

TBS Group Sustainable Procurement Guidelines

With the goal of fulfilling the international responsibility to achieve a sustainable society, the TBS Group has established the TBS Group Sustainable Procurement Guidelines (hereafter, “the Guidelines”) as standards for the whole supply chain providing products and services, mainly broadcasts and content. Taking the Guidelines into account, the TBS Group will work toward the realization of appropriate working environments, the prevention of corruption and respect for human rights.

The Guidelines set forth practices that must be followed by TBS Group corporate officers and employees as they pursue sustainable procurement and require suppliers to follow them as well. Based on the Guidelines, we will build positive partnerships founded on mutual trust. Furthermore, by confirming that our suppliers and their supply chains understand and are thoroughly familiar with the Guidelines, we will promote sustainable procurement initiatives in all supply chains related to the TBS Group’s businesses.

1. Comply with laws and regulations

Conduct business activities while complying with both international codes of conduct and the laws and regulations of every country and region

- To comply with all relevant laws and regulations applicable to the countries and regions in which we conduct business activities, as well as international codes of conduct and social norms such as international customary law and treaties.
- To respect contracts and commitments and conduct business activities with an understanding of the religions, customs, and cultures of local communities and the demands based on those religions, customs, and cultures.

2. Respect human rights

Carry out business activities that respect the human rights of all people, based on the TBS Group Human Rights Policy

- Reject actions that violate the human rights of others such as harassment and discrimination based on race, nationality, place of origin, gender, age, religious or political ideology, economic or social relationships, disability, marriage history, having or not having children, sexual orientation, gender identity, etc.
- In relation to our business activities, endeavor to understand the unique cultures and histories of local residents, indigenous peoples and ethnic minorities, and not engage in illegal activity, cause damage to their living environments, or otherwise violate their rights.
- In the broadcasting business, ensure that our business activities, products, and services are neither complicit in nor promote human rights violations. We shall also recognize our social responsibility and mission, respecting

basic human rights in all of the content and services we distribute and deliver, protecting freedom of expression, and contributing to raising people's awareness of human rights.

3. Improve the working environment

Creating a safe and sanitary working environment that complies with laws and regulations

- Reject forced labor, overwork, low wage work (labor paid for at rates below minimum wage), child labor, harassment, bullying, and other unfair treatment of workers.
- Comply with the laws and ordinances of the region where employees work, and under fair working conditions, provide a suitable labor environment without forced labor or overwork as we continuously look for ways to improve further.
- Take care to guarantee minimum wage and pay more than a living wage.
- Respect freedom of association and the right to collective bargaining of employees.
- Taking into consideration the health and safety of workers, take appropriate measures to prevent workplace accidents and illnesses, as well as adopt suitable methods to keep employees alert and provide them with information.
- Appropriately manage the health of all local employees through health check-ups and other means.

4. Show concern for the environment

Promote business activities that take into account environmental preservation and the reduction of environmental impact

- In addition to complying with local laws and regulations, voluntarily establish a structure to preserve the environment and reduce the environmental impact. Furthermore, strive to maintain and improve that structure.
- Endeavor to reduce greenhouse gas emissions, energy consumption, water usage, and business-related waste while promoting the recycling, etc., of waste and the effective use of resources to mitigate climate change, preserve biodiversity and reduce environmental impact.
- In compliance with local laws and regulations, properly manage hazardous substances that pose a danger to human health and the environment, process them so that they will not be discharged directly into the atmosphere, water, soil, etc., and prevent the pollution of the soil, water and atmosphere.

5. Engage in fair business activities

Follow the TBS Group Anti-Bribery and Corruption Policy, maintain high ethical standards, and engage in business activities based on the rules of fair competition

- Regardless of the country or region in which we conduct our business activities, reject inappropriate means of giving or receiving profits such as bribery, money laundering and insider trading.
- Reject the use of facilitation payments (payments in small amounts made to "facilitate" standard administrative procedures) to obtain unfair advantages, etc.
- Ensure appropriate internal controls by keeping suitable and accurate accounting records to prevent bribery and other improper payments.
- Strive to disclose the required information related to our activities in accordance with local laws and regulations

where we carry out our business activities.

- Respect intellectual property such as patents, copyrights and trademarks.
- Reject transactions with antisocial forces or other forces that threaten the order and safety of civil society.
- Within a framework that allows workers of the Company and/or its suppliers to report issues, have consultations, or file complaints, ensure the confidentiality of such reports and protect those who made reports from receiving unfair treatment from companies or individuals on basis of the reports.
- Confirm that business activities do not include any deep relationships with forces in conflict regions or high-risk areas who are complicit in serious violations of human rights, environmental destruction, corruption, or conflicts..

6. Ensure quality

Ensure that products and services meet quality requirements

- Recognize the impact that products, content and services have on customers and society, and ensure a suitable level of quality.
- When developing or designing products, ensure adequate safety by not only complying with relevant laws and regulations, but also taking into consideration the safety features that the products should normally possess.
- Establish a quality management system and through the appropriate implementation and operation of the quality management system, improve quality control voluntarily and cooperate to ensure quality.
- Develop a structure for immediate information disclosure, product recall and/or replacement, and implementation of safety measures in the event of accidents related to products, services, etc., or the distribution of defective products.

7. Ensure information security

Strictly prevent the leakage of personal and confidential information

- Employ defensive measures against threats on computers networks and appropriately manage information to prevent damage to the Company and others resulting from information leaks.
- Appropriately manage and protect the personal information of customers, third parties and employees.
- Appropriately manage and protect confidential information received from customers and third parties.

8. Co-exist with local communities

Respect the cultures and customs of the countries and regions in which business activities are conducted as we strive to develop a sustainable society

- In addition to respecting the cultures, customs, etc. of the countries and regions in which we conduct business activities, voluntarily communicate with local regions.

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