

## Gunze Sustainability Data Book

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## Water Consumption

Unit: Millions cubic meters, %

Water consumption	FY2020	FY2021	FY2022	FY2023	FY2024
Water withdrawal	3.98	4.80	4.42	4.16	4.03
Water discharge	1.51	1.39	1.30	1.30	2.65
Total water consumption	2.47	3.41	3.12	2.86	2.86
Data coverage	100	100	100	100	100

Scope: Gunze Group, Excluding saltwater

## Gunze Human Rights Policy Statement

We have inherited our founder's mindset and shared it as our corporate philosophy for over the 120 years: People-oriented approach, commitment to quality, and harmonious coexistence.

The following "Gunze Human Rights Policy" is established in order to clearly express our commitment to ensuring the corporate philosophy to respect for human rights.

1. We endorse the UN Global Compact, the UN Guiding Principles on Business and Human Rights and other international principles relating to human rights.

2. In our business activities, we respect the human rights, individuality, and diversity, and do not discriminate against people because of their race, nationality, gender, or other factors.

We strictly prohibit any child labor, forced labor and inhuman treatment including cruel disciplinary punishments.

3. We implement the initiatives as stipulated in our in-house "Sustainability Promotion Rules" to respect the human rights of all employees, identify the negative impacts on human rights and endeavor to remediate them, through appropriate processes such as whistleblower system.

4. We require our supplier to comply with "Gunze Group Supplier Code of Conduct" in accordance with the "Gunze Group Sustainable Procurement Guidelines", gather information on any risks that could cause negative impacts on human rights, and work to prevent and mitigate the identified negative impacts.

5. We continue to provide necessary training for all employees to respect for human rights and deepen the understanding of employees on human rights issues.

President  
Gunze Limited

***Toshiyasu Saguchi***

## Safety and Health Management Regulations (excerpt)

### Article 1 (Purpose)

The purpose of rules is to establish basic matters concerning safety and health and to conduct necessary safety and health management activities in accordance with relevant laws and regulations and the safety and health rules in order to maintain and promote the safety and health of employees of the Gunze Group.

### Article 2 (Scope)

This policy applies to all Gunze Group companies located in Japan.

As the applicable laws differ for Gunze Group's overseas workplaces, the companies shall be handled in accordance with these Rules, taking into consideration the laws of the respective countries.

### Article 3 (Powers and Duties of the Company and Workplace Representatives)

1. In accordance with Article 3 of the Occupational Safety and Health Law (hereinafter referred to as the "Occupational Safety and Health Law"), the Gunze Group shall cooperate with the measures taken by the government to prevent occupational accidents and shall take measures to ensure the safety and health of employees at the workplace.

2. Among the safety and health management conducted by the Gunze Group in the preceding paragraph, the authority and duty of daily and specific safety and health management at each workplace shall be delegated to the workplace representative.

### Article 4 (Employee Rights and Responsibilities)

Employees of the Gunze Group may make suggestions to the company regarding safety and health and request improvements.

2. Employees of the Gunze Group shall actively cooperate with the Company's actions in accordance with laws and regulations and these Rules, and shall comply with the following to ensure safety and maintain health.

(1) Always inspect machinery, equipment and personal belongings before starting work.

(2) When starting a machine, give a signal and confirm that there is no danger before starting the machine.

(3) Do not remove safety devices or cause them to malfunction without authorization.

- (4) When cleaning, refueling, inspecting or repairing the machine, do so after confirming that operation has stopped, unless otherwise specified.
- (5) When performing work that requires the use of safety and health protective equipment, be sure to wear such equipment. (5) When performing work that requires the use of safety and health protective equipment, be sure to wear such equipment, and use gloves only for the specified work.
- (6) Only authorized personnel shall touch hazardous or toxic materials, electrical equipment, etc.
- (7) Proactively undergo various statutory health examinations (including secondary examinations, re-examinations, and re-examinations based on the results of health examinations).
- (8) Keep the inside and outside of the workplace neat and clean.
- (9) Understand and follow other safety and health rules and regulations.

## Chapter 2 Safety and Health Management System

### Article 5 (Safety and Health Management Organization)

In order to promote the safety and health management of the GUNZE Group, a safety and health management organization (including a workplace safety and health committee) shall be organized at the workplaces to implement matters prescribed by law and necessary measures for safety and health management.

2. A chart of the safety and health management organization at the workplace shall be prepared in accordance with Appendix 1 and posted in a place easily accessible to employees at the workplace to ensure that they are fully aware of the organization.

### Article 6 (Occupational Safety and Health Management Organization and Occupational Safety and Health Committee)

The Occupational Safety and Health Committee shall meet once a month to deliberate and decide on the following matters in accordance with Articles 21 and 22 of the Occupational Safety and Health Regulations (hereinafter referred to as the "Occupational Safety and Health Regulations")

- (1) Preparation and implementation of plans for workplace safety and health activities
- (2) Preparing plans for employee safety and health education and promoting their implementation

- (3) Investigate the status of safety and health management and provide guidance for improvement
- (4) Conduct safety inspections of new and improved machinery and equipment.
- (5) Investigating the hazardous properties of new chemical substances and taking countermeasures
- (6) Take action based on the results of health examinations
- (7) Implementing measures based on the results of work environment measurements
- (8) Implementing measures necessary to maintain and promote health
- (9) Implementing measures based on guidance from the labor standards inspection bureau, etc.
- (10) Investigating the occurrence of occupational and traffic accidents and providing support and guidance for preventive measures
- (11) Preparation of occupational health and safety regulations
- (12) Measures to prevent health problems of workers who work long hours
- (13) Measures to maintain and promote the mental health of workers
- (14) Investigation and deliberation on the status of implementation of autonomous management of risk assessment objects (to be implemented from April 1, 2023)
- (15) Measures to deal with other safety and health issues that may arise in the workplace.

2.The chairman of the workplace safety and health committee shall be a representative of the workplace, and other committee members shall be appointed by the chairman. In cases where a safety manager, health manager, occupational physician or safety and health promoter is appointed by law, he/she shall be appointed as a member of the committee.

3. The proceedings of the committee meeting shall be recorded by the secretariat and made known to the employees by posting the record in a conspicuous place in the workplace or by other means. The minutes shall be kept for three years.

4. The investigation and deliberation referred to in Paragraph 1, Item 14 shall be conducted on the following matters in accordance with Article 577-2 of the Safety and Health Regulations.

- (1) Matters concerning measures to be taken to minimize the extent to which employees are exposed to risk-assessed substances (effective April 1, 2023).
- (2) Measures to be taken to reduce the degree of exposure of employees to substances subject to risk assessment for which a concentration standard value is set to a level below the concentration standard value (effective April 1, 2024).

(3) Results of medical examinations conducted as part of exposure prevention measures based on the results of the risk assessment and measures to be taken based on the results (effective April 1, 2024).

(4) Results of medical examinations conducted when there is a risk that employees may have been exposed to substances for which concentration limits have been set among the substances subject to risk assessment in excess of the concentration limits, and measures to be taken based on the results (effective from April 1, 2024).

### Chapter 3 Maintenance of Workplace Environment and Prevention of Occupational Accidents

#### Article 12 (Maintenance of Workplace Environment and Prevention of Occupational Accidents)

The manager of each workplace shall improve the level of safety and health management at the workplace, strive to realize a comfortable working environment, and take the following measures to prevent the occurrence of occupational accidents.

(1) Provide employees with safety and health education and instruction in safe standard work practices.

(2) Thoroughly implement 5S Activities (Sorting, Setting-in-Order, Shining, Standardizing and Sustaining the Discipline) in the workplace.

(3) Implementation of safety measures at machine operating points.

(4) Improving the safety and working environment at the workplace.

(5) Maintaining the performance of workplace facilities and related equipment.

(6) Maintain the performance of and ensure the use of safety protective equipment.

(7) Maintain the performance of first aid and evacuation equipment and provide training in its use.

(8) Ensure that dangerous or hazardous areas of the workplace are marked as dangerous or hazardous and are not accessible to unauthorized persons.

(9) Ensure the separation of smoking and non-smoking areas in the workplace.

(10) Restrict the employment of unqualified persons, restrict the employment of women and children under the age of 18 in hazardous and harmful work, and prohibit the employment of sick persons.

#### Article 16 (Handling of Chemical Substances)

With respect to chemical substances subject to risk assessment pursuant to Article 57-3, Paragraph 1 of the Safety and Health Law, based on the results of risk assessment, etc., the extent to which employees are exposed to risk-assessed

substances shall be minimized by the following methods, etc. (Effective April 1, 2023)

- (1) Use of alternative materials.
- (2) Installing and operating source isolation, local exhaust ventilation or total ventilation equipment.
- (3) Improve work practices.
- (4) Use of effective respiratory protection.

2. For substances subject to risk assessment for which the Minister of Health, Labor and Welfare has established a concentration standard, the level of employee exposure shall be less than or equal to the concentration standard established by the Minister of Health, Labor and Welfare. (Effective April 1, 2024)

3. For chemical substances other than those subject to risk assessment, efforts shall be made to minimize the degree of exposure to employees based on the results of investigations of hazards or toxicity. (Effective April 1, 2023)

#### Article 22 (Promotion of Health Maintenance and Promotion Activities)

In order to maintain and promote the health of employees, the workplace representative shall promote the following activities, which shall be reviewed by the health and safety committee.

- (1) health counseling and guidance based on the results of health examinations
- (2) Mental health training
- (3) Recreational and other physical activities
- (4) Other measures deemed necessary for the maintenance and promotion of health.

2. In implementing the preceding paragraph, the Company shall cooperate with external professional organizations as necessary.



## Number of Employment

FY2019	Female		Female Total	Male		Male Total	Total
	Under35	Over 36		Under35	Over 36		
New graduates	14		14	36		36	50
Career employment	2	2	4	2	8	10	14
Rejoining							
New appointment	1	9	10	2	5	7	17
<b>Total</b>	<b>17</b>	<b>11</b>	<b>28</b>	<b>40</b>	<b>13</b>	<b>53</b>	<b>81</b>

FY2020	Female		Female Total	Male		Male Total	Total
	Under35	Over 36		Under35	Over 36		
New graduates	11		11	31		31	42
Career employment					2	2	2
Rejoining					1	1	1
New appointment	1	8	9	1	1	2	11
<b>Total</b>	<b>12</b>	<b>8</b>	<b>20</b>	<b>32</b>	<b>4</b>	<b>36</b>	<b>56</b>

FY2021	Female		Female Total	Male		Male Total	Total
	Under35	Over 36		Under35	Over 36		
New graduates	14		14	29		29	43
Career employment	2	1	3	3	2	5	8
Rejoining				1		1	1
New appointment	3	11	14	3	10	13	27
<b>Total</b>	<b>19</b>	<b>12</b>	<b>31</b>	<b>36</b>	<b>12</b>	<b>48</b>	<b>79</b>

FY2022	Female		Female Total	Male		Male Total	Total
	Under35	Over 36		Under35	Over 36		
New graduates	17		17	27		27	44
Career employment		1	1	4	8	12	13
Rejoining			0		1	1	1
New appointment	6	9	15	4	6	10	25
<b>Total</b>	<b>23</b>	<b>10</b>	<b>33</b>	<b>35</b>	<b>15</b>	<b>50</b>	<b>83</b>

FY2023	Female		Female Total	Male		Male Total	Total
	Under35	Over 36		Under35	Over 36		
New graduates	21		21	25		25	46
Career employment	4	3	7	10	7	17	24
Rejoining			0		1	1	1
New appointment	3	4	7	2	5	7	14
<b>Total</b>	<b>28</b>	<b>7</b>	<b>35</b>	<b>37</b>	<b>13</b>	<b>50</b>	<b>85</b>

FY2024	Female		Female Total	Male		Male Total	Total
	Under35	Over 36		Under35	Over 36		
New graduates	24		24	24		24	48
Career employment	2	2	4	13	5	18	22
Rejoining		1	1			0	1
New appointment	5	6	11	2	3	5	16
<b>Total</b>	<b>31</b>	<b>9</b>	<b>40</b>	<b>39</b>	<b>8</b>	<b>47</b>	<b>87</b>

## Number of Work-related Fatalities

Unit: Number

Work-related fatalities	FY2020	FY2021	FY2022	FY2023	FY2024
	None	None	None	None	None

Scope: Gunze Group

## Lost Time Injury Frequency Rate

Unit: n/million hours worked

Lost time injury frequency rate	FY2020	FY2021	FY2022	FY2023	FY2024
	1.02	0.26	2.07	2.06	1.15

Scope: Gunze Limited

## Gunze Risk Management Committee Rules

### Article 1 (Purpose)

Gunze and its affiliates (hereunder called the "GROUP ") shall establish the Risk Management Committee (hereunder called the "Committee ") for the purpose of developing a system to prevent and manage risks that may arise in the GROUP or to respond promptly to the risks.

### Article 2 (Roles)

The Committee shall deliberate and decide on the following matters.

- (1) P's basic policy on Risk Management.
- (2) The risks that the Committee determines shall be addressed for prevention
- (3) Preventive measures for the risks.
- (4) Collect and manage the risk information and check the progress of the risk management plans.
- (5) Respond to critical risks occurred and develop measures to prevent recurrence.
- (6) Planning and implementation of company-wide education and training activities related to the risk management.

### Article 3 (Risk Management Committee Members)

The Risk Management Committee shall consist of the following members.

- (1) Director or Executive Officer in charge of compliance
- (2) Corporate Auditor
- (3) Managers of the following departments

Corporate Strategy

Legal & Compliance

Intellectual Property Strategy

Public & Investor Relations

Technology & Development Dept.

Personnel & General Affairs Dept.

Finance Section

Accounting Section

Business Audit

#### Article 4 (Chairperson)

The Committee shall be chaired by the director or operating officer for compliance (hereunder called the "Chairperson").

#### Article 5 (Committee Meetings)

As a general rule, the committee shall meet quarterly.

#### Article 6 (Convening of the Committee)

6-1 The Committee shall be convened by the Chairperson. In the event that the Chairperson is unable to attend a meeting, another member of the Committee shall hold the meeting in the order previously determined by the Committee.

6-2 If the agenda for the Committee meeting concerns a matter under the jurisdiction of a department that is not a member of the Committee, the Chairperson shall request the manager of the department to attend the meeting.

#### Article 7 (Attendance at the Committee Meetings)

7-1 Each member of the Committee may invite other employees of his/her department to the Committee meetings as deemed necessary by the member.

7-2 Each member of the Committee may delegate attendance and voting rights to other employees of his/her department as deemed necessary by the members.

7-3 In the case of Article 7-1 and 7-2, Committee members shall obtain prior approval from the Chairperson.

#### Article 8 (Voting Rights of the Committee)

8-1 Resolutions of the Committee shall be adopted by a majority of the Committee members present. Resolutions must be approved by a majority of the votes cast.

8-2 Committee members participating in the resolution shall also include employees as defined in Article 7-2, only one member per division shall be allowed to vote.

#### Article 9 (Reporting to the Executive Committee and the Board of Directors)

9-1 The Chairperson shall report the resolutions of the Committee to the Executive Committee.

9-2 The Chairperson shall report to the Board of Directors on risk management matters as requested by the Executive Committee.

Article 10 (Instructions to Business Units and Requests for Reports)

The Committee shall give instructions related to the risk management to each division, functional departments of the GROUP and request reports on matters related to risk management.

Article 11 (Education and Training)

The Committee may plan and conduct education and training related to risk management, and may request the attendance of the GROUP members.

Article 12 (Secretariat)

The secretariat of the Committee shall be in charge of Legal & Compliance.

Article 13 (Change of Department Name)

In the event of reorganization or a change in the name of a division or department in the GROUP, the names of divisions, departments and positions in this Rules shall be replaced with those of divisions, departments and positions with equivalent functions until this Rules is revised.

We have inherited our founder ' s mindset and shared it as our corporate philosophy for over the 120 years: People-oriented approach, commitment to quality, and harmonious coexistence.

The following " GUNZE S HUMAN RIGHTS POLICY " is established in order to clearly express our commitment to ensuring the corporate philosophy to respect for human rights.

## **IT Security Committee Rules**

### Article 1 (Purpose)

The Committee is established for the purpose of making deliberations and decisions to maintain the IT security of the Gunze Group and to establish a security management system.

The Committee is established for the purpose of making deliberations and decisions to maintain the IT security of the Group and to establish a security management system.

### Article 2 (IT Security Committee Members)

The IT Security Committee shall consist of the following members. However, attendance at meetings shall be determined on a case-by-case basis by the Chairman, who shall designate the necessary persons according to the agenda.

(1) Chairperson: Director of IT management

(2) Members:

- Director of Technology
- Director of Compliance
- Manager of Corporate Strategy
- Manager of Business Audit
- Manager of Intellectual Property Strategy
- Manager of Legal & Compliance

(3) Secretariat

Members of the IT Strategy and persons designated by the Director of IT management

### Article 3 (Convening of the Committee)

The Committee shall be convened whenever the Chairperson deems it necessary at the request of any committee member or the secretariat.

### Article 4 (Matters to be discussed)

The business of the Committee shall be as follows.

- (1) Matters relating to the formulation and revision of basic IT security policies.
- (2) Matters relating to measures and countermeasures in the event of a security crisis.

(3) Other matters deemed necessary by the Director of IT management.

#### Article 5 (Resolutions)

Matters requiring a decision among the matters to be discussed shall be decided by the chairperson after discussion by the Committee.

However, matters of particular importance to management shall be reported to the Executive Committee and approved by the President.

#### Article 6 (Related Organizations)

The Trade Secret Management Committee is established as a related organization of the Committee.

#### Article 7 (Security Crisis Response Standard)

##### 7.1 Purpose, Objectives, and Definitions

This standard aims to enable a rapid response to security crises and ensure smooth business continuity.

A security crisis within the Gunze Group refers to a situation involving information leakage, falsification, or destruction due to events such as those listed below:

- (1) Virus infection
- (2) Unauthorized network use
- (3) External network attacks
- (4) Equipment damage (only if it corresponds to the crisis level in 12.3.2(1))
- (5) Equipment theft or loss.

##### 7.2 Applicable Persons:

All employees

##### 7.3 Compliance Requirements:

###### 7.3.1 When a Security Crisis Occurs

- (1) When a security crisis occurs, such as a virus infection or unauthorized access, first identify the affected equipment.

Immediately disconnect the affected PC from the network.

- (3) The Promotion Leader shall coordinate with the Secretariat to confirm virus removal.

- (4) The Promotion Leader shall report the results of the removal to the DIO and the Secretariat.

###### 7.3.2 Crisis Level Determination

- (1) Determine the crisis level and implement the corresponding measures.

Crisis Level Situation:



1. When the cause of the problem and the scope of the damage are confined to the business premises.
2. When both the cause of the problem and the scope of the damage are confined within our company.
3. When our company becomes a victim due to a security breach originating from an external third party.

Crisis Level 3: When our company becomes the perpetrator, affecting external parties, such as customers or business partners.

However, Crisis Level 3 applies when service provision to customers or business partners is impacted.

(2) Determining Crisis Level 2:

The DIO determines whether a reported security crisis qualifies as a Crisis Level 2 incident after consulting with the Secretariat.

If it is determined to be Level 2 or higher, the Secretariat will request that the IT Reporting Officer convene the IT Security Committee.

(3) Determining Crisis Levels 3 and 4:

The committee determines whether the reported security crisis corresponds to Crisis Levels 3 or 4 after consulting with the relevant departments.

### 7.3.3 Damage Reporting

(1) Crisis Level 1:

The Promotion Leader shall report the crisis details and damage status to the DIO. The DIO will then report the received crisis details and damage status to the Secretariat.

The Secretariat retains the report contents for a specified period.

(2) Crisis Level 2:

The Secretariat reports the crisis details and damage status to the Committee.

(3) Crisis Levels 3 and 4:

The Public Relations and Investor Relations Office reports crisis details and damage to the company and other parties to the Committee.

### 7.3.4 Recurrence Prevention Plan and Implementation

(1) Once the response to the security crisis is complete, the DIO or Secretariat will submit a recurrence prevention plan to the Committee.

(2) The committee will review the submitted plan and instruct the DIO or the Secretariat on improvement measures.

## Article 8 (Security Education Standard)

### 8.1 Purpose:

This standard outline security education and training requirements.

## 8.2 Applicability:

All employees who handle Gunze Group IT equipment.

## 8.3 Compliance Requirements:

### 8.3.1 Implementation of Education

The Secretariat shall provide the necessary IT security education to each department's DIO (Department Information Officer) at least once a year. Each department's DIO will then provide this education to all employees in accordance with the IT Security Policy.

#### (1) Regular Education

##### a. DIO and Promotion Leader Education

The Secretariat shall provide IT security education to DIOs and promotion leaders at least once a year.

##### b. Education at Business Sites:

DIOs and promotion leaders shall provide IT security education to employees at each business site at least once a year. This education shall also be provided whenever there are new employees or mid-career hires within the company.

DIOs and promotion leaders shall conduct IT security training for employees at each business site at least once a year.

Training shall also be conducted whenever there are internal transfers (including new and mid-career hires).

#### (2) Ad Hoc Training

Ad hoc training shall be conducted as necessary.

#### (3) Retraining:

DIOs shall conduct security retraining for individuals who violate security policies and strive to prevent recurrence of violations.

## Article 9(Penalty Regulations)

### 9.1 Purpose and Objective:

This standard outline the procedures for issuing penalties for IT security violations within the Gunze Group, as well as the associated compliance requirements. Penalties shall be implemented in accordance with the Work Rules and other relevant regulations.

### 9.2 Scope

This standard applies to all employees subject to the Security Policy and Standards.

### 9.3 Compliance Requirements

#### 9.3.1 Reporting Penalty Cases

(1) If the Director of Intelligence Operations (DIO) or the Secretariat confirms a security crisis due to intentional or negligent acts, they shall report it to the Committee as a penalty case without delay.

(2) If the DIO or Secretariat confirms an act that violates this standard, they shall report it to the Committee as a penalty case without delay.

(3) The Committee will deliberate on the reported matters and, if necessary, refer them to the Disciplinary Committee.

#### 9.3.2 Deliberation and Decision by the Committee

(1) The Committee shall deliberate on the reported matters and, if necessary, refer them to the Disciplinary Committee.

## Total Number of Information Security Breaches that Occurred

Unit: Number

Information security breaches	FY2020	FY2021	FY2022	FY2023	FY2024
	None	None	None	None	1

Scope: Gunze Group