

Bunka Shutter Group Human Rights Policy

The Bunka Shutter Group as a "Comfortable Environment Solution Group," considers its mission to realize well-being of people by providing security and safety through diverse manufacturing, and to continue contributing to the social and economic development.

The Bunka Shutter Group has established the Bunka Shutter Group Human Rights Policy and is committed to fulfilling our responsibility to respect human rights by facilitating understanding of human rights issues in connection with our business activities.

About this Policy

The Bunka Shutter Group's CSR Charter, "Together with coworker," stipulates respect for human rights in its Code of Conduct. We have established this Policy as our highest level policy based on the United Nations' "Guiding Principles on Business and Human Rights" and other international norms on human rights, including the "International Bill of Human Rights," the International Labor Organization (ILO)'s "Declaration on Fundamental Principles and Rights at Work," and the UNICEF's "Children's Rights and Business Principles," in order to promote respect for the human rights of all people, including children.

In addition, we comply with the applicable laws of the countries and regions in which we operate. In the event that we face discrepancies between internationally recognized human rights standards and laws of the relevant country or region, we will comply with the higher standards. And if there is a conflict between the two, we will pursue ways to honor the principles of internationally recognized human rights while complying with the local laws.

Scope of Application

This Policy applies to all officers and employees of the Bunka Shutter Group (including full-time, contract, part-time, advisors etc.). We also require stakeholders related to our products and services to understand and comply with this Policy.

Commitment to Respect for Human Rights

The Bunka Shutter Group seeks not to infringe on the human rights of people affected by its business activities, from research and development, sales, design, procurement, manufacturing, logistics, installation, and after-sales maintenance.

In particular, we respect the human rights of our customers, business partners, and workplaces, and seek to prevent and mitigate adverse human rights impacts by implementing human rights due diligence.

We avoid causing or contributing to adverse human rights impacts through our business activities. Even if we have not contributed to such impacts, we seek to prevent or mitigate any adverse human rights impacts that is directly linked to our business activities, products, or services through business relationships.

Salient Human Rights Issues

Among the human rights issues facing the international community and the construction industry, The Bunka Shutter Group identifies those that are deeply related to our group as important human rights issues that we should prioritize in addressing and preventing from occurring in the future. We will review the identified salient human rights issues in response to changes in social conditions and business activities as needed.

(1) Prohibit discriminations

We do not discriminate on the basis of race, color, religion, national or ethnic origin, registered domicile, ancestry, age, disability, gender, pregnancy, marital status, sexual orientation, gender identity, gender expression, religious beliefs, etc.

We will also promote diversity and inclusion and ensure a working environment that leads to maximize individual abilities.

(2) Prohibit Harassments

We provide a comfortable working environment that is free from any forms of harassment and bullying.

(3) Ensure safety and health in the workplace

We believe that ensuring the health and safety of our employees and stakeholders that we work together is a corporate social responsibility, and we will provide a working environment that meets international and national standards.

In particular, we seek to prevent accidents and disasters at construction sites as outlined in the separately stipulated "Safety and Health Management Guideline."

(4) Ensure decent wages and management of working hours

We pay wages that meet statutory standards of each country and prohibit exceeding the statutory maximum number of working hours.

(5) Prohibit forced and child labor

We prohibit forced labor, illegal labor, labor brought through slavery or human trafficking and child labor.

(6) Respect for freedom of association and collective bargaining

We guarantee employees freedom of association and respect their right to collective bargaining.

Human Rights Due Diligence

The Bunka Shutter Group will assess, identify, mitigate/prevent, and remedy human rights impacts and prevent human rights violations through the process of human rights due diligence for the identified six salient human rights issues, and other human rights issues.

Commitment

The Bunka Shutter Group will fulfill its commitment by incorporating appropriate procedures to mitigate adverse human rights impacts into its business activities.

Assessment and Prevention

We will regularly review our business activities for any adverse human rights impacts, and seek to identify, prevent, and mitigate human rights impacts. Regarding suppliers, we will conduct periodic surveys on issues related to human rights and conduct individual guidance for improvements with suppliers that do not meet our standards.

Regarding measures to address respect for human rights, the Sustainability Committee's "Together with coworker Committee" will play a central role in analyzing and evaluating the results of the review, which will lead to the development of specific measures to mitigate adverse human rights impacts.

Remediation

When adverse human rights impacts are found to have occurred or may have been contributed, we will take appropriate action to investigate the cause and prevent a recurrence and seek to remedy the situation.

In addition, we will establish internal and external reporting channels for a comprehensive consultation, in which concerns on human rights can be addressed, and the process for remediation will be put in place.

Reporting and Disclosure

We are committed to be transparent and will disclose the progress and results of our efforts to respect human rights on our website and in other media.

Dialogue with Stakeholders

In the process of implementing this Policy, we will sincerely seek advice from independent external experts and engage in dialogue with stakeholders.

Education and Training

We will incorporate this Policy into all of our business activities and provide appropriate education and training to ensure its effective implementation.

Governance

The Sustainability Committee's "Together with coworker Committee" will take the lead in promoting respect for human rights. Matters necessary to fulfill our commitment to respect human rights are discussed at the Sustainability Committee, chaired by the Director-the officer in charge of operations, and the results are promptly reported at the Meeting of Managing Operating Officers, which is an advisory body of the Representative Directors.

The responsibility for overseeing human rights issues rests with the Director-the officer in charge of operations.

Review of this Policy

We will periodically review this Policy based on changes in the external environment that reflects social trends and dialogue with stakeholders and seek to enhance our efforts to respect human rights.

Bunka Shutter Co., Ltd.

President

Hiroyuki Ogura

Handwritten signature of Hiroyuki Ogura in Japanese characters: 小倉博之