

CSR activity guidelines for JTEKT's business partners

Purchasing Administration, JTEKT Corporation

Stakeholders		CSR activity items	Description	
Management	Compliance			
		Observance of laws	Prepare and implement policies, systems, codes of conduct, reporting systems, training, etc., in order to thoroughly comply with laws of concerned nations/regions.	
	Risk management			
		Establishment of a risk management system	Analyze risks concerning corporation's business practices. Establish and use a company-wide risk management system.	
		Developing Business Continuity Plan	Develop a Business Continuity Plan for early recovery from natural disasters or accidents.	
	Supply chain management	Map the supply chain network down to raw materials. Find areas that are exposed to natural disaster or financial risks in order to make a contingency plan.		
Actions aimed at the community	Customer	Securing and improving quality		
			Establishment of a quality ensuring system	Establish and operate a company-wide system to ensure product quality.
	Customer, Supplier	Proper business practices		
			Observance of competition laws	Observe the competition laws of concerned nations/regions. Don't do the following: Private monopoly, improper trade limitation (cartels and bid rigging, etc) designation of unfair trade practices, abuse of dominant bargaining position, etc.
			Control & protection of confidentiality	When receiving confidential information from customers, business partners, or third parties, obtain the information by authorized means. Strictly control confidentiality to ensure proper use and protection.
			Protection of intellectual property	Protect intellectual property that belongs to your company or to others. Must not illegally obtain, utilize, or infringe a third party's intellectual property.
	Employee	Good labor-management relationship		
			Wages	Comply with applicable laws concerning minimum wage, overtime work, wage deductions, piece-rate pay, and other laws regarding benefits, etc., of concerned nations/regions.
			Working hours	Observe laws regarding employees' working hours (including overtime), days off, paid time off (vacation), etc., of concerned nations/regions.
			Discussion with employees	Have a good-faith discussion/conversation with representatives of employees or individual employees.
				In accordance with the laws and regulations of each country and region, it is acknowledged that employees possess the right to join an association as well as the right to not join an association according to free will.
			Securing health and safety	Give priority to ensuring a safe and healthy working environment. Take actions to prevent accidents and injuries.
			Human resource development	Strive to develop employees' abilities and careers.
		Human rights protection and respecting diversity		
			Human rights protection	Prohibit workplace harassment based on race, national origin, religion, sex, etc.
		Elimination of discrimination in employment	Prohibit discrimination based on race, national origin, religion, sex, etc. (Applying, hiring, promotion, wage, firing, work assignment, punishment, etc.)	
	Prohibition of child labor	Don't allow child labor for those who are under legal working age of concerned nations/regions.		
	Prohibition of forced labor	No labor can be against worker's will. Assure the right of employees to quit a job voluntarily. No forced labor is allowed.		

Stakeholders		CSR activity items	Description
	National / International society	Observance of corporate ethics	
		Prevention of corruption	Follow the laws of concerned nations/regions when making political donations/contributions. Strive to maintain wholesome, transparent relationships with political parties and government agencies. Do not engage in giving or receiving entertainment, gifts, or money with business partners for favorable treatment.
		Handling of antisocial groups	Do not have any connection to or trade with antisocial groups. Share this idea with your business partners.
		No use of conflict minerals	Do not engage in using minerals, in raw material or products, that were mined in conditions of human rights abuses or forced labor.
		Control of exports	Perform proper export procedures for items or technologies that are regulated by applicable laws of concerned nations/regions. Sincerely respond to any customer request to provide information.
	Local community	Contribution to local community	Continue activities for the enrichment of society, such as ones in the local community of each business facility.
		Social contribution activities	Contribute to society through activities mainly in the three fields of environmental conservation, people(human resource) development, and contribution towards local communities.
	All stakeholders	Information disclosure	Provide timely disclosure on financial conditions, operating results, business activities, etc., to all stakeholders. Maintain and promote mutual understanding and trust with stakeholders through open and fair communication.
	Environmental actions	Environmental management	In order to promote a wide variety of environmental activities, comply with applicable laws of concerned nations/regions. Establish a company-wide management system to continuously use and improve.
Business activities taking the environment into consideration			
Chemical substance control		Understand/identify chemical substances that can cause environmental pollution in order to safely control them. •Do not use substances in a product if they are banned by the laws of concerned nations/regions. •Do not use banned chemical substances in a manufacturing process. Understand emissions of chemical substances that are specified by law of concerned nations/regions. Report them to government agencies.	
Prevention of air, water, and soil pollution		Observe laws designed to protect air, water, and soil pollution, etc., of concerned nations/regions. Continuously monitor and cut back on pollutants to prevent environment pollution.	
Cutting greenhouse gas emissions		In order to contribute to the prevention of global warming, control greenhouse gas emissions generated in business activities.	
	Cutting resources & wastes	Observe laws regarding proper disposal and recycling of wastes in concerned nations/regions. Work to reduce wastes through efficient use of resources.	
Disseminating CSR policies to business partners		Strive to spread CSR initiatives to your business partners by rolling out your own company's CSR policies that incorporate the guidelines outlined above.	