

SG Holdings Group Procurement Policy/Business Partner Behavioral Guidelines



Basic Approach to Sustainable Procurement

Since it was founded, the SG Holdings Group (hereinafter “the Group”) has constantly considered what it can do for customers with the “Hikyaku no Kokoro” (the spirit of Edo-era express messengers) to do its best in its heart, and aims to continue to be an indispensable presence (= infrastructure) in Japan and overseas. Meanwhile, the speed of changes in the environment surrounding companies has been accelerating, causing the issues that they must address to become more diverse and complex. In international society, for example, action on social issues, including measures to address climate change, are being increasingly demanded.

In such an environment, the Group aims to contribute to the realization of a sustainable society through socially responsible procurement activities.

As part of these efforts, we have established our “Procurement Policy” to define our approach to procurement within the Group and promote sustainable procurement activities throughout the entire supply chain, and also created the “Business Partner Behavioral Guidelines” as guidelines for our business partners to adhere to.

Procurement Policy

1. Legal compliance

We strictly comply with domestic and foreign laws, and carry out fair business based on high ethical standards.

2. Maintenance and improvement of safety and security

As a Group with logistics as its core business, we consider safety and security to be our highest-priority issues. We make every effort to maintain and improve safety together with our business partners.

3. Consideration for human rights and work environments

We prohibit all forms of child labor, forced labor, discrimination, and harassment, and respect human rights. We also ensure a safe and sanitary work environment together with our business partners, and respect human rights throughout the entire supply chain.

4. Fair and free trade

We aim for mutual prosperity with business partners by approaching them with sincerity, providing opportunities for free and fair competition, and building appropriate relationships of trust. Furthermore, we do not exploit our dominant position or engage in acts that impose disadvantages, such as coercing financial burdens. We uphold high ethical standards and social integrity, prohibit corruption and corrupt practices, and strictly sever ties with antisocial forces.

5. Consideration for the global environment

We promote business activities that consider the global environment, conduct procurement activities that consider aspects such as reducing energy consumption, greenhouse gases, and waste, as well as recycling and the preservation of biodiversity, with the aim of realizing a sustainable society.

6. Preservation of information security

We carry out strict management of customers' and business partners' confidential information and personal information obtained in the course of our business activities, and take steps to prevent acts such as information leakage, theft, and alteration.

7. Coexistence with local communities

We aid in the development of domestic and overseas regional communities, and strive for co-existence with society together with our business partners.

(See next page for Business Partner Behavioral Guidelines)

Business Partner Behavioral Guidelines

The cooperation of our business partners is essential for the realization of the vision outlined in the “Basic Approach to Sustainable Procurement.” We kindly ask for your understanding of the purpose and content of these guidelines and your commitment to working with the Group with the aim of mutual development.

1. Legal compliance

Comply with laws and regulations, and conduct fair and impartial business activities based on high ethical standards and social integrity.

2. Maintenance and improvement of safety and security

(1) Improvement of transportation safety

Prioritize human life above all else and strive to prevent traffic accidents and improve transportation safety.

Furthermore, comply with laws and regulations concerning transportation safety, and complete procedures such as obtaining permits and licenses and filing notifications without delay.

(2) Ensuring the safety of products and services, quality management

Provide products and services that comply with laws, regulations, and safety standards, and adhere to your company’s quality standards and customer requirements.

(3) Preparing for emergencies

Establish a system for early recovery to prepare for the occurrence of natural disasters such as large-scale earthquakes, wind and flood damage, as well as fires and explosion accidents, and to minimize their impact.

3. Consideration for human rights and work environments

(1) Prohibition of forced labor

Respect basic human rights and do not engage in any form of forced labor or human trafficking.

(2) Prohibition of child labor, etc.

Do not employ children who have not reached the legal working age. Furthermore, do not assign young workers to tasks that compromise their health or safety.

(3) Prohibition of inhumane treatment

Respect employees’ human rights and refrain from inhumane treatment such as mental or physical abuse, coercion, or harassment.

(4) Prohibition of discrimination

Do not discriminate on the basis of gender, age, race, religion, nationality, ethnicity, political orientation, sexual orientation, gender identity, gender expression, marital status, pregnancy or childbirth, medical history, disability, or infection status in any employment situation, including hiring, compensation, promotion, training, and retirement.

(5) Ensuring workplace safety

Prevent occupational accidents and diseases, ensure workplace safety, and provide a sanitary working environment.

(6) Health management and promotion

Implement appropriate health management for employees and undertake initiatives to maintain and enhance their health.

(7) Appropriate management of working hours

Manage working hours appropriately in compliance with laws and regulations.

(8) Payment of appropriate wages

Pay appropriate wages in accordance with laws and regulations.

(9) Respect for foreign nationals and migrant workers

Treat foreign nationals and migrant workers fairly, and provide transparent employment conditions and good working conditions.

4. Fair and free trade

(1) Anti-corruption

In countries and regions where you conduct business, do not engage in or conspire to engage in bribery, corruption, extortion, embezzlement, or other fraudulent acts, by complying with anti-corruption laws and regulations.

(2) Prohibition of improper granting and receiving of benefits

Do not give or receive gifts, meals, entertainment, money, or other benefits as a means to obtain improper or inappropriate advantages.

(3) Fair and free competition and prohibition of abuse of dominant position

Comply with the competition laws (such as antitrust laws) of each country and region concerning your business, and do not engage in any acts that hinder fair and free competition or abuse a dominant position.

(4) Severing ties with antisocial forces

Do not associate with antisocial groups or individuals such as organized crime groups.

(5) Mutual prosperity

Aim for mutual prosperity with business partners by approaching them with sincerity and building appropriate relationships of trust.

5. Consideration for the global environment

(1) Establishment and operation of an environmental management system

Comply with environmental protection laws and regulations, and obtain the permits, approvals, licenses, and other authorizations required for business activities. Also, establish and operate a framework to promote environmental conservation activities.

(2) Promotion of resource-saving (water, raw materials, etc.) and energy-saving activities

Promote the provision of environmentally friendly products and services, as well as resource-saving and energy-saving activities.

(3) Reduction of greenhouse gases

Continuously reduce greenhouse gas emissions.

(4) Reduction of waste generation and promotion of recycling

Implement initiatives to reduce waste and promote recycling, recycle finite resources, and realize a sustainable society.

(5) Management of chemical substances and hazardous materials

Identify chemical substances and hazardous materials that may impact the environment or human health, and implement safe management practices.

(6) Prevention of pollution

As part of environmental conservation activities, prevent air pollution, water pollution, soil contamination, and other such issues.

(7) Preservation of biodiversity

Avoid the impact of business activities on ecosystems as much as possible and strive to preserve biodiversity.

6. Preservation of information security

(1) Defense against information security threats

To promote the strengthening of information security, establish organizational structures and systems to prevent alteration, loss, leakage, unauthorized access, and other disruptions to the use of information assets.

(2) Protection of personal information

Comply with personal information laws and regulations, strictly manage personal information, and prevent theft, leakage, and alteration, etc.

(3) Prevention of leakage of confidential information

Strictly manage confidential information to prevent theft, leakage, alteration, etc.

7. Coexistence with local communities

Aid in the development of domestic and overseas regional communities, and strive for co-existence with society together with business partners.

8. Approach to these guidelines

(1) Awareness and dissemination

To comply with these guidelines, conduct ongoing dissemination activities within the company and ensure business partners (suppliers) are made aware.

(2) Confirmation of compliance

Cooperate with investigations conducted by the SG Holdings Group to confirm compliance with these guidelines.

(3) Disclosure

Respond appropriately where disclosure of information related to these guidelines is required by law.

(4) Reporting to the SG Holdings Group

Promptly report to the SG Holdings Group if any actions contrary to these guidelines are identified. Also proceed with measures to address these issues and report on progress and results in a timely manner.

Revised on February 1, 2026