Lasertec Sustainable Procurement Guidelines

(Version 1.0)

Lasertec Corporation

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Lasertec Sustainable Procurement Guidelines

Lasertec is guided by its corporate philosophy since its foundation, "Inventing for your success, inventing for the future", and our vision to "Be the most reliable partner for customers worldwide".

Today, corporations are expected to address a wide range of expectations from society, including those related to human rights, labor practices, the environment, and governance. We believe that fostering a prosperous and sustainable society requires that we, along with our suppliers, not only ensure the quality and performance of our products but also engage in environmental, social, and governance (ESG) initiatives.

It is our basic policy to conduct business fairly, and we strive to create value in the supply chain by strengthening our relationships with suppliers. In our everyday procurement activities, we promote open communication with our suppliers and build relationships with them based on trust and co-creation. We aim to grow together with our suppliers.

We go beyond compliance with the laws, regulations, and social norms of the countries where we operate and engage in procurement initiatives that conform to international standards and guidelines to meet stakeholder expectations. These guidelines align with the RBA Code of Conduct compiled by the Responsible Business Alliance. We adhere to these guidelines and request that our suppliers do the same. We believe that by doing so, we can create products that meet our customers' needs, be prepared for unforeseen events, and contribute to fostering a sustainable society.

These guidelines set out the key areas we should address in collaboration with our suppliers. We verify the progress of suppliers' initiatives through periodic self-assessment questionnaires (SAQs) and supplier audits. We therefore ask that suppliers thoroughly understand these guidelines and continue actively promoting relevant initiatives.

1. Compliance with laws, regulations, and international norms

2. Labor and human rights

2-1. Prohibition of forced labor

2-2. Prohibition of child labor and considerations for young workers

2-3. Working hours

2-4. Appropriate pay and benefits

2-5. Prohibition of inhumane treatment

2-6. Non-discrimination

2-7. Freedom of association and right to collective bargaining

3. Health and safety

3-1. Occupational safety

3-2. Emergency preparedness

3-3. Occupational injury and illness

3-4. Industrial hygiene

3-5. Considerations for physically demanding work

3-6. Machine safeguarding

3-7. Facility safety and hygiene

3-8. Health and safety communication

4. Environment

4-1. Environmental permits and reporting

4-2. Reduction of energy consumption and greenhouse gas emissions

4-3. Air emissions

4-4. Water management

4-5. Efficient resource use and waste management

4-6. Management of chemical substances

4-7. Conservation of biodiversity

5. Ethics and fair business practices

5-1. Anti-Corruption

5-2. No offering or accepting of improper advantage

5-3. Disclosure of information

5-4. Respect for intellectual property rights

5-5. Fair business practices

5-6. Whistleblower protections

5-7. Responsible sourcing of minerals

5-8. Import and export controls

6. Product quality and safety

6-1. Product safety

6-2. Quality management

6-3. Accurate product/service information

7. Information security

7-1. Cybersecurity measures

7-2. Protection of personal information

7-3. Prevention of confidential information leaks

7-4. Cybersecurity policy and process

8. Business continuity planning (BCP)

9. Establishment and promotion of management systems

9-1. Management systems

9-2. Business continuity management

9-3. Supplier and supply chain management

9-4. Import and export controls

9-5. Grievance mechanism

9-6. Publication of initiatives

1. Compliance with laws, regulations, and international norms

We comply with the laws and regulations of the countries and regions where we operate and respect international norms.

2. Labor and human rights

We comply with relevant labor laws and regulations in the countries and regions where we operate. We respect workers' human rights in accordance with international standards including the ten principles of the United Nations Global Compact, the Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises, and the International Labor Organization (ILO)'s fundamental conventions.

2-1. Prohibition of forced labor

We do not permit forced labor, including labor obtained through coercion, bondage, or human trafficking. We respect the rights of workers to end their employment of their own volition, and do not subject them to forced retention.

2-2. Prohibition of child labor and considerations for young workers

We prohibit the use of child labor. Furthermore, we ensure that workers under the age of 18 do not engage in work that exposes them to health or safety risks, including night shifts and overtime.

2-3. Working hours

We ensure that our working hours do not exceed the limits set by applicable local laws. We set working hours and days off considering international standards, and ensure that they are managed correctly.

2-4. Appropriate pay and benefits

We pay compensation to employees in compliance with all relevant laws concerning minimum wage and overtime, and with those concerning workers' benefits and welfare.

2-5. Prohibition of inhumane treatment

We prohibit the inhumane treatment of workers including subjecting them to harassment, coercion, and physical or mental abuse.

2-6. Non-discrimination

We prohibit discrimination based on gender, age, land of origin, race, ethnicity, credo, religion, sexual orientation, gender identity and expression, disability, marital status, or parental status. Furthermore, we will accommodate reasonable requests from workers concerning their religious practices.

2-7. Freedom of association and right to collective bargaining

We respect the right of workers to engage in collective bargaining as a means of labor-management consultation on matters such as wages and working conditions, in compliance with relevant local laws and regulations.

3. Health and safety

We comply with relevant laws and regulations and take into account health and safety guidelines including the ILO Occupational Safety and Health Management System Guidelines to create a safe and hygienic working environment and minimize occupational injuries and illnesses among workers.

3-1. Occupational safety

We maintain a safe workplace by identifying safety risks and managing them appropriately. We also make

particular efforts to provide reasonable accommodations for pregnant and breastfeeding workers and workers with disabilities.

3-2. Emergency preparedness

We create and document emergency response procedures to prepare for unforeseen events such as disasters and accidents and to minimize their impacts should they occur. We install the necessary safety equipment and conduct safety training regularly to ensure that workers act appropriately to avoid danger.

3-3. Occupational injury and illness

We evaluate occupational injuries and illnesses and implement appropriate preventative and corrective measures. We also provide various health benefits to support workers in maintaining and improving their physical and mental well-being, as part of our efforts to promote worker health within the company.

3-4. Industrial hygiene

We identify and assess hazardous substances and chemical, biological, and physical risks that may affect workers, and manage them appropriately.

3-5. Considerations for physically demanding work

We identify instances of physically demanding work and implement measures to prevent it from leading to occupational injuries or illnesses.

3-6. Machine safeguarding

We identify safety hazards associated with the machines and equipment workers operate and implement appropriate safety measures, such as physical guards or interlocks.

3-7. Facility safety and hygiene

We ensure that our facilities, including canteens, toilets, and dormitories, are safe and hygienic, and that they have emergency evacuation routes. Furthermore, we ensure that dormitories provide secure storage for personal belongings and valuables, as well as adequate personal space.

3-8. Health and safety communication

We provide all workers with safety information about the hazards they may encounter during their work in a language that they can easily understand through direct communication, displays, and training programs. We also gather feedback from workers about health and safety matters, respond to their concerns, and take appropriate action.

4. Environment

We take proactive action to address environmental issues such as climate change, environmental pollution, and the depletion of natural resources, while safeguarding the health and safety of local communities.

4-1. Environmental permits and reporting

We obtain the required environmental permits and approvals and follow the reporting requirements in accordance with laws and regulations.

4-2. Reduction of energy consumption and greenhouse gas emissions

We set voluntary targets for reducing greenhouse gas emissions through energy efficiency improvements and implement initiatives to achieve continual reductions.

4-3. Air emissions

We take appropriate actions to reduce air emissions of hazardous chemicals while also complying with the relevant laws and regulations in the countries and regions where we operate.

4-4. Water management

We track our water usage and strive to reduce consumption while also complying with the relevant laws and regulations in the countries and regions where we operate. We assess the characteristics of wastewater and treat it appropriately before discharge or disposal. We also identify potential sources of water pollution and implement appropriate measures to address them.

4-5. Efficient resource use and waste management

We promote procurement practices that consider environmental conservation and biodiversity. We minimize waste by implementing appropriate controls, promoting the 3Rs (reduce, reuse, and recycle), and efficiently using resources, while complying with relevant laws and regulations.

4-6. Management of chemical substances

We identify, label, and manage chemicals and other materials hazardous to humans or the environment to ensure that they are handled, transported, stored, used, recycled or reused, and disposed of safely, while also complying with relevant laws and regulations in the countries and regions where we operate.

4-7. Conservation of biodiversity

We strive to understand the impact of our business activities on ecosystems and to conduct our operations in a manner that supports biodiversity conservation.

5. Ethics and fair business practices

We go beyond compliance with relevant laws and regulations and conduct our business in accordance with social ethics, acting with integrity and transparency.

5-1. Anti-Corruption

We do not engage in any form of corruption including bribery, embezzlement, and extortion.

5-2. No offering or accepting of improper advantage

We do not promise, offer, authorize, give, or accept bribes or other means of obtaining undue or improper advantage.

5-3. Disclosure of information

We regularly disclose information about our business activities, financial situation, and performance, as well as information regarding our labor, health and safety, and environmental practices in accordance with the laws and regulations of the countries where we operate and prevailing industry practices.

5-4. Respect for intellectual property rights

We respect intellectual property rights, including those of customers, suppliers, and other third parties, and safeguard the information entrusted to us by these parties.

5-5. Fair business practices

We engage in fair business practices and fair competition.

5-6. Whistleblower protections

We protect the confidentiality and anonymity of whistleblowers and the content of their reports, and our internal rules safeguard them against any form of unfavorable treatment.

5-7. Responsible sourcing of minerals

We conduct due diligence to ensure that the sourcing of the tantalum, tin, tungsten, gold, cobalt, and mica contained in our products does not contribute to serious human rights abuses, environmental destruction, corruption, or conflicts in conflict-affected and high-risk areas.

5-8. Import and export controls

We comply with import and export-related laws and regulations, including the Foreign Exchange and Foreign Trade Act, establish control systems, and follow the required import and export procedures.

6. Product quality and safety

We ensure the quality and safety of the products and services that we deliver to customers and provide accurate information about them.

6-1. Product safety

We comply with relevant laws and regulations, conduct safety evaluations of our products, and, in the event of an accident, take prompt and appropriate action to prevent further damage.

6-2. Quality management

To meet the needs and expectations of customers through the provision of our products and services, earn their trust, and ensure ongoing satisfaction, we conduct reliability assessments and continually improve our quality control system to ensure that our products meet requirements.

6-3. Accurate product/service information

We ensure the safety of customers by providing accurate and timely information about our products and services.

7. Information security

We put in place information security measures to protect personal information and prevent leaks of confidential information.

7-1. Cybersecurity measures

We implement security measures to protect our computers and networks against cyberattacks and other threats, and manage risks to prevent harm to our company or others.

7-2. Protection of personal information

We comply with the relevant laws, regulations, and rules concerning the personal information of customers, suppliers, and workers, and manage such information appropriately.

7-3. Prevention of confidential information leaks

We appropriately safeguard and manage confidential information, including that of customers and suppliers.

7-4. Cybersecurity policy and process

To ensure cybersecurity risks are managed appropriately, we establish and periodically update our cybersecurity policy based on relevant laws, regulations, and industry standards.

8. Business continuity plan

We identify and evaluate risks to business continuity, such as large-scale natural disasters, fires, accidents, pandemics, riots, conflicts, and geopolitical tensions. We develop a business continuity plan (BCP), prepare for unforeseen events, and conduct training during normal operations.

9. Establishment and promotion of management systems

9-1. Management systems

We establish and promote a management system to ensure compliance with the standards of conduct set forth in these guidelines.

9-2. Business continuity management

We prepare for the impact of unforeseen events on our business by developing plans to minimize their impact on our company and supply chain, and by establishing and promoting a system that enables us to continue operations and recover quickly if such events occur.

9-3. Supplier and supply chain management

We have established a process to monitor suppliers' compliance with the standards of conduct set forth in these guidelines and to verify the progress of their initiatives. We also communicate with tier 2 and beyond suppliers to increase visibility across the entire supply chain, identify and assess labor and human rights, environmental, and governance risks, and work to mitigate them.

9-4. Import and export controls

We establish a management system to ensure compliance with the Foreign Exchange and Foreign Trade Act and the import and export laws and regulations of each country, and follow proper import and export procedures.

9-5. Grievance mechanism

To prevent misconduct in our company and supply chain, we have established a grievance mechanism that suppliers and other stakeholders can use to report concerns. We also have measures in place to ensure that whistleblowers and their employers will not be treated unfavorably for their reports.

9-6. Publication of initiatives

We disclose information about our initiatives related to these guidelines, as well as information required by applicable laws and regulations.

END

Version	Date	Description
1.0	October 2025	Created sustainable procurement guidelines