

Suntory Group Partner Guidelines

In order to provide high-quality products and services safely and reliably based on our corporate philosophy “To inspire the brilliance of life, by creating rich experiences for people, in harmony with nature” and Suntory Group Code of Business Ethics, the Suntory Group, as a signatory to the United Nations Global Compact, engages in fair business practices and, in collaboration with business partners, promotes procurement activities that take social responsibility into consideration, mindful of such points as human rights, labor standards, and the environment. Suntory Group builds good partnerships with our business partners and contribute toward realizing a truly affluent and sustainable society.

These Suntory Group Partner Guidelines (In the event of any amendments to these guidelines, such amendments shall be deemed to be included in, hereinafter collectively called “Guidelines”) provide the basic principles that Suntory Group requests or expects to all business partners (including but not limited to suppliers, vendors, business partners, distributors and/or agencies in the Suntory Group’s chain of activities, hereinafter called “Partners”), but also request that proactive engagement of both the Suntory Group and its Partners to achieve a sustainable supply chain.

These Guidelines are the basic principle regarding any businesses with the Suntory Group and commitment to these Guidelines ensures that the Suntory Group and the Partners share the same values which are our guide of any successful relationship. To meet all our requirements, Partners are required to comply with Guidelines both within their own organization and their affiliates, as well as to encourage their own business partners and entire supply chain to comply with the Guidelines. Suntory Group expects Partners to encourage in continuous improvement beyond legal compliance and aims to support Partners in these efforts.

I. Business Conduct Principles

1. Conducting business with integrity and fairness

Legal Compliance and Respect for Standards and Cultures

Partners are required to comply with applicable laws and regulations, respect international standards, and ensure that their corporate activities are fair, transparent, and show respect for the cultures, customs, traditions, and religions in all countries where they conduct business.

Anti-Bribery and corruption

Partners are required that they do not tolerate any form of bribery, money laundering, embezzlement or other illicit or corrupt practices in their own operations or with any person or organization. Partners are also required to maintain transparent and arms-length relationships with our business partners,

government officials, and all other parties. In the areas of gifts, entertainment, charitable donations, and political contributions we strictly adhere to all applicable laws, regulations, standards and internal rules regarding prevention of bribery and corruption, as well as sound business practices

Fair Competition and anti-trust

Partners are required that they do not engage cartels or other acts violating competition laws by unfair or illegal means, and commit to conducting business activities based on free and fair competition

Appropriate Disclosure

Partners are required to maintain and disclose records relating to the commitment to this Guideline and their financial records that accurately and properly reflect the true state of the business, in accordance with applicable laws and regulations as well as internal rules.

Intellectual Property Rights

Partners are required to appropriately protect intellectual properties. Partners are also required to fully respect the intellectual property rights of Suntory Group and third parties and not to infringe or misappropriate them.

Reporting concerns

Partners are required to establish appropriate mechanisms by which all internal and external stakeholders including employees can raise concerns protected from retaliation. Partners are also required to protect the confidentiality of concerns and the anonymity of whistleblowers.

Appropriate import and export controls

Partners are required to establish a clear management system and carry out appropriate procedures regarding import and export of technologies and goods regulated by relevant laws and regulations

Responsible Marketing

Partners are required to ensure that product labels, advertisements, and commercial messages are clear, accurate and not misleading. Furthermore, Partners are required to be committed to the responsible marketing of all their products and services without discriminatory expressions.

2. Human Rights, Labor, and Safety and Health

Respecting international human rights principles

Partners are required to comply with Suntory Group Human Rights Policy, respect the following international human rights principles and reflect Partners' commitment to respecting human rights and responsibility into their policy.

- United Nations (UN) Universal Declaration of Human Rights
- ILO Declaration on Fundamental Principles and Rights at Work and the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy
- OECD Guidelines for Multinational Enterprises on Responsible Business Conduct;
- UN Guiding Principles on Business and Human Rights (UNGPs);
- International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families;
- Children's Rights and Business Principles; and
- Women's Empowerment Principles

Forced labor and human trafficking

Partners are required to strictly prohibit any form of forced labor including human trafficking. The labor practices*1 that may contribute to forced labor and human trafficking are also prohibited.

Child labor and young workers exposed to hazardous work

Partners are required to strictly prohibit employing any child under the legal working age as prescribed in the laws and regulations of the relevant country or region. Partners are also required to prohibit the assignment of hazardous or night work to workers under 18. It is required to verify the age of newly recruited workers and provide remedial measures to children or young workers identified.

Discrimination

Partners are required to build a workplace where everyone is treated fairly by respecting the rights and personalities of each individual and eliminating all forms of discrimination based on ethnicity or race, religion, sex, gender, sexual orientation, age, national or social origin, property, birth, language, disability, or other characteristics that are not relevant to a person's capacity and aptitude. Partners are also required to strive to accommodate requests related to employees' religious practices within reasonable limit.

Inhumane treatment

Partners are required not to tolerate inhumane treatment that threatens an individual's dignity, including physical, sexual, racial, psychological, verbal, or any other form of harassment, bullying, or abuse.

Freedom of association and collective bargaining

Partners are required to respect the basic rights of employees to engage in freedom of association and collective bargaining. Partners are also required to prohibit intimidation, harassment, retaliation, and violence against trade union members and employees' representatives.

Working hours

Partners are required to appropriately manage working hours, holidays, and vacations in compliance with the laws and regulations of the relevant country or region. We strive to respect international standards where the local laws and regulations conflict with international standards or do not fully meet with them. We seek to ensure that overtime work is consensual and paid at an appropriate rate.

Wages

In compliance with the laws and regulations of the country or region and other relevant provisions, Partners are required to work to manage so that wages of our employees meet or surpass the statutory minimum, and overtime is compensated at the appropriate rate. Partners are required to strive to pay a living wage that provides a decent standard of living for our employees and their families. Employees are paid directly, regularly, and in full, on time, and are provided with a pay slip explaining any legitimate deductions.

Rights of foreign and migrant workers

Partners are required to respect foreign and migrant workers' rights as set out in the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families. Partners are required to ensure appropriate working conditions and environments for foreign and migrant workers and prohibit discriminatory treatment against them.

Rights of local community including indigenous peoples

Partners are required to respect the ownership and use of land and natural resources and respect legitimate tenure rights related to the ownership and use of land and natural resources as set out in the international norms related to the rights of indigenous peoples*2. When acquiring water, land, or natural resources, Partners are required to avoid adverse impacts on the rights and access of indigenous peoples and obtain free, prior, and informed consent (FPIC) from the community as required.

Rights of human rights defenders

Partners are expected that Partners neither tolerate nor contribute to threats, intimidation, and attacks (both physical and legal) against human rights defenders and Partners will work with human rights defenders to create safe and enabling environments for civic engagement and human rights at local, national or international levels.

*1 The labor practices that may contribute to forced labor and human trafficking include, but are not limited to, the following

- Companies or employers retaining personal documents, collecting recruitment fees and related costs from workers and job seekers, restricting workers' freedom of movement, not providing

employment terms in written form, and requiring workers to use company-provided accommodation.

- Third-party recruitment intermediaries retaining personal identifications and collecting recruitment fees and related costs from workers and jobseekers.

*2 The international norms pertaining to the rights of indigenous peoples encompass:

- International Finance Corporation Performance Standards
- ILO Convention on Indigenous and Tribal Peoples No.169

3. Health and Safety

Health & safety in the workplace

Partners are required to have a health and safety policy, identify any hazards in the workplace, and manage them and communicate any potential dangers to the employees.

Facility Health and Safety / Emergency Preparedness

In order to ensure safety and health at workplaces and facilities, including employee dormitories, Partners are required to install necessary sanitary facilities, develop action procedures for emergency measures such as fires and accidents, and implement prior education and training. Partners are expected that their workers evaluate the machinery and equipment used in their work for safety risks and implement appropriate safety measures.

Occupational Accidents / Illnesses

Partners are required to identify, evaluate, record, report, and prevent occupational accidents and illnesses. Partners are expected to identify and evaluate the risk of exposure to biological, scientific, and physically harmful effects and physically demanding work, and to manage them appropriately so that they do not lead to occupational accidents or illnesses.

4. Product Quality and Safety

Product quality

Partners are required that Partners follow all applicable laws and regulations, and quality delivered meets approved specifications as agreed by both Suntory Group companies and Partners.

Product safety and regulations

Partners are required to keep themselves constantly informed and comply with all legal requirements, deriving from national, of country of manufacture and material destination, and international regulations regarding products and their manufacture.

Transportation

Partners are required that transportation complies with the Suntory Group standards as agreed by both Suntory Group company and Partners, including container inspection, pallet treatment to prevent taint and/or objectionable odor. Partners are also required to ensure that at no point during transportation should the product be susceptible to any contamination.

Provision of reliable product information

Partners are required to guarantee that the product or service they deliver to Suntory Group fulfils all Suntory Group specifications and provide related documentation as agreed by Suntory Group and Partners.

Crisis Management and stable product supply

In the event where a failure to supply a Suntory Group company is apparent, and where business continuity is to be impacted as a result, Partners are required to contact that Suntory Group company so that contingency measures can be agreed and implemented.

5. Global Environment

Environmental management

All systems are expected to be in place to respect the law so that Partners comply with local legislation on environmental issues, and the adoption of global standards such as ISO 14001 is encouraged. Partners are also required to obtain all necessary environmental permits and approvals, and comply with the requirements for operation and reporting.

Waste Management

Partners are expected to implement plans to reduce waste as much as possible. Partners are required that control system is in place and hazardous waste is treated separately and handled carefully according to procedures implemented. Where possible, recycling of waste is emphasized.

Water Management

Partners are expected to control the use of water in all its activities, reduce its use as much as possible and ensure that there is no release of wastewater directly into nature. Engagement on the conservation of water resources in order to achieve a sustainable use of water is encouraged.

Energy Usage

Partners are expected to implement plans to reduce greenhouse gas emissions as much as possible, using methods such as the use of renewable energy where possible. Energy reduction plans are

encouraged.

Environmental pollution

Partners are required to demonstrate legal compliance and good practice in the management of pollution to land, air or water.

Biodiversity

Partners are required to demonstrate legal compliance and good practice if operation of their business may potentially impact biodiversity.

Appropriate management of chemical substances (including those contained in products)

Partners are required to appropriately and safely manage chemical substances which adversely affect people and the environment and strive to reduce the use of chemical substances and replace them with less harmful substances. Partners are also required to comply with all legal regulations and customer requirements regarding the prohibition or restriction of the use of certain substances in our products.

Effective use of resources

Partners are required to promote reduce, reuse, and recycle and require the effective use of resources by complying with laws and regulations and implementing appropriate management system. Partners are also required to minimize containers and packaging and strive to use containers and packaging that are easy to reuse and recycle.

6. IT Security and Data Protection

Computer Network Threats

Partners are expected to put in place measures aimed at protecting computer networks against threats.

Confidentiality and Personal Data Protection

Partners are required to safeguard and protect confidential and personal information of all business partners, third parties, employees, and other individuals and organizations and must comply with all related applicable laws.

7. Coexisting within Society and Nature

Contributing to Society and Local Community

Partners are encouraged to voluntarily engage in activities that contribute to the growth and

development of the international and local communities.

Encouraging Sustainable practices

Partners are encouraged to voluntarily engage in/promote sustainable practices so as to ensure precious global resources such as water and agricultural products for future generations.

8. Development of management system

Partner management

Partners are required to conduct responsible sourcing practices and to communicate these Guidelines or equivalent documents to their partners to ensure compliance, while monitoring compliance status, and encouraging improvement to the supply chain.

Record

Partners are required to maintain records which are reasonably necessary to trace the supply chain for all goods or services Partners provide to Suntory Group.

Grievance Mechanism

Partners are required to establish a grievance mechanism for human rights concerns and inquiries from their own and partner workers, local communities, customers, prohibit retaliatory acts against whistleblowers or treatment that may cause them to be disadvantaged, and continuously review the grievance mechanism to improve and strengthen it in order to build a more effective system.

Remediation

If it becomes clear that Suntory Group's business activities in which Partners are involved are causing or contributing to adverse human rights impacts, such Partners are required to cooperate with the Suntory Group to remedy the situation through stakeholder engagement and other appropriate procedures aligned with international human rights principles. Partners are required to work with Suntory Group to remedy adverse impacts which are directly linked to Suntory Group's operations, products, or services in which Partners are involved.

Report / Audit

At the request of the Suntory Group or a person designated by each Suntory Group company, Partners are required to open and provide the information necessary to confirm compliance with these Guidelines. Partners are required to accept Suntory Group or appointed representatives of the Suntory Group companies to access Partner's factory/ premises for an audit on their compliance with these Guidelines if necessary.

II. Handling in the event of a violation of these Guidelines

Partners are required to notify Suntory Group as soon as reasonably practicable if it becomes aware of any potential or actual breach of any of these Guidelines and promptly take corrective measures to remedy the above and report to Suntory group on the results of such measures.

In the event that a Partner breaches any of these Guidelines and Suntory Group requests such Partner to implement corrective measures however such Partner does not express any improvement or intention to implement such measures without any reasonable reason, and/or in the event that Suntory Group requests a Partner to cooperate with an audit in accordance with these Guidelines however such Partner does not cooperate with the audit without any reasonable reason, or in the event that Suntory Group determines that a Partner commits material breach of any of these Guidelines, Suntory Group may take countermeasures including but not limited to reviewing the contract with the Partner or cancelling the affected purchases or transaction and terminating the contract with the Partner without any advance notice to the Partner or any other procedure.

Suntory Holdings Limited
Supply chain Division
Sustainability Management Division
[established in June 2017 revised in January 2025]

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To: Suntory Holdings Limited

We acknowledge that we understand and comply with the contents of Suntory Group Partner Guidelines (including any revisions or amendments to these Guidelines if any), and that these Guidelines shall be supplemental to the Supply Agreement and/or amendments or memorandums entered into by and between Suntory Holdings Limited and/or its affiliates (hereinafter referred to as the "Original Agreement"), and shall be deemed to be incorporated into and form an integral part of the Original Contract, and also that in the event of any inconsistency or different between the Original Contract and these Guidelines, the provisions of these guidelines shall prevail.

(Signature) _____

Name:

Title:

Company:

Date:

※duly authorized representative