management system.
19		Data Security	We properly manage and protect confidential and personal information with information security systems.
20	Overall	Compliance	We are in compliance with all matters required by laws and regulations.
21		Supply chain Activities	We also demand our business partners to be socially responsible as according to the categories listed above.

Supplier CSR Guideline Glossary

#	Terms	Definition
1	Forced labor	Labor that is conducted unwillingly, including bonded labor such as for the repayment of debts, slave labor performed as a result of human trafficking and inhumane prison labor, etc., including the imposition of restrictions on residence or movement (such as taking away identity documents) against the will of the individual.
1	Child labor	Labor that prevents access to education for persons younger than the recognized age limit on compulsory education rights (under 15, or 14 in developing countries), labor that prevents healthy development, labor that is dangerous and harmful to those under 18, and labor that exploits children.
2	Discrimination	The provision of less favorable treatment or opportunities (such as for recruitment, promotion, and compensation) for unreasonable reasons and/or inhumane treatment. Unreasonable reasons include race, skin color, gender, religion, political opinion, and social origin. Inhumane treatment includes abuse, corporal punishment, sexual harassment, and power harassment (intimidation or verbal abuse).
3	Wages and benefits / Working hours	Working hours are managed and wages are paid adequately in accordance with law.
4	Freedom of organizing labor unions or rights to negotiation	To ensure freedom of association or to join a labor union in accordance with laws and regulations without reprisal, intimidation, or harassment. Even if the labor union does not exist, ensure there is an opportunity for labor-management discussion on labor conditions, etc.
5	Safety standards for equipment and machinery	Periodic inspections and maintenance, and the adoption of safety measures such as the installation of barriers and fail-safe interlocks.
6	Occupational injury and illness	Accidents and /or health hazards in the workplace which may occur due to problems associated with fires, transportation, and electricity.
7	Facilities	Installations provided to employees outside of the workplace such as canteens, dormitories, drinking fountains, and locker rooms.
8	Health management	Medical examinations conducted as required by laws and regulations. In addition, it is necessary to consider the prevention of health problems arising from overwork, mental health care, and pre- and postpartum health care.
9	Environmental management system	Management mechanisms such as ISO14001 that promotes environmental activities. Continuous improvement is achieved through the PDCA cycle, which is the development, implementation, review, and maintenance of policies and plans. These systems may include organizational structures, planned activities, responsibility delegation, practices, procedures, processes, and management resources.
10	Chemical substances	Chemicals prohibited or required to be reported by laws and regulations.
11	Minimizing environmental impact	Efforts to reduce air pollution, water discharge, sludge, and waste by monitoring, controlling, and treatment. These efforts may include reduction of greenhouse gas emissions, energy-saving, biodiversity conservation, water use reduction, waste reduction, efficient use of resources, and the promotion of environmentally –friendly products and technology development.
12	Environmental permits	Requirements set by laws and regulations such as the mandatory delegation of a manager for pollution control and obligations to notify the government.
13	Bribery	To offer government officials or others in a similar position, money, goods or entertainment in return for business benefits.
14	No improper advantage	Taking advantage of a position as a buyer or contractor, this can include unilaterally determining or changing the initial terms of an agreement with suppliers or imposing unreasonable requirements or obligations.

15	Inappropriate benefits	To offer gifts in the form of money, goods or entertainment beyond the scope of what is acceptable under law or social customs. This includes paying off anti-social forces and insider trading.
16	Fair competition	Anti-competitive activities such as bid rigging to arrange prices between bidders, or forming cartels where competitors agree upon the price of products, services, product amounts, or sales areas. In addition, the activities include false indication regarding products of other companies.
17	Intellectual property	Intellectual property rights include patent rights, utility model rights, design rights, trademarks, copyrights, and business secrets, etc. Infringement of the intellectual property rights includes the illegal duplication of copyrighted materials, the illegal acquisition and use of business partner's information, etc.
18	Quality Management System	Management mechanisms such as ISO9001, which promotes quality management activities. Continuous improvement is achieved through the PDCA cycle, which is the development, implementation, review, and maintenance of policies and plans. These systems may include organizational structures, planned activities, responsibility delegation, practices, procedures, processes, and management resources.
19	Data security	Management to defend the company internally and externally from computer network threats such as viruses and spyware. In addition, regarding information allowing the identification of specific individuals, as well as sensitive information, data security includes building and operating management mechanisms to prevent such information from being unduly used, disclosed, or leaked.
20	Compliance	To understand and comply with laws and regulations applicable to your own company.
21	Supply chain	A series of activities and parties involved throughout a production process such as treating raw materials to delivering final products to end users; i.e. development, procurement, manufacture, distribution, sale, consumption, recycling, etc. An integrated management method of a supply chain is called supply chain management.