

Toyota Tsusho Group
Supply Chain Sustainability Behavioral Guidelines

July 31, 2025

Toyota Tsusho Corporation

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1. Introduction

Since our establishment in 1948, the Toyota Tsusho Group has been committed to enhancing our corporate value by conducting environmentally conscious business and fostering people who contribute to society, with the aim of realizing our mission of "Passing on a better Earth to the children of the future."

As the Toyota Tsusho Group handles a wide range of products and services across the globe, securing a sustainable supply chain is one of our key priorities. In particular, expectations are increasing regarding the prevention and remediation of human rights and labor issues within the supply chain. While we have already been working on these issues with our suppliers, we have revised parts of our previous "Supply Chain CSR Behavioral Guidelines" and renamed the document the "Supply Chain Sustainability Behavioral Guidelines" to more clearly communicate our stance to society.

We kindly ask our suppliers to put the guidelines into practice within their own organizations and to encourage their own suppliers to adopt and act upon the same principles.

July 31, 2025
Toyota Tsusho Corporation
Toshimitsu Imai, President & CEO

2. Toyota Tsusho Group's Approach to Sustainability

The Toyota Tsusho Group has been committed to enhancing our corporate value by conducting environmentally conscious business and fostering people who contribute to society, with the aim of realizing our mission of “Passing on a better Earth to the children of the future.” Today, the world we live in is facing a range of issues, including extreme weather events caused by climate change, deforestation, resource depletion, and human rights issues. In this context, the environment and society are no longer just considerations in corporate activities, they have become prerequisites and, in many cases a central focus of our business.

In response, Toyota Tsusho has evolved the activities that we once positioned as “CSR initiatives,” and is now strengthening our efforts to realize a sustainable society from the three perspectives of environment, society, and governance, all with a long-term view.

At Toyota Tsusho, sustainability is synonymous with good management. It reflects the Group’s purpose and ideal image, and through the pursuit of our mission, we aim to generate economic value while treating environmental and social factors as preconditions for business—thereby enabling the Toyota Tsusho Group to achieve sustainable growth together with society.

Within the framework of its Sustainability Management, Toyota Tsusho has identified key priority areas for action (known as the “Materiality”). Centered on these six material issues, the company is addressing a range of social issues and working toward the realization of its mission by striving to “Be the Right ONE” — as set forth in our Global Vision as our Ideal Image — meaning an irreplaceable and one-and-only presence in society.

3. Supply Chain Sustainability Behavioral Guidelines

[1] Supply Chain Sustainability Behavioral Guidelines

1. Respect for human rights

- We understand and support the “Toyota Tsusho Group Human Rights Policy,” and will strive to put it into practice.
- We will respect the human rights of employees and will never subject employees to inhumane treatment, such as abuse, physical punishment, or harassment.
- We will endeavor to identify potential adverse impacts on human rights in business activities, and work to prevent or mitigate such impacts through a human rights due diligence framework.

2. Prevention of forced labor and child labor

- We do not tolerate any form of modern slavery, we prohibit forced labor and we recognize that all work is voluntary. Additionally, we guarantee the right of employees to freely terminate their employment
- As part of the hiring process, we will provide all employees with an employment contract written in their native language that includes employment terms in full compliance with all applicable laws and regulations.
- When employing migrant workers, including foreign nationals, we will strive to prevent practices that may lead to forced labor, such as requiring the surrender of official identity documents or work permits, or charging recruitment fees and other expenses that are considered inappropriate under international norms.
- We do not tolerate child labor and do not allow children to work from a young age as it deprives them of educational opportunities and impedes their development.
- The working age for employees shall be from 15 years old, or the minimum working age according to the relevant laws and regulations of each country, or the age at the end of compulsory education, whichever is the greatest, will apply.
- For hazardous work, we do not utilize employees under the age of 18.
- We allow labor in the form of vocational training and apprenticeships only within the scope permitted by the applicable laws and regulations of each country.

3. Prevention of Excessive Working Hours and Unfair Low Wages

- We will appropriately manage employees’ working hours (including overtime), holidays and leave, and strive to reduce excessively long working hours. In

addition, we will pay wages that exceed the living wage in compliance with the labor laws of each country and will not reduce wages unreasonably.

- We will ensure strict compliance with maximum working hours as defined by the company, in addition to observing statutory working hour limits in each country.
- We will comply with all applicable wage-related laws and regulations in each country, including those governing overtime and legally mandated benefits. We will not engage in unfair wage deductions, and will strive to provide wages that exceed both the legal minimum wage and a living wage.

4. Elimination of Discrimination and Harassment

- We will not engage in any form of discrimination or harassment based on gender, age, place of origin, nationality, race, color, ethnicity, religion, gender identity, sexual orientation, pregnancy, disability, political opinion, or any other status.

5. Respect for freedom of association

- We recognize, support and respect the right of employees to freely associate or not to associate based on applicable laws and regulations of the countries in which we are engaged in business activities.
- We guarantee the right of employees to communicate openly and directly with management without fear of retaliation, intimidation, or harassment

6. Improvement of working environment

- We will strive to provide a safe, hygienic and healthy work environment, especially by prioritizing employee health and safety.
- We will utilize occupational safety and health management systems to maintain and further improve safety and hygiene standards.
- We will provide all employees with the necessary and sufficient safety and health education and training in appropriate languages to promote a comfortable and healthy working environment.
- We will conduct training and implement measures in appropriate languages to minimize harm to life, the environment, and property in emergencies, including the installation of proper fire alarms, fire extinguishing equipment, and emergency exits.
- We will identify and assess physically demanding tasks and safety hazards related to production machinery and other equipment, and manage them appropriately by complying with relevant laws and regulations and implementing physical

protective measures.

- We will support employee health through initiatives such as providing opportunities for health promotion and raising awareness about disease prevention.

7. Consideration of the global environment

- We understand and support the “Toyota Tsusho Group Environmental Policy” and will strive to put it into practice.
- We will comply with international declarations, agreements, conventions related to environmental conservation, as well as environmental laws and regulations, and industry standards in the countries and regions where we operate.
- We will address climate change and aim to achieve carbon-neutral society.
- We will manage water resources to ensure their sustainable use.
- We will balance biodiversity conservation with business activities and contribute to the realization of nature-positive outcomes.
- We will work to control, reduce, and eliminate air pollution, water pollutants, and soil contamination.
- We will respond appropriately to chemical substances by substituting or minimizing the use of hazardous materials.
- We will contribute to building a sustainable society through resource recycling and effective waste management.
- We will establish environmental management systems and pursue kaizen (continuous improvement).
- We will promote environmental awareness among stakeholders through environmental education.
- We will engage with society and collaborate with stakeholders to address environmental issues.
- We will disclose environmental information proactively and share it widely with society.
- We will strive to take a multifaceted approach to addressing complex environmental issues.

8. Fair trade and anti-corruption

- We will ensure thorough adherence to applicable laws and international rules, and promote fair business practices and anti-corruption measures, including the prevention of conflicts of interest, anti-competitive behavior, and bribery, as well as compliance with export/import procedures and tax obligations.

9. Ensure quality and safety

- We ensure quality and safety of products and services.

10. Contribution to local communities

- We will protect the rights and lifestyles of local communities and contribute to those communities as a member thereof.

11. Responsible Procurement

- We understand, support, and strive to implement the “Toyota Tsusho Group’s Approach to Responsible Procurement,” and conduct procurement activities that consider potential adverse impacts arising from the use of products associated with environmental and social issues.

12. Information Security

- We will strictly manage confidential and personal information, ensure it is used appropriately within defined limits, and protect it accordingly.
- We will protect intellectual property rights owned by or attributable to the company.

【2】 Establishing a Management System for Environmental and Social Responsibility

13. Responsibility of Management

- Management shall approve the company’s policies on environmental and social responsibility, designate responsible personnel, and establish a management system to implement related activities.
- Management shall regularly evaluate the effectiveness of activities conducted under the established management system.

14. Kaizen (continuous improvement) Objectives

- We will set clear objectives and action plans related to environmental and social responsibility, and evaluate them on a regular basis.

15. Education and Training

- We will provide ongoing training programs for employees to implement our policies, initiatives, and objectives in accordance with these Guidelines.

16. Grievance Mechanism

•We will strive to establish mechanisms for reporting and handling concerns and grievances from all stakeholders regarding actual or suspected violations of international codes of conduct or relevant domestic standards.

(Reference URL : <https://www.toyota-tsusho.com/english/sustainability/social/supply-chain.html#anc-06>)

17. Information disclosure

•We will disclose information related to the matters listed above in a timely and appropriate manner.

18. Engagement with Stakeholders

•We will promote mutual understanding and the development and maintenance of trust-based relationships with stakeholders.

【3】 Compliance with These Guidelines

19. Monitoring

We will work together with our suppliers to support the continuous improvement of their environmental and social responsibility initiatives and performance. We will deepen communication with our suppliers and conduct regular surveys of our suppliers in order to understand the status of compliance with these guidelines. Further, we will visit suppliers to confirm activities on site as we deem necessary based on the activity area and business content. If monitoring is conducted in the form of a third-party audit, we kindly ask for your cooperation.

20. Remedy

If any issues arise that are contrary to these Guidelines, please report them promptly and work together with us to pursue kaizen (continuous improvement). We may reconsider our transactions with your company if we do not observe appropriate efforts to make improvements.

Formulated in March 2022

Revised in July 2025