

Sustainability Governance Audit Checklist

NO	Category	Check Item [Basic items expected by the market and society from an SDGs perspective (examples)]	Classification • Environment • Society • Economic	Specific Initiatives	Current Status as of FY2025	Future Vision	German Supply Chain Due Diligence Act Related
1	2 Corporate Governance	Management approaches (strategies and tactics) that take into account "environmental issues and social issues" and "changes in the business environment surrounding the company" are being continuously considered.	Economy	The Board of Directors and departmental management review meetings are held monthly to continuously review management approach.	○	Keep the minutes and the contents under consideration on record.	○
2	4 Corporate Governance	An internal structure exists that enables swift and expert policy execution aligned with management strategy and decisions.	Economy	Regular and irregular organization restructuring is conducted to enhance resilience.	○	Establish procedures for implementing irregular organizational changes.	○
3	5 Corporate Governance	Principles of Conduct The company shall act in good faith, complying with all laws and regulations in all business activities, and shall conduct itself with social integrity.	Economy	During morning meetings, the TOCOM principal, Code of Conduct, and Quality Policy are recited to ensure their implementation throughout the company.	○		○
4	36 Business	Customer Service The company shall interact with all customers using its services with sincerity, cheerfulness, kindness, and courtesy.	Economy	During morning meetings, the TOCOM principal, Code of Conduct, and Quality Policy are recited to ensure their implementation throughout the company. We have adopted a corporate ethics declaration and apply it in our dealings with customers. Management personally engages with customers and demonstrates this commitment.	○	We must examine methods and means to ensure these principles permeate down to every single employee.	○
5	104 Organizational Structure	[Compliance] •The concept of legal compliance is thoroughly ingrained within the company	Environment Society Economy	Employment rules and corporate ethics regulations have been established. Education efforts are ongoing.	We promote legal education and compliance through TOCOM meetings, management councils, and company-wide meetings.	Promote thorough reading of the Employment Rules and Corporate Ethics Regulations by employees.	○
6	106 Organizational Structure	[Compliance] •Systems and mechanisms are established to ensure reliable compliance with laws and regulations	Environment Society Economy	Employment rules and corporate ethics regulations have been established. Education efforts are ongoing. Awareness campaigns are conducted through internal corporate communications.	We instill legal education and compliance through TOCOM meetings, management councils, and company-wide meetings.		○
7	105 Organizational Structure	[Internal Management System] •Management philosophy (and its relationship to the SDGs) and management objectives are shared internally	Environment Society Economy	Corporate ethics regulations and ISO 9000/14000 certifications are shared internally.	Shared actions are being taken, but there is no evidence that they have been shared with each individual.	Consider methods to clearly communicate the internal management system to each employee.	○
8	107 Organizational Structure	[Organizational Structure] •The company has established a system, including designated personnel and specialized departments, to address matters related to the impact of its business activities on society and the environment.	Environment Society Economy	Corporate ethics regulations and ISO 9000/14000 certifications are shared internally. Awareness campaigns are conducted through internal communications.	A Human Resources Development Department and a Quality Assurance Department are established.	In addition to the organizations on the left, an organization centrally responsible for sustainability strategy to be established.	○
9	108 Organizational Structure	[Risk Management] •A process for identifying, evaluating, and managing risks related to legal compliance, environmental safety and health, and working conditions is established.	Environment Society Economy	Corporate ethics regulations and ISO 9000/14000 certifications are shared internally. Awareness campaigns are conducted through internal communications.	There is no evidence to confirm risks qualitatively or quantitatively.	Establish a process to regularly assess risks both qualitatively and quantitatively and present findings to the Board of Directors.	○
10	109 Organizational Structure	[Corporate Social Responsibility] •Advancing our CSR (Corporate Social Responsibility) initiatives to responsibly address the impact of our business activities on society and the environment.	Environment Society Economy	Corporate ethics regulations and ISO 9000/14000 certifications are shared internally. Awareness campaigns are conducted through internal communications.	Initiatives have begun, but there is no evidence of widespread adoption.	Record evidence of social responsibility initiatives and their adoption by each employee.	○
11	110 Organizational Structure	[Dialogue with Stakeholders] •Having dialogue with stakeholders to understand the impact of our activities on them and responding appropriately	Society	We engage in dialogue with our business partners through transactions, audits, and investigations. We disclose information to employee, shareholders including employee shareholders, and engage in dialogue. We conduct public relations activities through internal corporate communications.	We engage in dialogue through customer satisfaction surveys, labor-management councils, and shareholder meetings.		○
12	111 Organizational Structure	[Business Continuity] •Developing strategies to address business interruptions caused by accidents, disasters, and other incidents	Environment Society Economy	BCP plans have been established and activities are ongoing.	BCP plans are established for each business division.	BCP plan exists, but training based on the assumed scenarios is necessary.	○
13	112 Organizational Structure	[Business Succession] •Considering and implementing measures for business succession	Environment Society Economy	We are implementing generational succession for executives and striving to cultivate the next generation of managers.	Executive Committee, Business Operator Representative Meeting	Increasing the number of next-generation managers.	○
14	45 Human Rights Labor	[Working Hours] •Excessive overtime is not occurring	Society	Employment regulations and overtime hours are managed in accordance with legal requirements.	Working hours are managed using self-management sheets. The overtime application system is strictly enforced.		○
15	47 Human Rights Labor	[Occupational Safety and Health] •A safe and hygienic working environment is maintained to prevent accidents during work	Society	Established through employment regulations and corporate ethics guidelines. Safety and Health Committee meetings are held regularly with minutes taken. Managers designated by the company oversee legal items and submit reports to the Safety and Health Committee.	○	Achieving zero labor accidents	○
16	48 Human Rights Labor	[Mental Health] •Implementing measures to maintain workers' mental health in a supportive environment	Society	Established through employment regulations and corporate ethics guidelines. Safety and Health Committee meetings are held regularly with minutes taken. Managers designated by the company oversee legal items and submit reports to the Safety and Health Committee. Registered as a National Excellent Health Enterprise and continuously maintaining this status. Promoting free use of the gym.	○	Prevent employee absences and resignations due to mental health issues.	○
17	43 Human Rights Labor	[Prohibition of Discrimination] •Confirming the absence of discrimination based on gender, age, race, origin, etc.	Society	Established in employment regulations and corporate ethics guidelines.	There is no discrimination. However, the ratio of managers and executives by gender is skewed toward men.	Increase opportunities for female employees to advance. Increase the number of female, foreign, and young managers.	○
18	44 Human Rights Labor	[Prohibition of Harassment] •Rules, education, and consultation systems are in place to prevent harassment such as sexual harassment, maternity harassment, and power harassment	Society	Established the harassment provisions in employment regulations.	○	Establishment of a fair third-party consultation system	○
19	46 Human Rights Labor	[Foreign Workers] •Confirming that there is no discrimination or human rights violations against foreign workers	Society	Established in employment regulations and corporate ethics guidelines.	○	Increasing the number of foreign workers.	○
20	49 Human Rights Labor	[Promoting Diversity Management] •An environment is established where diverse personnel (women, foreign nationals, persons with disabilities, seniors, etc.) can be utilized and fully contribute.	Society	Corporate ethics regulations have been established.	Employment of persons with disabilities remains insufficient.	Creating an environment where diverse talents can thrive.	○
21	52 Human Rights Labor	[Ensuring Fair Treatment Regardless of Employment Status] •We implement policies aligned with principles such as equal pay for equal work, regardless of employment status.	Society Economy	Established employment regulations for contract workers, part-time workers. We determine compensation fairly for regular employees, contract workers, part-time workers based on our salary regulations and treat them equally regarding welfare benefits.	Regular employees, contract employees, and part-time employees are all treated as employees. Employment regulation is different.	Aim for equal pay for equal work.	○
22	53 Human Rights Labor	No forced labor or child labor	Society	Age verification is conducted during hiring.	○	Conduct supply chain investigations.	○
23	61 Human Rights Labor	Respect for Employees' Dignity and Human Rights The company shall respect the fundamental human rights of its employees and shall not discriminate against any employee based on race, nationality, ideology, beliefs, religion, physical or mental disability, age, gender, marital status, or any other reason unrelated to the performance of their duties.	Society Economy		○	Promote the advancement of female employees, particularly by appointing them to managerial and executive positions.	○
24	50 Human Rights Labor	[Health Management] •Engaging in organizational revitalization efforts such as improving productivity through health investments in employees.	Society	Established in the Employment regulations and Corporate Ethics Regulations. Regularly convene the Safety and Health Committee with minutes taken. Managers designated by the company oversee legal items and submit reports to the Safety and Health Committee. Registered as a National Excellent Health Enterprise and continuously maintain the environment. Promoting the free use of gyms. Conducting awareness campaigns through internal corporate communications.	Health Management Certification	Improve health checkup results compared to the previous year.	○
25	51 Human Rights Labor	[Human Resource Development] •Position employee education as a key policy, providing appropriate development, education, and training opportunities for skill succession, IT literacy, human resource management, and administrative capabilities.	Society Economy	The company has established a tiered employee training system. Based on this system, training opportunities are provided. The salary system and mandatory training items are defined and verified during promotions.	We operate a tiered personnel training system. We seek to update and improve training content.	Establish a system to qualitatively assess and improve individual job competencies and technical skills.	○
26	54 Human Rights Labor	Realizing Employee Well-being and Prosperity The company strives to achieve economic, mental, and temporal well-being and prosperity for employees by improving working conditions.	Society Economy	The Management Council regularly discusses workplace improvement points and works to implement them.	○	Improving salary and bonus packages. Increasing retirement benefits.	○
27	55 Human Rights Labor	Creating a work place that leverages each employee's individuality and abilities The company strives to create a workplace where each employee can maximize their individuality, motivation, and abilities.	Society Economy	We have adopted a tiered employee training system. All employees receive appropriate training based on their age, years of service, and work place position.	While an environment exists where individuality, motivation, and abilities can be maximized, there is no qualitative or quantitative evidence.	We assign roles to implement rotations that utilize individual personalities.	○
28	Environment	Management has a strong interest in climate change, global warming, and carbon neutrality issues (materiality for management).	Environment	ISO 14000 certification has been obtained, and management maintains awareness through management reviews. Concrete goals are implemented via the Quality and Environmental Plan.	○	Establishment and execution of concrete, visible management objectives.	○
29	Environment	Management has a strong interest (materiality in management) in resource reduction (efficient resource use and reduced consumption).	Environment	ISO 14000 certification has been obtained, and management maintains awareness through management reviews. Concrete goals are implemented via the Quality and Environmental Plan.	○	Establishment and execution of concrete, visible management objectives.	○
30	Environment	Management demonstrates strong interest in nature conservation, including preservation (materiality in management) of biodiversity, terrestrial ecosystems, and marine resource.	Environment	ISO 14000 certification has been obtained, and management maintains awareness through management reviews. Concrete goals are implemented via the Quality and Environmental Plan.	○	Establishment and execution of concrete, visible management objectives.	○
31	62 Environment	[Waste] •We manage waste appropriately and strive to reduce it	Environment	We have obtained ISO 14000 certification and manage waste disposal based on our environmental management plan.	○	Zero Emissions	○
32	67 Environment	[Water Management] •We appropriately manage our company's water usage and strive to improve utilization efficiency	Environment	We have obtained ISO 14000 certification and manage tap water and wastewater based on our environmental management plan. Wastewater management is conducted in accordance with pollution prevention ordinances.	○		○
33	68 Environment	We are implementing management practices that do not cause air pollution.	Environment	ISO 14000 certified and manages air pollution based on its environmental management plan. Exhaust gas management is conducted in accordance with pollution prevention ordinances.	○		○
34	69 Environment	No corporate actions that lead to deforestation.	Environment		○		○
35	73 Environment	[Sustainable Use of Natural Resources] •We conduct procurement with consideration for the sustainable use of natural resources	Environment	ISO 14000 certified, implemented based on environmental management plans and quality/environmental target plans.	○		○
36	64 Environment	[Greenhouse Gases] •We are tracking our greenhouse gas emissions and actively working to reduce them.	Environment	ISO 14000 certified, reducing greenhouse gas emissions based on environmental management plans. Focusing particularly on electricity consumption management. Conducting awareness campaigns through internal corporate communications.	○		○
37	65 Environment	[Hazardous Chemical Substances] •We identify hazardous chemicals regulated by laws and regulations, striving to reduce usage and ensure proper use.	Environment	ISO 14000 certified and manage hazardous chemicals based on our environmental management plan.	○		○
38	66 Environment	[Biodiversity] •We consider to ensure our activities do not adversely affect biodiversity or ecosystems	Environment	ISO 14000 certified, managing waste, wastewater, soot emissions, and exhaust from factories based on environmental management plans.	○		○
39	63 Environment	[Energy] •We are tracking our company's energy consumption and advancing energy efficiency	Environment	ISO14000 certified and manage energy based on our environmental management plan. Particularly focused on planned reductions in electricity consumption. The management department (Human Resources Management Department) is working to achieve company-wide reductions. Awareness campaigns are conducted through internal corporate communications.	○		○
40	70 Environment	[Environmental Management System] •ISO14001 or equivalent environmental management standard certification	Environment	ISO14000 certification obtained.	○		○
41	71 Environment	[Environmental Information Disclosure] •Collects and discloses information regarding the company's environmental initiatives	Environment	Disclosed on our website.	Disclosed in a timely manner.		○
42	72 Environment	[Utilization of Renewable Energy] •Promoting the use of renewable energy	Environment	Under consideration. Considering the use of renewable energy by power companies.	×		○
43	74 Environment	[Promoting the 3Rs] •Promoting Reduce, Reuse, Recycle	Environment		○		○
44	Environment	We conduct internal environmental education and promote awareness throughout the company.	Environment	ISO14000 certified, with employee training conducted as part of the system.	○		○
45	Environment	We are implementing specific measures related to reduce dependence on resources (greening, renewable energy, energy conservation, green purchasing, environmentally conscious design, etc).	Environment		×		○

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46	Environment	Implementing specific measures related to nature conservation (e.g., use of forest certified products, use of certified fishery products, wastewater management, chemical substance handling, air pollution countermeasures, environmental impact measurement and monitoring, utilization of thinned timber, conservation measures for surrounding natural environments, etc.)	Environment		×		○
47	82 Fair Business Practices	【Fair Competition】 •Establish a policy of non-involvement in unfair competition practices and educates employees accordingly	Society	Established in employment regulations and corporate ethics guidelines.			
48	86 Fair Business Practices	【Supply Chain Management】 •Require suppliers, business partners, etc., to prevent human rights violations (low-wage labor, child labor, poor working conditions, etc.), prevent adverse impacts on biodiversity and ecosystems, and ensure ethical compliance measures (prevention of harassment, corruption, and bribery).	Society	Established corporate ethics guidelines. We are considering methods to promote these initiatives among suppliers.	Confirmation has not been obtained from all suppliers. No evidence exists.		
49	83 Fair Business Practices	【Intellectual Property Protection】 •We are advancing appropriate initiatives to protect intellectual property	Society	Established in employment regulations and corporate ethics guidelines.	○		
50	84 Fair Business Practices	【Personal Information Protection】 •Personal information is managed appropriately	Society	Established in employment regulations and corporate ethics guidelines.	○		
51	81 Fair Business Practices	【Corruption and Bribery Prevention】 •Establish a policy prohibiting corruption and bribery and educate employees accordingly	Society	Established in employment regulations and corporate ethics guidelines.	○		
52	85 Fair Business Practices	【Conflict Minerals】 •Confirmed that we do not handle conflict minerals	Society	Established in the Corporate ethics guidelines. Conduct investigations and reports on raw materials used in response to customer requests.	○		
53	87 Fair Business Practices	Proper Labeling The company shall accurately label the quality, content, and other details of the products and services it provides to its business partners.	Society Economy	Established in the Employment Regulations and Corporate Ethics Regulations.	○		
54	88 Fair Business Practices	Relationships with Antisocial Forces The company takes a firm stance against antisocial forces that threaten social order and the sound operation of businesses. The Company does not provide economic benefits to antisocial forces.	Society	Established in the Employment Regulations and Corporate Ethics Regulations.	○		
55	89 Fair Business Practices	Related Party Transactions The Company shall, when conducting transactions with related parties, explain the details to the responsible officer at each business section beforehand and obtain approval from the Board of Directors. The Board of Directors shall confirm the reasonableness of the transaction and the appropriateness of the transaction terms.	Society Economy	Established in the Employment Regulations and Corporate Ethics Regulations.	Authority has been delegated to the responsible officer, and approval by the Board of Directors has not been obtained. ×		
56	90 Fair Business Practices	【Product and Service Safety】 •We have established mechanisms to ensure the safety of our products and services.	Economy	Set in the R&D department's management plan and the ISO 9000 quality assurance plan. Company-wide business activities consider the safety of customer products and services.	○		
57	91 Fair Business Practices	【Quality Assurance】 •Established systems to provide customers with high-quality goods and services	Economy	ISO9000 certification has been obtained, and activities are conducted based on the quality assurance plan.	○		
58	92 Fair Business Practices	【Environment-conscious Products】 •We are advancing the development and design of products that consider the environment throughout their lifecycle	Economy Environment		×		○
59	93 Fair Business Practices	Customer support for trouble shooting The company will respond promptly and sincerely to any troubles arising between the company and customers regarding the company's services.	Economy	Established in the Employment Regulations and Corporate Ethics Regulations.	○		
60	100 Social Contribution/ Community Contribution	【Consideration for Regional Impact】 •We consider the impact of our business activities have on the community and take appropriate measures	Environment Economy	Participating in volunteer activities for regional revitalization (cleaning, traffic safety activities, etc.). Supporting regional revitalization events and various local organizations.	○		
61	101 Social Contribution/ Community Contribution	【Social Contribution Activities】 •Actively engaged in social contribution activities, including donations and volunteer work.	Society	Participating in volunteer activities for regional revitalization (cleaning, traffic safety activities, etc.). Supporting regional revitalization events and various local organizations.	○		
62	103 Social Contribution/ Community Contribution	Relationship with Politics and Administration The company maintains sound and proper relationships with political and administrative bodies. It does not engage in illegal political contributions, illegal provision of benefits, or bribery.	Society		○		

