



## IKO Sustainable Procurement Policy

IKO International, Inc. is a company committed to providing technologically advanced products. It is the quality of our products that has supported our growth and shaped the essence of the value we provide to our customers. We see it as our responsibility to supply unique, high-quality products that our customers can rely on to advance their business.

Our parent company Nippon Thompson Co., Ltd. in Japan and IKO International, Inc. promote sustainable management in order to achieve both our own sustainable growth and social sustainability through our corporate activities.

Since fiscal year 1998, Nippon Thompson has operated under the basic principles of "conducting environmentally friendly corporate activities, reducing its environmental impact, and contributing to the realization of a rich global environment" as its corporate social responsibility. In 2003, Nippon Thompson established "Green Procurement Standards" and has since promoted green procurement with the understanding and cooperation of our customers.

Aligning with Nippon Thompson, IKO International embraces corporate social responsibility and continuous improvement and strives to improve our business' sustainability, including responsible, sustainable procurement with our business partners in the diverse industries and communities we serve across the U.S.

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With our sustainable procurement policy, we aim to address operational sustainability and:

- Follow all applicable federal, local and municipal laws that govern our business
- Embrace high ethical, environmental, social and economic practices
- Communicate the policy with stakeholders and suppliers
- Mitigate any risks reported on our procurement process

In turn, we expect our suppliers and business partners to uphold the highest business standards possible in terms of safety, environmental, ethical, labor and human rights, and community stewardship and development practices, including:

### Safety

- Hazard prevention and control (reducing risks)
- Protective personal equipment (PPE) where applicable
- Safe driving expectations
- Incident reporting
- Health and safety training

### Environmental

- Follow all applicable environmental laws internationally, federally, and in state, county or municipal jurisdictions
- Promote environmental responsibility in areas including, but not limited to, reduction of greenhouse gases, waste management and disposal, conservation of energy and other natural resources, and creating systems to store and manage documents electronically to reduce paper use.



## **Environmental (cont)**

- Raise awareness of the importance of environmental issues among employees, customers and suppliers by participating in and promoting events such as Earth Day, Environmental Awareness Month, Zero Emissions Day, and Energy Efficiency Day.

## **Business Ethics**

- Utilize prudent, ethical and transparent business practices
- Follow all applicable ethics laws internationally, federally, and in state, county or municipal jurisdictions
- Demonstrate preventive measures to prevent corruption, fraud, bribery, money laundering, conflicts of interest, and data security breaches or issues

## **Labor and Human Rights**

- Follow all applicable labor and human rights laws internationally, federally, and in state, county or municipal jurisdictions, and in accordance with the principles of the International Labor Organization, the UN Global Compact and the UN Universal Declaration of Human Rights
- Prohibit slavery and the use of forced, bonded, or child labor across the supply chain
- Prohibit unlawful discrimination, bullying and harassment to provide a safe and inclusive work environment

## **Community Stewardship and Development**

- Provide employees with a living wage
- Partner with local governments and communities to improve the education, culture, economic and social well-being of communities in which they operate

Sustainable procurement improvements are a continuous process and integral to the success of our company. We would like to thank our many business partners and suppliers for their proactive efforts and achievements to make our work environments and our relationships increasingly more sustainable each year.

If you have questions or wish to report any issues with our sustainable procurement policy, please contact IKO International, Inc.'s Vice President of Sales & Marketing Karl Wickenheisser at (973) 402-0254.