

Pentel Group Human Rights Policy

The Pentel Group fulfills its responsibility to respect the human rights of all individuals involved in its business activities, based on the vision of "Cultivating the joy of expressing oneself," which reflects our commitment to people, society, and the Earth.

The Pentel Group Human Rights Policy (hereafter, "the Policy") is defined in accordance with the Pentel Group Code of Conduct, as follows.

1. Standing

The Policy supersedes all other regulations and documents concerning respect for human rights. The Policy stands in support and respect for human rights as set forth in the International Bill of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, and the Guiding Principles on Business and Human Rights.

In cases where the laws and regulations of countries and regions in which we operate differ from internationally recognized norms regarding human rights, we will make every effort to respect international human rights to the fullest extent possible.

2. Scope of Application

The Policy shall apply to all officers and employees (including part-time and temporary employees, hereafter collectively referred to as "employees") of the Pentel Group (Pentel Co., Ltd. and its affiliates). We also work to promote support for the Policy at all business partners and strive to work collaboratively to respect human rights. If we identify any involvement in human rights violations among our business partners, we will appeal to said business partner to take corrective action.

3. Commitment to Human Rights

The Pentel Group shall advance the following initiatives, in compliance with the laws and regulations of each country and region in which we operate.

Prohibition against Child Labor and Forced Labour

We do not engage in child labor below the minimum working age established by International Labour Organization (ILO) conventions and recommendations, nor do we participate in any form of forced labour.

Working Hours and Wages

We comply with laws and regulations regarding employee working hours and wages and ensure proper management of working hours.

Establishment and Maintaining of a Safe and Healthy Workplace Environment

We comply with laws and regulations regarding employee health, safety, and welfare, and strive to establish and maintain a safe and healthy workplace environment that promotes both physical and mental well-being.

Prohibition of Discrimination and Harassment, and Fostering an Understanding of Diversity

We do not engage in unfair discrimination based on race, ethnicity, skin colour, religion, nationality, social status, gender, age, origin, or disability. We do not tolerate any form of harassment in relation to one's race or religion. We acknowledge differences in cultures and customs among countries around the world, and respect diverse values and individuality.

4. Governance/Operational Systems

The Company shall clearly designate officers responsible for the implementation of the Policy and oversee its execution.

5. Due Diligence on Human Rights

We shall establish a due diligence framework concerning human rights in line with the Guiding Principles on Business and Human Rights to identify, prevent and mitigate adverse effects on human rights.

6. Grievance Mechanisms (Complaint Processing/Problem Resolution Mechanisms and Systems)

We shall treat any instance where we are found to have caused, been involved with, or facilitated adverse effects on human rights as an extremely serious matter and will endeavour to implement appropriate remedies through due process.

7. Dialogue with Stakeholders

We will engage in dialogue and confer with relevant stakeholders concerning efforts to respect human rights in accordance with the Policy.

8. Awareness-raising/Education

We shall implement appropriate education and training measures to ensure that the Policy is understood by all employees, and we will also engage in awareness-raising activities at business partners.

9. Information Disclosure

Progress and results of initiatives addressing respect for human rights shall be published on our website and elsewhere, as appropriate.

10. Revision/Review

We shall continue to monitor the state of compliance of the Human Rights Policy, and will review and revise its contents, as appropriate, based on social demands and changes in our business activities, etc.

This policy has been approved by the Company's Executive Committee.

September 2, 2024
Pentel Co., Ltd.
President & CEO
Masaru Wada