

Sustainable Procurement Survey 2024

0. Basic information about the respondent

- 1 Company name
- 2 D-U-N-S® Number
- 3 Department name
- 4 Name
- 5 E-mail address

1. Relationship with Society

Suppliers, as good members of society, should strive for sustainable economic growth and solutions to social issues. To achieve this, suppliers should build friendly and ethical relationships with all stakeholders.

① Providing high-quality products and services

Q1	Do you have any internal policies, guidelines, etc. in place to ensure the quality and safety of your products?	1. Yes 2. No 3. Not Applicable
Q2	Do you have a management system to assure the quality of your products and services?	1. Yes 2. No
Q3	Do you have a management system in place to ensure appropriate and strict handling of various scientific data?	1. Yes 2. No 3. Not Applicable

② Maintaining legal and ethical relationships

Q4	Do you have any internal policies, guidelines, etc. to prevent bribery and other corrupt practices?	1. Yes 2. No
Q5	Do you provide training or education to your employees to comply with laws and regulations for the prevention of bribery and other corrupt practices?	1. Yes 2. No
Q6	Does the senior management team (including the president and compliance officer) continuously communicate to your employees about the company's commitments and initiatives to prevent bribery?	1. Yes 2. No
Q7	Do you conduct any initiatives to eliminate relation with antisocial forces/groups or other organizations involved in crime?	1. Yes 2. No

③ Harmony with society and communities

Q8	Do you have any internal policies, guidelines, etc. in place to ensure compliance with applicable laws and regulations and respect for rights in the countries and regions in which you operate?	1. Yes 2. No
Q9	Do you voluntarily conduct any activities that can contribute to the growth and prosperity of individual countries and local communities concerned?	1. Yes 2. No

2. Relationship with Employees

Suppliers should respect each individual's humanity and strive to maintain an employee-friendly environment at workplace.

① Respect for diversity and rights

Q10	Do you have any internal regulations, etc. in place to guarantee your employees' various rights in accordance with global standards and local laws and regulations?	1. Yes 2. No
Q11	Are the wages of your employees agreed upon and properly paid to the employees through employment contracts or any other means?	1. Yes 2. No
Q12	Do you provide, or strive to provide, a workplace environment where people with diverse backgrounds can demonstrate their own abilities?	1. Yes 2. No

② Building and maintaining a safe workplace environment

Q13	Do you comply with the laws and regulations concerning workplace environments and conduct initiatives to ensure your employees' safety?	1. Yes 2. No
Q14	Do you provide your employees with training or education concerning the handling of and safety information about substances harmful to the human body at workplaces?	1. Yes 2. No 3. Not Applicable

③ Emergency preparedness and response

Q15	To protect the life and safety of your employees, do you prepare emergency measures against possible disasters, accidents, etc.?	1. Yes 2. No
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④ Respect for employees' freedom of association and right to collective bargaining

Q16	Do you respect your employees' right to form or join a union, etc., and to bargain collectively?	1. Yes 2. No
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3. Compliance with Rules

Suppliers should abide by social rules and act in good faith with high ethical standards.

① Legal compliance and customers' requirements

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| Q17 | Do you have any policies, guidelines, etc. in place to fulfill your corporate social responsibility based on the local and global laws and regulations, as well as internal and external rules and regulations? | 1. Yes
2. No |
| Q18 | Do you actively collect information on rule changes, including important legal amendments in connection with your business, and review your internal rules and regulations in a timely manner as necessary? | 1. Yes
2. No |

② Fair and free competition

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| Q19 | Do you have any policies, guidelines, etc. in place to commit to fair, transparent, and free competition and transactions in accordance with the competition laws of each country? | 1. Yes
2. No |
| Q20 | Do you conduct any initiatives to prevent entertainment and gifts that deviate from social norms? | 1. Yes
2. No |
| Q21 | Do you conduct any initiatives to prevent actions and transactions in positions that conflict with the interests of your company? | 1. Yes
2. No |

③ Prevention of misconduct

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| Q22 | Do you regularly conduct risk assessment and monitoring to prevent misconduct? | 1. Yes
2. No |
| Q23 | Do you maintain an internal reporting (whistle-blowing) system in place that whistleblowers can use without fear of retaliation? | 1. Yes
2. No |

④ Respect for intellectual property rights

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| Q24 | Do you have a management system in place to prevent the infringement of others' intellectual property rights and the illegal acquisition of trade secrets? | 1. Yes
2. No |
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⑤ Animal welfare

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| Q25 | Regarding animal experiments in non-clinical studies, do you have any internal rules, etc. that stipulate due consideration for animal welfare? | 1. Yes
2. No
3. Not Applicable |
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4. Respect for Human Rights

Suppliers should respect the human rights and character of all internal and external stakeholders.

① Non-discrimination

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| Q26 | Do you have any policies, guidelines, etc. that prohibit any kind of discrimination? | 1. Yes
2. No |
| Q27 | Do you conduct any initiatives to prevent discrimination and protect the rights of social minorities? | 1. Yes
2. No |

② No forced labor, slave labor (including modern slavery), or wrongful use of young workers/child labor

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| Q28 | Do you have any policies, guidelines, etc. that prohibit forced labor, slave labor (including modern slavery), or wrongful use of young workers/child labor? | 1. Yes
2. No |
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③ No tolerance of harassment

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| Q29 | Do you have any policies, guidelines, etc. that stipulate the prevention of harassment? | 1. Yes
2. No |
| Q30 | Do you conduct any initiatives to prevent harassment? | 1. Yes
2. No |

④ Identification and improvement of human rights issues in the supply chain

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| Q31 | Do you have a management system in place to actively identify and improve human rights issues not only within your company but also in the supply chain? | 1. Yes
2. No |
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⑤ Establishment of grievance mechanisms

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| Q32 | Do you have a grievance procedure in place to seek redress for human rights abuses that is available not only to your own employees, but to all employees throughout your supply chain? | 1. Yes
2. No |
| Q33 | Do you know that Kyowa Kirin is a member of the Japan Center for Engagement and Remedy on Business and Human Rights (JaCER) and is prepared to receive human rights complaints and reports from all stakeholders in its supply chain through JaCER? | 1. Yes
2. No |

5. Environmental Conservation

Suppliers should take proactive steps toward environmental preservation with the awareness that efforts toward environmental problems are a common challenge for the entire human race and an essential requirement for the activities and survival of the company.

① Environmental protection and preservation and resource recycling

Q34	Do you have any policies, guidelines, etc. concerning environmental conservation and protection, and resource recycling?	1. Yes 2. No
Q35	To reduce environmental risks and improve environmental performance, do you establish an environmental management system in place?	1. Yes 2. No
Q36	Of the initiatives listed on the right side regarding environmental conservation and protection and resource recycling, please select those on which your company establishes policies, sets targets, and is systematically working. (Multiple selections allowed.)	1. Procure raw materials and equipment with less impact on the environment 2. Reduce the amount of raw materials and energy used and GHG (greenhouse gas) emissions 3. Reduce water consumption 4. Curb the amount of waste produced and engage in resource recycling 5. Prevent spills and releases of substances that have an adverse impact on the environment 6. Give consideration for biodiversity 7. Not working on any of the above

② Respect for environment-related rules

Q37	Do you have any internal policies, regulations, or written procedures in place that stipulate requirements for compliance with applicable environment-related laws, regulations, emission standards, etc.?	1. Yes 2. No
Q38	Do you provide education or training or education to your employees to prevent violations of environment-related laws, regulations, emission standards, etc.?	1. Yes 2. No

6. Information Management

Suppliers should properly manage information on our business.

① Proper management of personal and confidential information

Q39	Do you have a management system in place to properly manage personal and confidential information obtained in the course of your business activities?	1. Yes 2. No
Q40	Do you have technical measures to counter cyber-attacks?	1. Yes 2. No

② Compliance with laws and regulations and internal regulations

Q41	Do you have any policies, guidelines, etc. concerning information management based on laws and regulations?	1. Yes 2. No
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③ Proper use of information systems and equipment

Q42	Do you provide training or education to your employees to promote the proper use of the company's electronics and e-mails?	1. Yes 2. No
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④ No insider trading

Q43	Do you provide training or education to your employees to prevent the divulgence or improper use of undisclosed important facts about your own or other companies obtained in the course of business?	1. Yes 2. No
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⑤ Timely, appropriate and fair disclosure of information

Q44	Do you disclose information to stakeholders in an appropriate and fair manner, regardless of whether the disclosure is compulsory by laws and regulations, etc.?	1. Yes 2. No
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7. Risk Management

Suppliers should manage risks and crises pertaining to our operations appropriately.

① Execution of risk management and crisis management

Q45	Do you have a system (risk management system) in place to appropriately manage the risks pertaining to your operations?	1. Yes 2. No
Q46	Do you have a systems in place for crisis management, including early detection of risks and swift recovery from and prevention of recurrence of crises?	1. Yes 2. No

8. Questions common to the Group Supplier Code of Conduct

Q47	Have you understood the contents of the Kyowa Kirin Group Supplier Code of Conduct?	1. Yes 2. No
Q48	Have you communicated the contents of the Kyowa Kirin Group Supplier Code of Conduct or any equivalent code (including your industry's code of conduct) to your employees and suppliers?	1. Yes 2. No