

Procurement Guidelines

Bic Camera Inc. (hereinafter referred to as “the Company”) conducts its business activities together with its various business partners, including suppliers and other trading partners, under its purpose of “Exceeding Expectations While ‘Pleasing Customers’.”

1. Scope of Application

These Procurement Guidelines apply to all business partners directly involved with the Company, including suppliers and other trading partners, as well as to those business entities closely connected to the Company’s business activities (hereinafter collectively referred to as “Business Partners”).

2. Compliance with Laws and Regulations

The Company, together with its Business Partners, shall comply with all applicable laws and regulations in the countries and regions where business activities are conducted, and shall support and respect international norms and standards.

3. Respect for Human Rights and Development of a Proper Working Environment

The Company, together with its Business Partners, shall comply with laws and regulations related to human rights and labor, and shall support and respect international standards such as the *International Bill of Human Rights* and the *International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at Work*.

To ensure respect for human rights and the development of appropriate working environments for all individuals involved in the Company’s business activities, the Company will work to address the following items:

- Prohibition of forced labor, including labor involving coercion, restraint, inhumane prison labor, slavery, or human trafficking
- Prohibition of child labor below the minimum working age, and prohibition of hazardous work that may endanger the health or safety of young workers under the age of 18
- Prohibition of working hours exceeding the limits stipulated by applicable laws, and prevention of excessive working hours through appropriate management of working hours and holidays in accordance with ILO international labor standards
- Payment of wages in compliance with applicable laws (at least the minimum wage), with consideration given to wages at a level sufficient to meet basic living needs (living wage)
- Prohibition of any form of discrimination based on race, ethnicity, nationality, religion,

beliefs, age, physical characteristics, gender, sexual orientation, gender identity, or disability

- Respect for employees' freedom to form and join labor unions of their own choosing and the right to collective bargaining, and implementation of constructive labor-management dialogue
- Establishment of a safe and healthy working environment
- Ensuring fair working conditions
- Prohibition of child labor, forced labor, and any inhumane treatment including physical or mental abuse, coercion, harassment, or other forms of misconduct
- Protection of privacy

4. Fair Business Practices

The Company, together with its Business Partners, shall comply with laws and regulations and maintain high ethical standards, and will work to address the following items:

- Prohibition of all forms of bribery, corruption, extortion, and embezzlement
- Prohibition of inappropriate provision or receipt of benefits
- Prohibition of abuse of superior bargaining position and any conduct that impedes fair and free competition
- Complete prohibition of any relationship with anti-social forces
- Appropriate disclosure of information
- Protection of intellectual property
- Responsible mineral sourcing and proper export/import controls
- Establishment of grievance mechanisms such as whistleblowing channels for employees and protection of whistleblowers

5. Provision of Safe and Reliable Products and Services

The Company, together with its Business Partners, shall endeavor to ensure and enhance the safety and quality of the products and services provided so that customers can use them with confidence.

In addition, the Company shall appropriately disclose and provide accurate information regarding products and services, properly manage customers' personal information, and respond to customer inquiries promptly and sincerely.

6. Environmental Conservation

The Company, together with its Business Partners, shall comply with relevant environmental laws and regulations, proactively address global environmental issues such as resource

depletion, climate change, and environmental pollution, and give due consideration to regional environmental issues while ensuring the health and safety of local communities.

The Company will work to address the following items:

- Reduction of energy consumption and greenhouse gas emissions
- Implementation of appropriate measures to prevent air pollution
- Monitoring and conservation of water usage, and appropriate monitoring, control, and treatment of wastewater
- Efficient use of resources through proper management and reduction of waste
- Proper management of hazardous chemicals and other substances that may pose risks to human health or the environment, including safe handling, transportation, storage, use, recycling or reuse, and disposal
- Initiatives to conserve biodiversity

7. Information Security

The Company, together with its Business Partners, shall appropriately manage personal information and data of customers and employees, and shall implement appropriate information security measures to reduce risks such as information leakage, loss, tampering, and unauthorized use.

8. Coexistence with Local Communities

The Company, together with its Business Partners, shall respect the culture and values of local communities in which it operates and engage in sustainable initiatives that contribute to mutual growth and coexistence with those communities.

9. Requests to Business Partners

To ensure the steady implementation of these Guidelines, the Company requests that Business Partners establish and maintain appropriate management systems and work to ensure that these Guidelines are thoroughly communicated and embedded within their organizations.

Business Partners are also requested to proactively disclose information regarding initiatives related to these Guidelines on their websites or through other means.

Business Partners are further requested to encourage understanding and implementation of these Guidelines not only within their own organizations but also throughout their supply chains.

In the event that human rights violations, legal violations, or any serious breach of these Guidelines is identified in connection with transactions with the Company or in the business

activities of Business Partners, or in the event of an accident, Business Partners are requested to promptly notify the Company and to take necessary actions such as preventing the expansion of harm, providing remedies to affected parties, investigating root causes, and implementing measures to prevent recurrence.

Business Partners are also requested to cooperate with monitoring and assessments conducted to confirm the implementation of these Guidelines, and to undertake corrective and improvement actions based on the results.

Additionally, in cases where reports or consultations related to human rights violations arise in connection with transactions with the Company, Business Partners are requested to cooperate with investigations and take actions toward correction, remediation, and prevention or mitigation of adverse impacts.

Established: July 12, 2024

Revised: February 5, 2025

Bic Camera Inc.

Toru Akiho

Representative Director and President