

Supplier Code of Conduct

Committed to Corporate Social Responsibility and Ethical Procurement

At FUJIFILM Data Management Solutions (Fujifilm DMS), we are committed to Corporate Social Responsibility and ethical procurement practices. We promote respect for the environment, human rights and ethical business practices. This document outlines the business practices and professional standards Fujifilm DMS expects from its suppliers.



Corporate Ethics

Fujifilm DMS requests that suppliers recognise the importance of Corporate Ethics, and promote and manage the following elements:

Corporate Ethics, Compliance & Risk Management

- Provide a basic policy and principles on corporate ethics and risk management
- Ensure compliance with all applicable laws and regulations including sanctions, modern slavery and anti-bribery and corruption laws

Anti-Corruption

- Prohibit the offering of bribes to government officials and ensure that this is observed in day-to-day activities
- Forbid the acceptance of excessive entertainment & benefits with regard to company activities

Protection of Intellectual Property

- Prohibit the infringement of other companies' intellectual property and ensure that this is observed in day-to-day activities

Guarantee of Fair Procurement Transaction

- Introduce measures to implement fair procurement transactions and ensure that they are carried out

Establishment of Process for Raising Concerns and Whistleblowing

- Introduce and administer with impartiality an effective system for Whistleblowers to present problems

Robust Information Security System

Ensure proper implementation of organisational frameworks and systems to manage:

- Privileged, proprietary or confidential business information
- Personal and sensitive information

Suppliers must comply with Privacy and Information Security laws, Regulatory requirements and Information Security Standards when collecting, using, storing, processing, transmitting or sharing personal, sensitive, proprietary or confidential information on behalf of Fujifilm DMS

Recommendation of Application to Your Company's Suppliers

Recommend and apply measures to your suppliers to ensure the maintenance of corporate ethics and compliance with applicable laws, similar to those measures implemented by Fujifilm DMS and our affiliates

Declare and Manage Conflicts of Interests

- Introduce and administer a process for declaring and managing conflicts of interest in connection with their engagement by Fujifilm DMS
- Where actual, potential or perceived conflicts of interest are identified, they must be declared, managed and recorded appropriately and immediately reported to Fujifilm DMS

Environment

Fujifilm DMS requests that suppliers recognise the importance of Environment & Sustainability by promoting and managing the following activities & business operations:

Prevention of Global Warming

- Promote energy saving product designs
- Promote energy conservation at facilities
- Endeavour to reduce the emissions of the greenhouse gases

Promoting the Reduced use of Natural Resources

- Reduce the use of raw materials used at Supplier sites
- Ensure efficient use of material to prevent wastage

Recycling and Proper Waste Disposal

- Endeavour to reuse and recycle
- Ensure proper disposal of products after use to reduce wastage and to ensure proper disposal of waste

Proper Management of Chemical Substances

- Ensure that hazardous substances are not used to produce products
- Endeavour to assess the safety of chemical substances used
- Establish a system to prevent air and water pollution
- Prevent soil contamination and leakage into soil

Preservation of Biological Diversity and Ecosystem

- Recognise the importance of preserving the environment
- Plan and manage activities relative to the preservation of the environment

Adherence to Administrative Procedures

Obtaining or submitting all approvals and licenses, notifications and reports specified under the applicable laws and regulations in a timely manner

Promote Third Party Certification of an Environmental Management System (EMS)

- Establish a management system compliant with ISO14001 or other EMS
- Endeavour to obtain third-party certification of its EMS

Recommendation and Application to Suppliers' Suppliers

- Recognise the importance of environmental measures taken throughout the supply chain
- Recommend and apply environmental measures similar to those implemented by your company to your suppliers

Human Rights and Labour

Fujifilm DMS requests that all suppliers recognise the serious impact of not respecting Human Rights and fair Labour practices by promoting and managing the following activities

Legal right to work

Ensure staff meet the local legislated requirements to have a legal right to work in the relevant country in which they are working

Prevention of Modern Slavery and Child Labour

Oppose all forms of modern slavery, including forced or compulsory labour, trafficking in persons, debt bondage and child labour, both within its activities and undertakings, and within its supply chain.

Prevention of Unfair Discrimination

Prohibit unfair treatment in recruitment, promotions, treatment and educational opportunities

Prevention of Violence, Sexual Abuse, Sexual Harassment and Excessive Punishment in the Workplace

- Ensure physical punishment, violence and intimidation are prevented
- Provide policy prohibiting sexual abuse and harassment
- Eliminate unjust restriction of access to food and beverages, rest, bathroom facilities and medical attention as punishment or harassment

Appropriate Wages and Proper Management of Working Hours and Mandatory Days off

- Abide by the applicable legal requirements such as the minimum wage, working hours, mandatory days off and leave of absence
- Maintain accurate payroll records

Prevention of Work-Related Accidents at Workplaces and on Duty

Eliminate dangerous factors from operations, the working environment, mechanical equipment, substances used, etc.

Sufficient Health and Welfare Measures

- Provide a safe and healthy environment and maintain and promote employee health

Promotion of Human Resource Development

- Assist in developing and realising employee career plans
- Assist employees in overall development

Assessments / Audits

Suppliers shall self-monitor to ensure their compliance with this code, maintaining detailed records that demonstrate their compliance. Any non-compliance with this code should be notified to the relevant Fujifilm DMS contact person.

Fujifilm DMS reserves the right to carry out regular audits of our suppliers to ensure alignment with this code.

An audit may be in the form of a:

- Self-assessment by suppliers,
- Request for information, or
- Site visit

We expect that suppliers to Fujifilm DMS will:

- Respond in full and be open and honest in response to any requests for information, making available any relevant records for review.
- Complete an agreed corrective action plan until a satisfactory level of improvement is reached if there are any breaches or shortcomings regarding the code identified

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FUJIFILM Business Innovation Corp.
FUJIFILM Data Management Solutions Pty Ltd

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