

Tokuyama Group Policy on Preventing Harassment of Job Seekers

Established October 1, 2026

1. Basic Approach

In line with the Tokuyama Group Code of Conduct and the Tokuyama Group Human Rights Policy, the Tokuyama Group conducts its business with respect for the human rights of all people. Recognizing job seekers as critically important to the Group's future, we believe their character and dignity must be respected at every stage, including job hunting and internships.

The Tokuyama Group works to create an environment in which job seekers can feel safe taking part in our recruitment and selection processes, internships, and similar programs, and we do not tolerate harassment or any other violation of their human rights. If harassment does occur, we will respond promptly and appropriately, with full consideration for the job seeker's position, and take steps to prevent it from happening again.

2. Scope

This Policy applies to the words and behavior of Tokuyama Group officers and employees toward job seekers in the course of recruitment activities, internships, recruiter activities, meetings with employees who graduated from the job seeker's school, and other similar activities conducted by the Tokuyama Group.

In this Policy, "job seekers" means people pursuing employment with the Tokuyama Group, as well as people taking part in internships, workplace experience programs, practical training, or other activities that help them choose a career. This Policy applies not only to in-person activities but also to communication and interaction by telephone, email, online meetings, social media, and other remote channels.

3. Prohibited Conduct

The Tokuyama Group does not tolerate harassment or human rights violations against job seekers in recruitment or related activities. Prohibited conduct includes the following:

- Sexual harassment, such as sexual remarks or behavior and unnecessary physical contact
- Degrading or insulting remarks or behavior, and other human rights violations
- Persistent invitations to private meals, drinks, dates, or similar activities
- Discriminatory remarks or behavior based on beliefs or convictions, sex, sexual orientation, gender identity, place of origin, or other attributes
- Inappropriate remarks or behavior relating to pregnancy, childbirth, childcare, or similar matters
- Conduct that unfairly restricts a person's job search, such as pressuring them to withdraw from other companies' selection processes or attempting to coerce them to accept a job offer
- Any other conduct that undermines the character or dignity of job seekers

The above are examples only; prohibited conduct is not limited to these.

4. Training and Awareness

To thoroughly prevent harassment of job seekers, the Tokuyama Group provides ongoing training and awareness programs for officers and employees involved in recruitment and related activities so that this Policy is widely understood and appropriate conduct becomes standard practice.

We also publish this Policy internally and externally to promote understanding of the need to prevent harassment of job seekers.

5. Helpline

The Tokuyama Group maintains a system that allows job seekers to seek help without hesitation.

If, during your job search or related activities, a Tokuyama Group officer or employee says or does something you believe may be harassment, please contact the helpline below.

Tokuyama Group Helpline: help-line@tokuyamagr.com

6. Protection of Those Who Come Forward

The Tokuyama Group protects the privacy of people who seek help and of those who cooperate with investigations, and it does not use or disclose what they report, or any other related information, beyond what is necessary to handle the matter and establish facts. We will not treat job seekers unfavorably in the selection process or any other part of recruitment because they sought help, cooperated in establishing the facts, or for similar reasons. Retaliation against anyone who seeks help or cooperates with an investigation is prohibited.

7. Response to Incidents

When the Tokuyama Group receives a report, we properly verify the facts and respond promptly and appropriately, with full consideration for the position of the person who came forward. We also analyze the causes of the incident and, where necessary, take corrective action, such as revising operating rules or training content, to prevent recurrence.

8. Proper Handling of Personal Information

The Tokuyama Group properly manages the personal information of job seekers obtained through recruitment and related activities and does not use it beyond the purposes for which it was collected or for private purposes.