

# KYOCERA DOCUMENT SOLUTIONS (UK) CSR GUIDELINES

February 2015

## Corporate Motto

敬天愛人

### **Respect the Divine and Love People**

Preserve the spirit to work fairly and honorably, respecting people, our work, our company and our global community.

## Management Rationale

To provide opportunities for the material and intellectual growth of all our employees, and through our joint efforts, contribute to the advancement of society and humankind.

## Management Philosophy

To coexist harmoniously with nature and society. Harmonious coexistence is the underlying foundation of all our business activities as we work together to create a world of abundance and peace.

## Introduction

Since its foundation, Kyocera has declared that it will "provide opportunities for the material and intellectual growth of all our employees, and through our joint efforts, contribute to the advancement of society and humankind" as its management rationale and has managed its business based on the Kyocera Philosophy — the core of management in the Kyocera Group. By practicing the Kyocera Philosophy on a daily basis, we will contribute to the sound development of society as well as build mutual trust with stakeholders, and continuously develop the Kyocera Group.

We therefore establish the Kyocera Group CSR Guidelines, our standards of corporate conduct, and will act towards the creation of a sustainable society. These guidelines apply to Kyocera Corporation and Kyocera Group companies, as well as all executive officers and employees.

### **1. Basic duties**

We shall observe laws, regulations and corporate rules, have unshakable moral values based on the Kyocera Philosophy and perform corporate activities by making decisions based on the criterion of "What is the right thing to do as a human being?"

### **2. Human rights and labour**

We shall respect fundamental human rights.

- 2-1. We shall always be aware of changes in work environments and build up a personnel system that can respond appropriately.
- 2-2. We shall respect the human rights of employees and not treat them severely or inhumanely, including abuse or any type of harassment.
- 2-3. We shall promote the creation of attractive, rewarding work environments
- 2-4. We shall respect the right of freedom of association.
- 2-5. We shall eliminate forced labour and child labour.
- 2-6. We shall not engage in unfair and discriminatory treatment.

### **3. Health and safety**

We shall observe laws and regulations related to health and safety, fire control, and undertake health and safety measures actively and continuously including through the implementation of risk assessment and emergency preparedness to provide work environments that are accident and disaster-free, where employees can work in safety and free from anxiety.

#### **4. Environmental conservation**

We shall regard the Kyocera Environmental Charter as our guideline for the environmental protection activities to be achieved.

We shall perform improvement activities actively and continuously to contribute to global environmental protection by working in a comprehensive fashion on environmental measures such as environmental preservation, energy conservation, climate change prevention, resource conservation, environmental product development and biodiversity conservation. At the same time, we shall communicate those efforts widely to society.

#### **5. Fair trade and ethics**

We shall always carry out fair trade in the spirit of equity and fair play.

- 5-1. We shall compete fairly, transparently and freely and carry out fair trade.
- 5-2. We shall arrange and manage a clear import and export management system in accordance with related laws and regulations.
- 5-3. When procuring products and services, we shall conform to laws and regulations, do business faithfully, justly and fairly without abusing any dominant bargaining position, and work to build up partnerships based on mutual trust.
- 5-4. We shall request business partners to understand and cooperate with our CSR activities.
- 5-5. We shall create, protect and utilise intellectual property rights, respect the intellectual property rights of others, and prevent any violation of their rights.
- 5-6. We shall neither offer nor receive inappropriate profits in relationships with stakeholders.
- 5-7. We shall maintain sound and normal relationships with political organisations and the authorities, and shall never offer bribes or illegal political contributions.
- 5-8. We shall steadfastly maintain an attitude of confrontation with antisocial forces and reject any unjust claim.
- 5-9. We shall carry out activities to prevent wrongdoing and also arrange systems to detect and respond to it immediately.
- 5-10. We shall not purchase any materials or products including conflict minerals or metals derived from them that create a source of funds for armed groups causing human rights violations.

#### **6. Quality and product safety**

We shall regard the Kyocera Quality Policy and Kyocera Product Safety Policy as our guidelines to be achieved.

#### **7. Information disclosure**

We shall always foster communication with society through appropriate information disclosure and active PR activities; and aim at being a fair, highly transparent and open business enterprise.

- 7-1. We shall strive to disclose information to stakeholders quickly, appropriately and fairly; and promote understanding of our management and business activities.

#### **8. Information security**

We shall be aware that personal information and confidential information are important and strive to prevent information leakages while maintaining and promoting information security.

- 8-1. We shall be aware that personal information is important information that constitutes privacy, and strive to protect it thoroughly.
- 8-2. We shall properly manage and protect confidential information received from customers or third parties, and confidential information of the company obtained in the conduct of business, and prevent any leakage or misuse.

#### **9. Business continuity plan (BCP)**

We shall formulate a BCP and aim for quick recovery and operation even if concerns over supply arise due to disaster, etc.

#### **10. Social contribution**

Based on awareness that a business enterprise is a member of society, we shall do our duty at all times as a corporate citizen that supports the development of local communities and society, and carry out various social contribution activities, not just business.

- 10-1 We shall actively interact with local people and support sports to contribute to the development of local communities
- 10-2 We shall strive to do our duty as a member of society through various activities that contribute to society such as education, research, culture, the arts, international exchange and cooperation, and environmental protection activities.