

# CORPORATE SOCIAL RESPONSIBILITY POLICY STATEMENT

## **PART 1 – ETHICAL LABOR PRACTICES**

## **PART 2 – ENVIRONMENT**

## **PART 3 – COMMUNITY/SOCIAL CONTRIBUTION**

## **PART 4 – CODE OF CONDUCT**

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community, and the environment.

- We recognise that our social, economic, and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance, and governance to our stakeholders in our continual commitment to sustainable development.
- The President is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

## **PART 1 - ETHICAL LABOR PRACTICES**

We comply with local, national, and international laws and regulations as well as the spirit thereof and we conduct our business operations with honesty and integrity. We respect our employees and believe that the success of our business is led by everyone's creativity and good teamwork.

1. We respect and honour the human rights of people involved in our business and do not use or tolerate any form of forced or child labour, forced or compulsory labour and human trafficking.

2. We distribute working hours together with Unions. As a rule, working hours are distributed over five-day working week. In distributing working hours, we see to it that the distribution is not contrary to safe work and does not pose risks to health.

After an employee's continuous work for 4,5 hours at the utmost, s/he is given a work break for meal and rest lasting 30 minutes. Apart of that 10–15-minute safety breaks are provided every 2 hours at the utmost.

An employee may not be ordered to do more than 8 hours of overtime work within individual weeks and 150 hours of overtime work within one calendar year. An employee may only exceptionally be ordered to overtime work on non-working days.

3. We provide an employee a written wage statement on the day when the employee commences to work. This wage statement includes the details of the manner of remuneration.

We provide wage regarding complexity, responsibility and strenuousness of the work performed, and regarding the difficult working conditions, work efficiency and attained work results.

Complexity, responsibility, and strenuousness of work we evaluate with regard to vocational training (educational prerequisites) and practical experience, skills required for the performance of such work, and with regard to complexity of both the subject of work and working activity, demands on organizational and managerial skills, the degree of liability for damage, occupational health and safety, and further with regard to physical, sensory and mental strain and negative effects of such work.

We formally appraise all direct colleagues on monthly basis and indirect ones on six-month basis.

4. We strive to provide fair working conditions and to maintain a safe and healthy working environment for all our employees. Ensuring employee safety and health is one of ACZ's most important business activities and has a universal and timeless value.

We promote a work environment in which each of us can work in a harmonious and dynamic manner.

5. We create a working environment free from unlawful discrimination, victimisation, and harassment in which all colleagues are treated with dignity and respect.

6. We recognize our employees' right to freely associate in Unions. Management fosters a corporate culture that enhances individual creativity and teamwork value, while honouring mutual trust and respect between labour and management.

7. Management of the company takes leadership in fostering a corporate culture, and implementing policies, that promote ethical behaviour.

It is the responsibility of each employee of the company to ensure that these principles are upheld across our departments and processes, and that each employee serves as an ambassador for the company in all our communities.

As a company dedicated to this vision, we will make available the tools and resources required to be this company and will support each employee as they live this policy.

## **PART 2 – ENVIRONMENT**

1. Company management and all ACZ employees make a great effort to minimize the impact of their activities on the environment.

2. The company analyses its activities and their impact on the environment. They monitor and evaluate all aspects of their activities and reduce their negative effects. The company also analyses the life cycle of each product, so it does not have a negative impact on the environment in any phase of its life cycle.

3. To reduce the negative impact on the environment the company focuses on waste-production prevention, waste-production reduction, improving the quality of wastewater, reducing the usage of chemicals and packaging material, emission control, etc. The company also monitors the environmental impact using LCA.

4. To reduce and prevent waste and harmful emission during production, we use the best technologies available, we keep improving our technology lines, and we recycle packaging material. We try to use the sources effectively and save non-renewable sources. The company also has a very effective system for waste separation and emergency preparedness.

5. To minimize the negative impact of the company on the environment, the company follows the law, and meets the requirements and adheres to the restrictions that are set forth in environmental regulations.

6. To successfully meet the environmental goals of the company It is important to include all employees and keep improving their knowledge when it comes to protecting the environment.

### **PART 3 – COMMUNITY/SOCIAL CONTRIBUTION**

The success of ACZ relies on our internal strategic decisions and processes, our market situation and relationship with business partners.

ACZ's social responsibility is applied in the economic, ecological, and social field.

The example of our social responsibility in the economic area is the transparent way we treat our clients, employees, and suppliers. We always act according to the law.

Our goal is to protect the environment, we focus on waste treatment and waste separation. ACZ supports the principles of sustainable growth and the responsible use of resources.

The safety of our employees is a priority.

Safety, quality, and the protection of the environment are closely connected and integrated at ACZ. The foundation of safety at ACZ is in our production, technology, and people.

When it comes to the social field, we take care of our employees, and we cooperate with them. We create good working conditions and try to improve our employees' qualifications.

ACZ also supports sport and social activities in the Usti region. We are a partner of the ACZ football team, we support a local canine therapy organization and organize events in the region.

### **PART 4 – CODE OF CONDUCT**

At ACZ we expect all our employees, including managers and coordinators, to follow the Code of Conduct, to follow the rules. Be committed to the company, be responsible for the actions we take and to work as a group. It's not only the results that are important, but also the way we achieve them. In our company we emphasize ethical behaviour. That's why our stakeholders can rely on the fact that our operations are based on ethical behaviour.

#### **General Employee Conduct**

ACZ expects its employees to conduct themselves in a business-like manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping, or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

#### **Diversity, equality, inclusion**

Diversity, equality, and inclusion are an important part of us. Discrimination occurs when some of these components are used in work situations, such as hiring people or advancing to higher positions. We do not tolerate any form of discrimination, including but not limited to discrimination based on the following characteristics: gender, health and disability, sexual orientation, marital status or family situation, religion, political opinions, trade union activity, appearance, age, ethnic, social, cultural, or national origin.

We strive to be attractive to a workforce who is as diverse as the world around us, and we strive to further develop and retain these people. We want to ensure an inclusive work environment that can see our diversity as an advantage. We ensure equality in access to employment, training, equal pay conditions and career advancement opportunities. When advancing in our careers, we consider skills, expertise, and exemplary teamwork. Does diversity mean that I should only hire or promote women or members of ethnic minorities? No, that's not what is meant. We recruit based on their abilities: the best candidate for the position must be selected.

### **Women's rights**

Our company aims to ensure that women have the same opportunities as men in the workplace, such as equal wages and work opportunities, and to help both men and women achieve a better balance between work and other areas of life. We also promote equality between men and women in decision-making positions.

### **Principles on rights to land, forests and water and forced evictions**

The enjoyment, protection and promotion of human rights stemming from human dignity and a healthy and sustainable planet are closely linked. Indigenous peoples must enjoy special rights in terms of protection of the environment, land, the productive capacity of their lands or territories, and resources and other resources. We strongly condemn the forced evictions of indigenous peoples, which constitute a gross violation of human rights.

### **Workplace Safety**

At ACZ, we have an obligation to provide a safe work environment for every employee. We are improving and emergency preparedness, machine safety and workplace ergonomics. We live values that are designed to return people home safely.

Understanding how to identify potential workplace risks, correct them and share the lessons learned enables us to do the right thing for all who work at ACZ.

### **Conflicts of Interest**

ACZ expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of ACZ. Employees must not use their positions, or the knowledge gained because of their positions for private or personal advantage.

### **Relationships with Clients and Suppliers**

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with ACZ, or that provides goods or services, or both, to ACZ if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of ACZ.

### **Gifts, Entertainment, Favours, and Secret Commissions**

Employees must not accept entertainment, gifts, personal favours or receive payment or compensation of any kind that could, in any way, influence, or appear to influence, business decisions in favour of any person or organization with whom or with which ACZ has, or is likely to

have, business dealings. Any breach of this rule will fully result in immediate termination and prosecution of the law.

### **ACZ Records and Communications**

Accurate and reliable records of many kinds are necessary to meet ACZ's legal and financial obligations and to manage the affairs of ACZ. The ACZ's books and records must reflect in an accurate and timely manner all business transactions. Employees must not make or engage in any false record or communication of any kind, whether internal or external.

### **Dealing with Outside People and Organizations**

When dealing with anyone outside ACZ, including public officials, employees must take care not to compromise the integrity or damage the reputation of ACZ.

### **Privacy and Confidentiality**

When handling financial and personal information about customers or others with whom the ACZ has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for the ACZ's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information unless legal process or contractual obligation provides otherwise.

### **Freedom of association and collective bargaining**

All employees, without distinction, are entitled to join a trade union of their choice or to form a trade union and have the right to bargain collectively. We approach the activities of the trade union and its organizational activities openly.

Employee representatives are not discriminated against and are allowed to perform their representative functions at the workplace.

### **Business Ethics**

We comply with all applicable antitrust and competition laws to ensure free and fair competition and competition in the market.

We reject corruption, we strive for transparency in our financial transactions. We protect intellectual property.

### **Whistleblowing and protection against retaliation**

An official internal notification channel has been set up to ensure legal action: e-mail address [oznamovatel@aoyama.cz](mailto:oznamovatel@aoyama.cz). Any employee can use this channel to report illegal activity. We strictly adhere to the confidentiality of the whistle-blower's personal data. Complaints will be investigated, and the result communicated to the notifier.

### **Compliance**

At ACZ we insist our employees follow these rules, all legal and ethical requirements and that their actions are in accordance with the highest possible standards. Our management makes sure the rules are followed.

In Lovosice 1.1.2023

Fujmoto Yukinori

President