

## **MOL Group Supplier Procurement Guidelines**

The MOL Group Basic Procurement Policy clearly states our group's social responsibility as a corporate group that plays a part in customers' supply chains. In addition, based on the Basic Procurement Policy, we have established the Suppliers Procurement Guidelines (outlined below), in which we request the cooperation of our suppliers.

We hope our business partners will thoroughly understand these guidelines and promote initiatives across all supply chains.

### **Scope of Application**

These guidelines apply to all of our group suppliers.

### **1. Environment**

#### **Management of Greenhouse Gas Emissions**

Reduce the impact of climate change by identifying greenhouse gas emissions and promoting efforts to reduce them.

#### **Conservation of Biodiversity**

Examine and understand the impact of business activities on ecosystems, and strive to conserve biodiversity.

#### **Control of Air Pollutants**

Identify hazardous substances that cause air pollution and prevent their emission.

#### **Management of Chemical Substances**

Safe management of chemical substances designated by laws and regulations in each country and region.

#### **Sustainable Use of Resources and Energy**

Manage consumption and promote efforts to reduce consumption for sustainable use of resources and energy.

#### **Waste Management**

Manage waste, reduce waste, promote recycling, and dispose of waste appropriately.

#### **Management of Water Resources**

Control water intake and drainage to reduce water consumption and prevent contamination of water resources.

#### **Establishment of an Environmental Management System**

Establish an environmental management system and make continuous efforts to improve environmental protection.

## **Compliance with Environmental Laws and Regulations**

Comply with the environmental laws and regulations of each country and region where there are company operations, and always strive to meet higher standards in accordance with social norms.

## **2. Health and Safety**

### **Occupational Health and Safety Management**

Observe the laws and regulations of each country and region, maintain and improve a safe and sanitary working environment, and prevent industrial accidents.

### **Preparation and Response to Emergencies**

Develop business continuity plans and strengthen organizational response capabilities in preparation for emergencies such as terrorist activities and natural disasters.

### **Preparation and Response to Infectious Diseases**

In the case of employees becoming exposed to and infected with infectious diseases, we will make efforts to formulate and appropriately implement prevention plans.

## **3. Human Rights**

### **Prohibition of Discrimination**

Prohibit all forms of discrimination on the basis of race, ethnicity, nationality, origin, creed, religion, gender, gender identity, sexual orientation, age, physical or mental disability, marital status, party affiliation, union membership, and other social status.

### **Prohibition of Inhumane Treatment**

Respect the human rights of employees, and prohibit physical and mental abuse, coercion, all forms of harassment, defamation, and acts that damage the dignity of individuals or create an unpleasant work environment. In addition, corporal punishment and any unjust disciplinary practices shall be prohibited, and when disciplinary actions are to be taken, they shall be appropriately implemented in accordance with policies and procedures that have been communicated to employees in advance.

### **Guarantee of a Minimum Living Wage**

In accordance with local laws, regulations and employee contracts, the minimum wage, overtime pay (premium), and other benefits are guaranteed, and a fair amount of wages are paid in a timely manner.

### **Elimination of Long Working Hours**

Eliminate long working hours in accordance with laws and regulations of each country and region, with appropriate contracts for employees.

### **Elimination of Forced Labor**

Forcing of work against the will of the individual is prohibited, and no acts that violate separation from employment or freedom of movement by depriving the individual of his/her ID such as passport or work permit are conducted.

### **Eradication of Child Labor**

Prohibit the employment of persons younger than 15 years of age, age of completion of compulsory education, and minimum employment age in each country or region.

### **Freedom of Association and Collective Bargaining Rights**

Recognize the legal rights of employees to collaborate, form groups, participate in (and decline to participate in) groups, and bargain collectively without prejudice to exercise their rights.

## **4. Product Quality and Safety**

### **Pursuit of Product Quality and Safety**

The quality and safety of the products and services provided shall be secured to meet the standards set forth in the laws and regulations of each country and region, as well as the standards set forth in separate contracts. If a problem occurs, prompt action should be taken.

### **Improvement of Technical Capabilities**

We will enhance our Research & Development (R & D) systems and continuously improve our technical capabilities.

## **5. Compliance and Anti-Corruption Measures**

### **Anti-Corruption**

We will strive to prevent all forms of corruption, including bribery.

### **Prohibition of Restrictive Activities**

Comply with laws and regulations concerning competition in each country and region, and do not engage in unfair transactions such as private monopolization, unreasonable restraint of trade, abuse of dominant position, etc.

### **Elimination of Anti-social Forces**

Refusing to do business and having no relationship with anti-social forces and those suspected of being involved with anti-social forces, including money laundering.

### **Prevention and Early Detection of fraud**

In addition to establishing a system to prevent and detect fraud at an early stage, the confidentiality and anonymity of information concerning the report shall be ensured to protect any whistleblower from the risk of retaliation.

## **Compliance**

We will comply with the laws and regulations of each country and region and conduct our business activities in accordance with social standards and norms.

## **6. Information Management and Intellectual Property Protection**

### **Management of Personal and Confidential Information**

Comply with laws and regulations concerning information security (including the protection of personal information) in each country and region, thoroughly manage information including confidential information, implement measures to prevent information leakage, and make similar requests to subcontractors.

### **Protection of intellectual property**

We shall strive to appropriately manage and utilize intellectual property in accordance with laws and regulations, and shall not infringe the intellectual property rights of third parties.

### **Building an Information Security System**

Develop defense measures against threats on information systems and networks, such as cyberattacks, and protect and manage the company and other companies from damage or attack.

## **7. Building Good Relationships with Stakeholders**

### **Information Disclosure**

In order to build and strengthen good relationships with stakeholders, we will strive to ensure transparency and accountability by appropriately disclosing our own information both internally and externally.

### **Engagement with Local Communities**

Respect the cultures, customs, languages, and other social customs of each country and region, minimize the negative impact of business activities on local communities and people, and strive to contribute to the development of local communities.