

Japan Airport Terminal Group Sustainable Procurement Guidelines

In view of its mission as a corporate group responsible for the construction, management, and operation of passenger terminals that are of highly public nature, the Japan Airport Terminal Group is committed, in accordance with its “Sustainability Basic Policy” and the “Japan Airport Terminal Group Procurement Policy,” to taking into consideration, during its procurement activities, environmental and social issues that exist in its business activities as a whole across the supply chain, and executing transactions in a fair and sincere manner.

These guidelines are designed to outline the matters to be complied with by our business partners. They are kindly expected to understand the purpose of these guidelines and conduct business activities in a fair and just manner, in compliance with laws and regulations, fair corporate practices, and these guidelines. They are also expected to encourage proactive efforts within their own organizations, with respect to transactions with the Japan Airport Terminal Group. We the Japan Airport Terminal Group will also comply with the same rules as those set forth in these guidelines.

In the future, we may request our business partners to take part in surveys and interviews to ask about their progress in complying these guidelines, or to take remedial measures based on the results of the surveys and interviews. In such cases, we would highly appreciate your understanding.

(Conducting Transactions in a Fair, Just, and Sincere Manner)

We comply with the laws and fair corporate practices adopted in respective countries and regions related to our business activities, and conduct transactions in a fair, just, and sincere manner.

(1) Compliance with competition laws

We will comply with respective countries’ laws and regulations related to fair commercial transactions, including laws concerning competitions, and maintain appropriate relationships with stakeholders.

(2) Prevention of corruption and bribery

We will not engage in any acts that are intended to give, offer, or promise any money, goods, or other benefits to government agencies, customers, suppliers, or other business partners for the purpose of obtaining or maintaining inappropriate benefits or unfair preferential treatment.

(3) Elimination of relationships with anti-social forces

We will not have any relationship with anti-social forces, which are groups or individuals that pursue economic gains by making full use of violence, force, or fraudulent means, as well as other groups that threaten the order and safety of civil society.

(4) Protection of personal information and prevention of leakage of confidential information

We will thoroughly implement information security and appropriately manage and protect personal and confidential information.

(5) Protection of intellectual property rights

We respect intellectual property rights and do not infringe on the rights of any third party.

(Ensuring Safety and Quality)

We will pursue a high level of safety and quality in our procurement activities and secure the trust required for the products and services we provide. At the same time, we will establish a supply chain that is of high resilience.

(1) Ensuring the safety of products and services

We will comply with various laws, regulations, and standards regarding the safety of products and services and ensure their safety.

(2) Provision of accurate information about products and services

We will provide accurate information about products and services

(3) Development of business continuity plan

We will develop a business continuity plan (BCP) in preparation for contingencies such as natural disasters, climate change, infectious disease pandemic, and the occurrence of acts of terrorism, in order to ensure business continuity throughout the supply chain associated with our business and terminal operations as well as the safety of passengers.

(Respect for Human Rights)

We will respect all internationally recognized human rights in accordance with international human rights standards, laws and guidelines. We will also strive to respect human rights

throughout the supply chain and give due consideration to ensure that our business activities do not lead to complicity in violations of human rights retained by all stakeholders, including customers and people in local communities.

(1) Respect for human rights and elimination of discrimination

We prohibit any discrimination based on gender, age, nationality, race, ethnicity, religion, social status, disability, sexual orientation, gender identity, and so forth.

(2) Prohibition of forced labor

We will not impose any form of forced labor or labor against the will of a person.

We will employ people who want to work voluntarily and do not restrict their freedom to leave their job.

(3) Prohibition of child labor

We do not use the labor of children under the legal working age of respective countries.

(4) Prohibition of harassment, inhumane handling, and unfair treatment

We prohibit harsh and inhumane treatment such as abuse, physical punishment, mental and physical coercion, and verbal abuse of workers. We do not tolerate any form of harassment, including power harassment, sexual harassment, and maternity harassment.

(5) Occupational safety and health

We will assess potential workplace risks, take preventive measures, and ensure workers' safety. We will also identify all workplace hazards, communicate them to employees, and provide them with education and training.

(6) Management of workers' health

We will appropriately manage employees' health so as to keep them in good health conditions and strive to prevent occupational accidents.

(Consideration for the Environment)

We will ensure procurement activities that take into consideration environmental conservation and the reduction of environmental impact, and will work to curb greenhouse gas emissions, reduce waste, and recycle resources throughout the supply chain.

(1) Compliance with environmental laws and regulations

We will comply with environmental laws and other requirements set forth by the Japan Airport Terminal Group.

(2) Disclosure of environmental information

We will appropriately disclose environmental information to our stakeholders.

(3) Efficient use of energy and reduction of greenhouse gas emissions

We will actively engage in energy saving activities and ensure an efficient use of energy and reduced amount of energy consumption. We will also work on the reduction of greenhouse gas emissions.

(4) Effective use of resources and waste management

We will strive to use all resources effectively by promoting efficient use of water, and reducing, reusing, recycling, and working to conserve resources, so as to save resources and reduce the amount of waste generated. We will also dispose of waste properly and prevent environmental pollution.

(5) Implementation of responsible procurement activities

In conducting procurement activities, we will consider biodiversity conservation through the trading of certified and biodiversity conservation-friendly products, and procure materials and products that have as little impact on the environment as possible.

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