

TechMatrix Group Guidelines for Business Partners (Human Rights and Labor)

TechMatrix Group ("Our Group") promotes respect for human rights throughout our value chain and strives for responsible sourcing. Our Group's business partners ("business partners") are expected to adhere to these Guidelines.

These guidelines were developed based on international standards such as the UN Guiding Principles on Business and Human Rights, the International Bill of Human Rights, and the ILO Core Labor Standards as well as the Human Rights Policy of Our Group. Business partners are expected to follow the higher standards when the guidelines differ from national laws and regulations, and to seek ways to honor the guidelines when faced with conflicting requirements while complying with applicable national laws and regulations.

1 . Prohibition of Forced Labor

Business partners shall not tolerate any form of forced labor, including slave labor or bonded labor resulting from debt. All workers shall be employed voluntarily and based on their own free will and must be provided with a written employment agreement. Business partners shall not keep workers' passports, identification cards, or immigration-related documents such as work permits, and ensure the freedom of movement for workers.

2 . Prohibition of Child Labor and Protection of Young Workers

Business partners shall not tolerate child labor. Workers shall be at least 15 years old, the age for completing compulsory education, or the minimum age for employment in the country, whichever is the highest. Workers under the age of 18 (young workers) shall not be engaged in night shifts, overtime work, or hazardous work.

3 . Adequate Working Hours

Business partners shall comply with national laws regarding working hours. Workers shall be allowed at least one day off every seven days, and efforts should be made to reduce working hours (*).

(*) In principle, working hours should not exceed 60 hours per week, including overtime work, except in emergency or unusual situations.

4 . Fair Wages and Benefits

Business partners shall comply with all applicable wage laws, including those related to minimum wages, overtime hours, and welfare benefits, and shall make efforts to pay their employees a living wage necessary to maintain an adequate standard of living. Workers shall be compensated for overtime at pay rates higher than regular hourly rates and be provided with a wage statement that includes sufficient information in a timely manner.

5 . Prohibition of Inhumane Treatment

Business partners shall not tolerate any inhumane treatment, including but not limited to violence, abuse, and physical or psychological threats against workers. Written disciplinary policies and procedures for inhumane treatment are required to be established and communicated to workers.

6 . Respect for Diversity and Prohibition of Discrimination and Harassment

Business partners should respect diversity among workers and strive to promote a working environment where each worker can fully exercise their capabilities. Business partners shall not tolerate any form of discrimination or harassment based on race, ethnicity, nationality, age, disability, gender, sexual orientation, gender identity, marital status, language, religion, political opinion, union membership, social status, or any other factor.

7 . Respect for the Freedom of Association and the Right to Collective Bargaining

Business partners shall, in accordance with national laws and regulations, recognize workers' rights to form and join trade unions of their own choice and their rights to bargain collectively. It is necessary to ensure that workers and their representatives who exercise these rights are not subjected to unfair treatment such as retaliation, discrimination, or harassment.

8 . Ensuring Occupational Safety and Health

Business partners shall ensure safety and health in the workplace in accordance with national laws and regulations. They shall take necessary measures to prevent the occurrence of occupational accidents and diseases and provide workers with a healthy work environment.

9. Dissemination to Workers

Business partners are required to disseminate the contents of these Guidelines to their workers.

10. Establishment of System

Business partners are required to establish the necessary system and policies to comply with these Guidelines. They need to establish and appropriately operate grievance mechanism that ensures the anonymity of whistleblowers and the confidentiality of the contents of reports so that victims can raise any concerns without retaliation or disadvantageous treatment.

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