

Oenon Group Procurement Guidelines

Main category	Subcategory	Content
Compliance with Laws and Respect for Social Norms	Compliance with Laws and Respect for Social Norms	Business partners are expected to comply with applicable laws and regulations and respect social norms.
Human Rights and Labor	Compliance with and Respect for International Human Rights Standards	Business partners are expected to comply with and respect international standards related to human rights (such as the Universal Declaration of Human Rights).
	Elimination of Discrimination	Business partners are expected to eliminate discrimination in hiring, wages, training opportunities, promotion, dismissal or retirement, and other employment practices based on race, religion, gender, sexual orientation, age, nationality, language, disability, social origin, property, family background, or other status unrelated to individual aptitude or ability.
	Prohibition of Inhumane Treatment	Business partners are expected to prohibit and take preventive measures against any acts that threaten personal dignity, including physical, sexual, racial, psychological, verbal, or other forms of harassment, bullying, or abuse.
	Compliance with and Respect for International Labor Standards	Business partners are expected to comply with and respect international labor standards, including the ILO Declaration on Fundamental Principles and Rights at Work (including ILO Core Labour Standards).
	Freedom of Association and Right to Collective Bargaining	Business partners are expected to respect and uphold basic labor rights, including freedom of association, the right to organize, and the right to collective bargaining, and to prohibit intimidation, harassment, retaliation, or violence against union members or employee representatives.
	Prohibition of Forced Labor	Business partners are expected to prohibit all forms of forced labor, including debt bondage, slavery resulting from human trafficking, and inhumane prison labor, as well as any restrictions on freedom of movement or residence against one's will (e.g., confiscation of ID documents).
	Prohibition of Child Labor	Business partners are expected to prohibit child labor that interferes with the right to receive compulsory education (under 15 years old, or under 14 in developing countries), labor that hinders healthy development, hazardous or harmful labor by persons under 18, and exploitative child labor.
	Consideration for Working Hours	Business partners are expected to appropriately manage working hours, days off, and leave. Overtime work must be agreed upon and appropriately compensated.
	Appropriate Wages	Business partners are expected to comply with laws regarding minimum wages, overtime pay, deductions, and other wage-related regulations, and to pay wages sufficient to cover basic living needs.
Occupational Health and Safety	Ensuring Health and Safety	Business partners are expected to identify and assess workplace safety risks and ensure safety through appropriate design, technology, and management measures. Risks of exposure to harmful biological, chemical, or physical factors must also be assessed and appropriately managed.
	Emergency Preparedness	Business partners are expected to establish emergency procedures for disasters and accidents, and to provide necessary equipment, education, and training.
	Workplace Injuries and Illnesses	Business partners are expected to understand the status of occupational injuries and illnesses and implement preventive measures.
	Machinery Safety Measures	Business partners are expected to implement safety measures for machinery and equipment as needed.
	Consideration for Physically Demanding Work	Business partners are expected to take care to prevent injuries or illnesses resulting from physically demanding tasks.
	Safety and Hygiene of Facilities	Business partners are expected to ensure the safety and hygiene of facilities such as cafeterias, dormitories, and restrooms.
	Health and Safety Communication	Business partners are expected to provide ongoing information, education, and training on occupational health and safety in a manner understandable to all employees.
	Employee Health Management	Business partners are expected to manage employee health appropriately.

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Environmental Conservation	Operation of Environmental Management System	Business partners are expected to establish and operate systems for promoting environmental initiatives.
	Environmental Permits and Reporting	Business partners are expected to obtain required environmental permits and approvals and conduct registrations and reporting in accordance with environmental laws and regulations.
	Contribution to a Low-Carbon Society	Business partners are expected to work continuously to improve energy efficiency and reduce energy consumption and greenhouse gas emissions.
	Atmospheric Emissions	Business partners are expected to comply with relevant laws, understand emissions of ozone-depleting and other harmful substances, and implement appropriate countermeasures.
	Water Management	Business partners are expected to monitor water sources, usage, and discharge, strive to conserve water, and properly monitor, control, and treat wastewater before disposal. Potential pollution sources must be identified and appropriately managed.
	Contribution to a Circulating Society	Business partners are expected to promote reduce, reuse, and recycle (3Rs), make efficient use of resources, and minimize waste generation.
Fair Trade	Fair Competition	Business partners are expected to engage in fair transactions based on the principles of free competition and in compliance with the Antimonopoly Act and other relevant laws and regulations.
	Fair Procurement	Business partners are expected to treat all their business partners—including subcontractors, service providers, and labor service providers—on an equal and fair basis without abusing a superior bargaining position.
	Prohibition of Giving or Receiving Improper Benefits	Business partners are expected to prohibit the offering or acceptance of improper benefits to or from their business partners.
	Anti-Corruption	Business partners are expected to comply with applicable laws and maintain sound and proper relationships with political and administrative bodies.
	Appropriate Disclosure of Information	Business partners are expected to appropriately disclose not only financial information, but also non-financial information such as labor, health and safety, and environmental activities.
	Protection and Respect of Intellectual Property	Business partners are expected to protect the intellectual property and trade secrets of the Oenon Group and to respect the intellectual property and trade secrets of third parties.
Product Safety and Quality	Operation of Quality Management System	Business partners are expected to establish and operate systems that promote quality management activities.
	Product Safety and Quality Assurance	Business partners are expected to manufacture and provide products and services that meet applicable laws and standards, and to establish and operate systems to ensure their safety and quality (such as audits, information collection, and analysis).
	Appropriate Information Disclosure	Business partners are expected to provide accurate and non-misleading information regarding products and services.
	Appropriate Export and Import Control	Business partners are expected to establish clear management systems and follow proper procedures for the export and import of regulated technologies and products in accordance with applicable laws and regulations.
Information Security	Information Security	Business partners are expected to implement security measures to prevent unauthorized access to, leakage, loss, or alteration of personal or confidential information.
Alcohol-Related Issues	Addressing Alcohol-Related Issues	Business partners are expected to work toward the elimination and prevention of inappropriate drinking—such as drunk driving, underage drinking, drinking during pregnancy or breastfeeding, and excessive alcohol consumption—and to promote responsible drinking.