



RIKEN KEIKI Co., Ltd.

CSR Procurement Guidelines

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RIKEN KEIKI Co., Ltd.

RIKEN KEIKI's CSR Procurement

Since our founding in 1939, through business operations centered on industrial gas detection and alarm equipment, we've played an important societal role in safeguarding industrial workers from the various hazards as well as disasters associated with gases. We would like to express our sincere gratitude to our stakeholders, including our suppliers and business partners, for their ongoing cooperation and support. In our business policy, we state that RIKEN KEIKI is "a pioneer in creating safe working environments for workers" and "endeavors for its operations to be in full Legal Compliance, to strive for Preservation of the Environment, and to maintain our role of high Social Responsibility as a good corporate citizen." To fulfill our social responsibilities, to comply with laws and regulations, and to protect the environment as a responsible corporate citizen, we also have established our Code of Conduct and Guidelines for Action. Given the importance of fulfilling corporate social responsibility (CSR), we are actively promoting our CSR initiatives.

Along this line, we conducted a risk analysis of social issues related to CSR procurement for our company and our stakeholders, based on which we have formulated a basic policy and standards for CSR procurement, namely the CSR Procurement Guidelines. These guidelines have been developed based on the social issues defined by the United Nations Global Compact while referencing the RBA Code of Conduct and OECD Guidelines for Multinational Enterprises on Responsible Business Conduct as well as considering our own business environment.

At our company, the Production Management Department is leading the way in promoting activities following these guidelines, and we ask our suppliers to become familiar with these guidelines. In particular, the contents of the following basic policy are items that we require our suppliers to comply with because these items are social issues of particularly high importance to our company.

President
Tetsuya Matsumoto

Basic Policy (Requirements)

Category	Key points
Human rights and labor	Elimination of forced labor, elimination of child labor, fair working conditions, occupational health and safety
Environment	Management of hazardous substances, management of emissions, resource efficiency, responding to climate change
Ethics	Prevention of bribery, fair competition, information security
Quality and safety	Product safety, quality control
Management	CSR framework, whistleblowing, continuous improvement

- * Reference In formulating these requirements, the following standards have been referenced:
- United Nations Global Compact
 - Responsible Business Alliance (RBA) Code of Conduct
 - OECD Guidelines for Multinational Enterprises on Responsible Business Conduct

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1. Corporate Governance and Management

1.1 Establishment of a CSR framework

We have established a framework for CSR and ESG risk management and strive for continuous improvement.

- Develop policies and guidelines and communicate them both internally and externally
- Clarify the responsible parties and the implementation structure
- Implement the PDCA (Plan, Do, Check, Adjust) cycle for CSR activities
- Review policies in response to changes in social demands and legal regulations

1.2 Establishment of internal controls

We have established internal controls to ensure the propriety of our business activities.

- Establish a system to ensure compliance with laws and regulations, financial reliability, and operational efficiency
- Clarify organizational structures and authority, and work to prevent fraud
- Carry out internal audits or self-assessments
- Implement corrective measures in the event of deficiencies

1.3 Whistleblower system

We have established a system for reporting misconduct and human rights violations.

- Establish a reporting channel and ensure employees know how to use it
- Ensure the anonymity and confidentiality of whistleblowers and prevent their adverse treatment
- Record the details of reports and respond appropriately
- Take corrective action as necessary

1.4 Business Continuity Plan (BCP)

We have established a business continuity plan to prepare for disasters, accidents, and other emergencies.

- Identify risks and assess their impact
- Develop a business continuity plan
- Conduct regular training and reviews
- Explore alternative measures to ensure continued supply

2. Human Rights

2.1 Respect for human rights

We respect internationally recognized human rights.

- Understand international standards (such as the UNGP)
- Prevent complicity in human rights violations
- Identify human rights risks within the company and supply chain

2.2 Prohibition of discrimination

We prohibit all forms of discrimination and harassment.

- Do not discriminate on the basis of gender, nationality, race, religion, or other factors
- Prevent harassment and abuse
- Provide fair wages and opportunities

2.3 Human rights due diligence

We identify and address human rights risks.

- Identify and assess human rights risks
- Take measures to prevent or mitigate impacts
- Establish a system for reviewing results and making improvements

3. Labor

3.1 Elimination of forced labor

We prohibit all forms of forced labor.

- Prohibit debt bondage, human trafficking, and slavery
- Ensure workers' rights to resign freely
- Do not confiscate identification documents, etc.

3.2 Elimination of child labor

We prohibit child labor.

- Do not hire individuals under the legal working age
- Ensure the safety of young workers
- Properly verify age

3.3 Working hours and wages

We ensure fair working conditions.

- Manage working hours in accordance with the law
- Pay the minimum wage and overtime pay appropriately and in full
- Grant leave and holidays appropriately

3.4 Freedom of association

We respect workers' rights.

- Respect the right to organize and the right to collective bargaining
- Do not engage in unfair pressure or discrimination
- Ensure opportunities for dialogue between labor and management

4. Occupational Health and Safety

4.1 Workplace safety

We ensure safe and healthy work environments.

- Identify occupational safety risks and implement measures to address them
- Implement safety measures for machinery and equipment
- Record, analyze, and implement measures to prevent the recurrence of occupational accidents

4.2 Emergency response

We have established an emergency response system.

- Develop an evacuation plan
- Conduct regular training
- Establish an emergency contact system

4.3 Work environment

We maintain a safe and hygienic environment.

- Manage risks such as chemical substances and noise
- Ensure the consistent use of protective gear
- Ensure health and safety, including in dormitories and cafeterias

5. Environment

5.1 Compliance

We comply with environmental laws and regulations.

- Obtain and maintain the necessary permits and licenses
- Continue to comply with regulatory limits
- Conduct regular checks

5.2 Management of chemical substances

We properly manage hazardous substances.

- Identify and manage chemical substances
- Ensure safe storage, use, and disposal
- Process in accordance with laws and regulations

5.3 Management of emissions and waste

We are committed to reducing our environmental impact.

- Properly manage wastewater, emissions, and waste
- Promote reduction and recycling
- Monitor and track emissions

5.4 Climate change

We are committed to reducing greenhouse gas emissions.

- Track emissions (Scopes 1 through 3)
- Set reduction targets
- Implement continuous improvement

6. Fair Business Practices (Ethics)

6.1 Prevention of bribery

We prohibit the offering of improper benefits.

- Prohibit bribery and improper gifts and entertainment
- Maintain appropriate relationships with public officials
- Clarify the response to violations

6.2 Fair competition

We conduct fair business transactions.

- Prohibit cartels and bid-rigging
- Do not abuse superior bargaining positions
- Provide equal opportunities for business

6.3 Intellectual property

We respect intellectual property.

- Do not infringe on the rights of third parties
- Ensure the proper management of technology and information

7. Quality and Safety

7.1 Quality control

We have established a quality management system.

- Establish a quality management system (ISO, etc.)
- Ensure product traceability
- Maintain supply capacity and quality

7.2 Product safety

We ensure the safety of our products.

- Comply with laws and safety standards
- Establish a response system for handling malfunctions
- Disclose the necessary information

8. Information Security

8.1 Information management

We protect information assets.

- Implement measures to counter cyberattacks
- Ensure strict management of confidential information
- Manage access permissions appropriately

8.2 Protection of personal information

We manage personal information appropriately.

- Collect, use, and protect personal information in accordance with laws and regulations
- Implement measures to prevent leaks
- Conduct employee training

9. Responsible Sourcing of Minerals

We ensure that our procurement does not contribute to human rights abuses or other violations in conflict zones and high-risk areas.

- Conduct surveys on target minerals such as 3TG
- Identify and understand risks in the supply chain
- Request corrective action as necessary
- Conduct due diligence on an ongoing basis