

Sustainability Summary Report 2023

In the "Sustainability Summary Report 2023," we will report on various initiatives undertaken in FY 2023 to achieve a sustainable society.



Sustainability

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

Living Together.

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

Management Based on the Bonds of Human Minds

Kyocera started as a small, suburban factory, with no money, credentials or reputation. We had nothing to rely on but a little technology and 28 trustworthy colleagues. Nonetheless, the company experienced rapid growth because everyone exerted their maximum efforts and managers devoted their lives to earning the trust of employees. We wanted to be an excellent company where all employees could believe in each other, abandon selfish motives, and be truly proud to work. This desire became the foundation of Kyocera’s management.

Human minds are said to be easily changeable. Yet, there is nothing stronger than the human mind. Kyocera developed into what it is today because it is based on the bonds of human minds.



Founder
Kazuo Inamori

Corporate Profile

Group Companies

103

Including Kyocera Document Solutions Inc. as of March 2023



Group Employees

21,794

As of March 2023



Consolidated Net Sales

JPY 434.9 billion

As of March 2023



Consolidated Profit before Income Tax

JPY 33.7 billion

As of March 2023



Company name KYOCERA Document Solutions Inc.

Global headquarters 1-2-28 Tamatsukuri, Chuo-ku, Osaka 540-8585, Japan

President Hironori Ando

Founded November 1934

Established July 1948 (MITA Industrial Co., Ltd.)

 Name changed to Kyocera Mita Corporation on January 18, 2000

 Name changed to Kyocera Document Solutions Inc. on April 1, 2012

Capital JPY 12,000 million (100% contributed by Kyocera Corporation)

Business description Manufacture and sales of multifunctional products (MFPs), printers, inkjet production printing systems, document solutions, application software and supplies

Basic Efforts

Kyocera Group CSR Guidelines

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 globally, making decisions based on the criterion of “What is the right thing to do as a human being?”

2. Human Rights Initiatives and labor

- 2-1 We shall always be aware of changes in work environments and the characteristics and culture of each country to build up a personnel system that can respond appropriately.
- 2-2 We shall respect the Human Rights Initiatives 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 by attempting to share opinions and information with employees.
- 2-4 We shall respect the right of freedom of association based on the laws, regulations and labor practices of each country.
- 2-5 We shall not allow forced labor or child labor.
- 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 more 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 Group Environmental Safety Policy as our guideline for the environmental protection activities to be achieved. We shall perform improvement activities more 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, global environmental product development and biodiversity conservation. At the same time, we shall communicate those efforts widely to society.

Basic Efforts

5. Fair trade and ethics

- 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 in Japan and overseas.
- 5-3 When procuring materials, 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 utilize 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 organizations 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 Initiatives 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 and IR activities; and aim at being a fair, highly transparent and open business enterprise.

- 7-1 We shall strive to disclose information to stakeholders including stockholders and investors quickly, appropriately and fairly; and promote understanding of our management and business activities.
- 7-2 We shall foster fair stock transactions and strive to prevent insider trading such as the buying and selling of stocks based on undisclosed internal information.

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 companies 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 the 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.

Basic Efforts

CSR Activity Policy

As member of Kyocera Group, under the 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", we conduct business based on the Kyocera Philosophy. The principle of Kyocera Philosophy is "Do the right thing as a human being" as the basis of its decision-making criterion. The Kyocera Philosophy is also the basis for our CSR activities. We endeavor to contribute to the healthy development of society as well as to work on the solution of CSR issues, build mutual trust with stakeholders and achieve Kyocera Group's continuous development through the practice of the Kyocera Philosophy.

Participation in International Initiatives

UNGC (United Nations Global Compact)

Kyocera Group has been participating in the United Nations Global Compact since 2011. The Global Compact consists of four areas and ten principles: human rights, labor, environment, and anti-corruption. Kyocera Group will contribute to the sustainable development of society by faithfully practicing these ten principles.



RBA (Responsible Business Alliance)

We have joined the RBA since December 2021. RBA consists of approximately 190 companies including the world's electronics manufacturers and the leading suppliers, and aims at an improvement of sustainability in the area of environment, safety, ethics, and management systems in global supply chains.



SBTi (Science Based Targets initiative)

Kyocera Group has obtained SBT (Science Based Targets) certification from the SBT Initiative, an international environmental organization. We received SBT certification for Scope 1,2 and Scope 1,2,3 targets of 2°C level in 2019 and 1.5°C level target in 2022.



Basic Efforts

External Awards

Received "WORLDSTAR 2023"

Our inkjet printer peripheral packaging materials have received the "Proper Packaging Award" at the 2022 Japan Packaging Contest and the "WORLDSTAR 2023" at the WORLDSTAR Contest organized by the World Packaging Organization.

The Japan Packaging Contest, organized by the Japan Packaging Technology Association, is the largest contest in the packaging field in Japan, held annually with the aim of developing and disseminating excellent packaging and its technology. This is our company's 17th consecutive win in the contest. The WORLDSTAR Contest is an international prestigious contest whereby only product packaging that has won in national packaging contests are able to participate. The contest evaluates the environmental suitability, economy, originality, and other aspects of packaging materials, and the "WORLDSTAR" is awarded to particularly outstanding works. This award marks our 11th win in a total of 11 years, after a two-year hiatus. In the packaging of our commercial inkjet peripheral, the "High-Capacity Ink Supply Unit," the challenge was how to store the included items in the shipping box. The included items have various shapes and materials, such as L-shaped members and non-foldable long hoses. In this case, we developed a packaging method that stores the included items inside the cushioning material used for the main unit to prevent the packaging size from becoming bulky due to these included items. As a result, the number of loading tiers in transport containers increased from 2 to 3, improving transport efficiency by 50% and eliminating the need for separate packaging boxes for the included items. Ultimately, we were able to reduce the amount of material used for the packaging by 30%.



**WORLDSTAR
WINNER 2023**



Selected as "Great Place To Work" for two consecutive years

United States has been selected as a "Great Place To Work" for two consecutive years. This recognition is awarded to companies that provide exceptional employee experiences. "Great Place to Work" is based on the results of surveys conducted with employees on various themes such as job satisfaction, workplace environment, and company culture. Companies that have achieved high scores in the survey are selected. This time, 79% of our employees responded that our company is a great workplace. This is a 6-point increase compared to last year, and this result surpasses the average American company by 22%.



Comment from Oscar Sanchez, President, and CEO of United States:

"It is a great pride for me that our employees once again recognize our company as a workplace where they can truly experience their own value and feel valued. With the unique combination of this family bond, history, culture, and experience, we have been able to emerge as a stronger organization even during this period of significant industry change. The fact that even more employees have rated our company as a favorable workplace this time is truly gratifying."

Basic Efforts

Selected as "Leading Employer Germany"

OPTIMAL SYSTEMS has been selected as a "Leading Employer Germany." This means that we have been chosen as one of the top 1% of employers in Germany.

Leading Employer Germany is one of the most comprehensive surveys regarding employer qualities, evaluating approximately 160,000 companies in Germany. The evaluation criteria include what companies provide to their employees, such as innovation and economic strength, participation and sustainability, job security, and how employee satisfaction is reflected on relevant platforms. The survey also examines the values that companies uphold.

Comment from Jana Blankenhagen, Head of Human Resources at Optimal Systems:

"Companies can purchase the most expensive and cutting-edge technology, but it is still humans who operate it. In order to cater to the preferences and needs of our employees, we conduct comprehensive surveys and audits. We were surprised to be selected as a Leading Employer Germany, but it shows that we are moving in the right direction."



Received the Hirakata City Environmental Award from Hirakata City

The Hirakata Plant has made significant contributions to raising environmental awareness in the local community through its longstanding and proactive environmental conservation activities. As a result, it received the Hirakata City Environmental Award in February 2023.

Hirakata City holds the annual "Hirakata Eco Forum" to recognize individuals and organizations that have made significant contributions to local environmental activities. It is a member of the Hirakata City Global Warming Council and regularly participates in the "Adopt Road & River" community cleaning volunteer activity. Furthermore, the 5th plant has implemented renewable energy through the use of solar power generation facilities and various energy-saving initiatives to reduce greenhouse gas emissions. Ongoing efforts are also made to reduce waste. In this recognition, the plant's contribution to reducing plastic waste was particularly acknowledged. This was achieved through the distribution of personal water bottles to employees, aiming to reduce the use of PET bottles, a project initiated by the labor union and the company.

It will take this recognition as encouragement and continue to engage in further environmental conservation activities in the local community as a whole.



Basic Efforts

Received the Gold Award as an Excellent Safe Driving Facility

The Tamaki Plant has received the Gold Award for the second consecutive year as an excellent safe driving facility from the Mie Prefectural Police Automobile Safety Driving Center. Due to the limited availability of public transportation in its vicinity, automobiles are the primary mode of transportation for commuting as well as daily life. Therefore, we are committed to promoting safe driving not only for work purposes but also for everyday travel, in order to prevent traffic accidents. This award is a result of the collective efforts of all employees in the plant who have always been mindful of safe driving practices. We will continue to make every effort to promote safe driving in order to prevent traffic accidents and violations.



Recognized as an ACTION 38 Promoting Model Facility

The Tamaki Plant has been recognized as an "ACTION38 Promoting Model Facility" by the Ise Police Station. This initiative utilizes promotional stickers that mimic Article 38 of the Road Traffic Act, which specifies the right of way for pedestrians and others. It aims to promote pedestrian protection actions (ACTION) in Mie Prefecture, improve the stopping rate at uncontrolled pedestrian crossings, and strive for zero traffic accidents involving pedestrians. The Tamaki Plant has been the first to be recognized within the jurisdiction of the Ise Police Station, and this news has also been featured in the Chunichi Shimbun newspaper. According to a survey conducted by JAF in 2022 on the "Stopping Rate of Vehicles at Uncontrolled Pedestrian Crossings," the stop rate in Mie Prefecture (where the Tamaki Plant is located) was 42.9%, surpassing the national average of 39.8%. However, there is still a situation where more than half of the vehicles do not come to a stop. With the recognition as an ACTION38 Promoting Model Facility, we will further strengthen our efforts towards pedestrian protection and safe driving in the future.



Efforts for Environment

Kyocera Group Environmental Safety Policy

Based on Kyocera's founding company motto, "Respect the Devine and Love People," we established our 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." Therefore, in addition to complying with laws and regulations on environmental safety, requirements agreed to by our company, and our own internal standards, we will continue to work to solve issues critical to society through communication with various stakeholders, participation in and support for social contribution activities, and by leveraging our technology and intellectual know-how.

1. Ensuring the safety and health of employees

- To create a safe and secure workplace for all employees, we will create a corporate culture in which everyone involved in our business activities is fully engaged.
- Kyocera will conduct risk assessments and reduce occupational health and safety risks by eliminating sources of danger to prevent workplace accidents and disasters.
- Kyocera strives to build a work environment where employees feel healthy, enjoy job satisfaction, and can reach their maximum potential by promoting mental and physical health.

2. Contribution to a sustainable society

- Kyocera will research, develop, produce, and expand products that contribute to the improvement of the global environment and products that reduce environmental impact throughout their life cycles.
- Kyocera will promote greenhouse gas emission control in our entire value chain to contribute to realizing a carbon-free society.
- Kyocera will contribute to realizing a recycling-oriented society by using resources more efficiently.
- Kyocera will strive to prevent environmental pollution by properly managing chemical substances in all processes.
- Kyocera will advance biodiversity conservation by minimizing the negative impact of our business activities on the natural environment and by protecting and nurturing the natural environment.

3. Operation of an environmental and safety management system

During our business activities, through the operation of our management system, the Kyocera Group will proactively promote comprehensive measures for environmental protection and work safety, based on the management rationale, and continuously improve environmental and safety performance.

Long-term Environmental Targets

In 2016, the Paris Agreement came into effect, and nations and companies are working to reduce greenhouse gas emissions. The Kyocera Group also considers climate change measures to be an important issue. In 2018, we set a long-term environmental target (2°C level: 30% reduction in GHG emissions in FY 2031 compared to FY 2014) and received SBT certification in 2019. Subsequently, we updated the target in 2021 to 1.5°C level (46% reduction in FY 2031 compared to FY 2020, equivalent to 56% reduction in FY 2031 compared to FY 2014) and received SBT certification in May 2022.

- GHG Emissions (Scope* 1,2) Reduction Target (1.5°C -level)Reduce by 46% by FY2031 (compared to FY2020 levels,SBT certified)
- GHG Emissions (Scope* 1,2,3) Reduction Target (1.5°C -level)Reduce by 46% by FY2031 (compared to FY2020 levels,SBT certified)
- Renewable energy adoption: Increase 20x by FY 2031 from FY2014 levels
- Carbon neutral by FY2051

* Scope 1: Direct emission associated with fuel consumption and production processes
Scope 2: Indirect emission associated with consumption of power or heat purchased from outside
Scope 3: Indirect emission other than Scope 1 or 2 (Including procurement of raw materials, transport, use and disposal of products, as well as employee commuting and business trips)



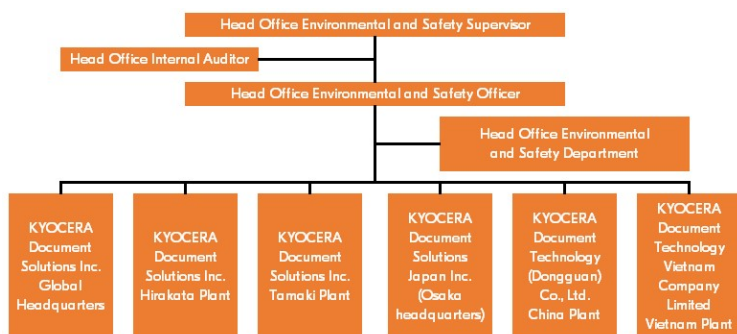
Efforts for Environment

Environmental Promotion System

The Kyocera Group has established an organization under the direction of the president that is designed to promote environmental management and implement environmental policies to actively work on environmental initiatives grounded in its management rationale and continuously improve its environmental performance.

The “Kyocera Group EHS Manual Basic Edition” and the “Kyocera Group EHS Standards” were established in October 2020 in an initiative to spread awareness of environmental safety management rules and standards throughout the Kyocera Group and promote continuous improvement. This initiative is taking place throughout the Kyocera Group which is facilitating the strengthening of our global environmental safety management system.

The principal Kyocera Group sites in Japan, and some of our overseas sites, have acquired integrated ISO 14001 certification. Based on the environmental policy, the company sets annual goals and actively engages in environmental management.



ISO 14001 Certification

Integrated Certification



EMS 635470 / ISO 14001

Integrated Certification		
In Japan	KYOCERA Document Solutions Inc. Global Headquarters	KYOCERA Document Solutions Japan Inc. (Osaka headquarters)
	KYOCERA Document Solutions Inc. Tamaki Plant	KYOCERA Document Solutions Inc. Hirakata Plant
Outside of Japan	KYOCERA Document Technology (Dongguan) Co., Ltd. China Plant	KYOCERA Document Technology Vietnam Company Limited Vietnam Plant
Individual Certification		
Production-related facilities	KYOCERA Document Technology Hong Kong	
North America and Central /South America sales offices	KYOCERA Document Solutions Mexico	
Europe and Africa sales offices	KYOCERA Document Solutions Europe Headquarters (Netherlands)	KYOCERA Document Solutions Deutschland
	KYOCERA Document Solutions United Kingdom	KYOCERA Document Solutions France
	KYOCERA Document Solutions Italia	KYOCERA Document Solutions Nederland
	KYOCERA Document Solutions Belgium	KYOCERA Document Solutions Espana
	KYOCERA Document Solutions Portugal	KYOCERA Document Solutions Austria
	KYOCERA Document Solutions Russia	KYOCERA Document Solutions South Africa
	KYOCERA Document Solutions Nordic	KYOCERA Document Solutions Finland
Asia and Oceania sales offices	KYOCERA Document Solutions Denmark	
	KYOCERA Document Solutions Asia Head Office (Hong Kong)	KYOCERA Document Solutions Korea
	KYOCERA Document Solutions Hong Kong	KYOCERA Document Solutions Taiwan
	KYOCERA Document Solutions Thailand	KYOCERA Document Solutions Singapore
Headquarters supervision	KYOCERA Document Solutions India	
	KYOCERA Document Solutions Australia	KYOCERA Document Solutions China
Group companies	TA Triumph-Adler	annodata

Efforts for Environment

Environmental and Safety Audit

Qualified employees who have been certified by the company are appointed as auditors to conduct internal environmental and safety audits every year. These audits ensure compliance with laws and regulations relating to the environment and safety, as well as the effectiveness of our environmental management system and occupational safety and health management system. The environment and safety officer at our head office conducts environment and safety inspections at our business sites in Japan as well as production and logistics sites outside Japan to assess the management of environmental equipment, production floors, waste storage areas, chemical substance storage areas, etc., with the aim of ensuring the environment is protected.

Environmental and Safety Training

In order to ensure the proper implementation and maintenance of the Environmental Safety Management System (ESMS), we conduct appropriate environmental safety education and awareness activities based on the "Environmental Safety Education and Training Standards".

Type	Description
Recognition Education	<p>We conduct education and training to ensure that regular and new employees, as well as those who have been transferred, have the necessary knowledge and skills required in the workplace or plant. This education aims to ensure that they have the awareness and competence necessary for their roles. We also conduct awareness activities related to environmental safety, such as displaying posters and conducting educational activities during Environmental Month and Safety and Disaster Prevention Month. (Some examples of education and training topics)</p> <ul style="list-style-type: none"> - Environmental safety policies and objectives - Significant environmental aspects relevant to the job, as well as evident or potential environmental impacts - Hazard sources and safety risks related to the job - Compliance obligations and requirements of the ESMS - Methods of evacuation/escape from work situations that are considered to pose a serious danger to life or health (e.g., fire and disaster prevention training)
Competence Education	<p>We provide education to ensure that individuals have the necessary competence required to perform their duties. This education is provided to individuals who:</p> <ul style="list-style-type: none"> - Hold responsibilities related to the ESMS (such as environmental safety managers, internal audit implementers, compliance evaluators, etc.) - Perform tasks that have the potential to cause significant environmental impacts - Engage in work that can impact occupational health and safety (OHS) performance - Identify hazard sources
Mandatory Special Education	<p>Individuals engaged in tasks specified by the Occupational Safety and Health Act are required to obtain the necessary qualifications, licenses, skills training, and special education. We ensure that the necessary qualifications are obtained to fulfill the requirements of these positions. (Examples of tasks include crane/forklift operations, rigging operations, and working supervisors for organic solvents, drying equipment, confined spaces, etc.)</p>
Employment and Job Change Education	<p>We provide employment and job change education to regular and new employees, as well as those who have changed their job responsibilities, before they start their work or when their work content changes.</p>
Supervisor Education	<p>We provide education on safety and health to supervisors, including those who have taken on new supervisory roles or directly supervise or oversee workers (excluding working supervisors).</p>

Efforts for Environment

Product Development Stage - ECOSYS Concept

ECOSYS Concept

The ECOSYS Concept is Kyocera's unique technology development concept that combines Ecology, which aims to reduce environmental impact by maximizing the lifespan of a MFP (multifunctional products) and printer, components and minimizing the replacement and disposal of parts and consumables, with Economy, which provides economic benefits to our customers. It is our goal to achieve both environmental sustainability (Ecology) and economic benefits (Economy) through our proprietary technology development concept, the ECOSYS Concept. Since the development of the first-generation ECOSYS printer, the "ECOSYS FS-1500," in 1992, we have continuously improved and refined our technology, adapting to changes in the market. Over the past four decades, we have remained committed to our concept. We are currently advancing further developments in long-life technology, aiming for the ultimate Eco=Reduce Zero, where no waste is generated until the end of the printer and MFP's product lifespan. This aligns with Kyocera Document Solutions' concept of embodying the SDGs and achieving carbon neutrality. We will continue to pursue these developments in the future.

●A History of ECOSYS Evolution



Environment-Conscious Design

We employ designs that are environment-conscious from various perspectives for our products, including a long-life design that helps reduce the number of resources used, the frequency of part replacements, and the amount of waste generated, the "3R" design that emphasizes "reduction," "reuse" and "recycling" of components, low power consumption design that helps mitigate emissions of greenhouse gases, and elimination of specific chemical substances which may be contained in products.

Eco-Conscious Design Assessment

We pursue design based on the "Environment-Conscious Design Standards" at each stage from the early development of new products, and working on product development by evaluating whether Environment-Conscious Design is being carried out based on the "Environment-Conscious Design Check List." These checklists include questions such as "how many components have been reduced and how much has the product weight been lowered compared to previous products," attributes such as "the ease of disassembly and material sorting in the recycling process," and design targets that contribute to curbing the impact on the environment during the processes of manufacturing components and assembling products. Each of these items is numerically quantified and evaluated.

<Evaluation Criteria for Eco-Conscious Design Assessment>

- 1 Long-life design
- 2 Design to conserve resources and energy
- 3 3R design
- 4 Design for easy degradation, separation and classification
- 5 Elimination of hazardous chemical substances

Complying with these standards and specifications and implementing the assessments mentioned above allows us to promote the development of eco-conscious products. And, in addition to product design, we also focus on product packaging and distribution, continuously making eco-conscious efforts in those areas as well.

Efforts for Environment




Product Use - Compliance with Environmental Labelling Requirements

Environmental labels help customers easily identify environmentally friendly products. Kyocera Document Solutions is committed to making environmentally friendly products and is actively working to acquire environmental label certification.

Types of Environmental Labels and Certified/Registered Products

Three types of environmental labels have been specified by the International Organization for Standardization (ISO): Type I (a voluntary third-party program that certifies products within a particular category based on an independently set environmental criteria), Type II (self-declared environmental claims made by businesses about their products based on their own criteria), and Type III (environmental labels that indicate the environmental impact of a product analyzed in a quantitative manner throughout its life cycle from resource extraction to disposal using the life cycle assessment method). At Kyocera Document Solutions, all of our products have been certified under the International Energy Star Program, an international program that promotes energy efficient office automation equipment. We design our products to meet the requirements of major environmental labels (Type I) across the globe, such as the Eco Mark and Blue Angel, right from the product development stage, and actively work to acquire certification for these labels. We are also making an all-out effort to reduce the environmental impact of our products throughout their life cycle from resource extraction to disposal. We register our products with EcoLeaf, a Type III environmental label program, to actively disclose environmental data related to our products. In FY 2023, the following products were certified or registered for environmental labels.

● Products Certified for Environmental Labels in FY 2023

Product Name		Environmental Label		
		 ecomark (Japan)	 EPEAT (America)	 Blue Angel (Deutschland)
MFPs	TASKalfa MZ3200i	○	○(Gold)	○
	TASKalfa MZ4000i	○	○(Gold)	○
	ECOSYS MA2100cfx	-	-	○
	ECOSYS MA2100cwx	-	○(Gold)	○
	ECOSYS M5526cdw/A	-	○(Silver)	○
	ECOSYS M5526cdn/A	-	-	○
	ECOSYS M3655idn/A	-	○(Gold)	○
	ECOSYS MA4500ifx	○	Planned acquisition after April 2023	Planned acquisition after April 2023.
Printers	ECOSYS PA2100cx	-	-	○
	ECOSYS PA2100cwx	-	○(Gold)	○
	ECOSYS PA4500x	○	○(Gold)	○
	ECOSYS PA5000x	-	○(Gold)	○
	ECOSYS PA5500x	-	○(Gold)	○
	ECOSYS PA6000x	○	○(Gold)	○

- : Not sold in countries where the label is used

Efforts for Environment

CO₂ emissions in Scope 1, 2 for the Kyocera Document Solutions Group in FY 2023

	CO ₂ emissions in Scope 1, 2 [t-CO ₂]	Scope of coverage ^{*2}
Production site	19,983 ^{*1}	#1
Non-production site	20,257	#2
Total for the group	40,240	

*1 For the production sites outside Japan, the introduction of environmental value certificates has led to a reduction of 33,234 [t-CO₂].

Environmental Performance for FY 2023 at the ISO 14001 Integrated Certification Sites

Item	Goal for FY 2023	Scope of coverage ^{*2}	Achievement for FY 2023
Efforts towards climate change mitigation	Reduce CO ₂ emissions (Scope 1,2) to below 53,045 [t-CO ₂]	#1	19,983
Efforts towards water resource management	Reduce water usage to below 652,397 [m ³]	#1	685,891
Efforts towards resource recycling and circular economy	Reduce industrial waste emissions to below 808 [t]	#1	1,013
	Continue zero emissions (with a waste recycling rate of over 99.5%)	#4	Ongoing
	Implement measures to reduce plastic	#5	Implemented 9 cases

Environmental Goals for FY 2024 at the ISO 14001 Integrated Certification Sites

Item	Goal for FY 2024	Scope of coverage ^{*2}
Efforts towards climate change mitigation	Reduce CO ₂ emissions (Scope 1,2) at production sites to below 50,871 [t-CO ₂]	#1
	Reduce CO ₂ emissions (Scope 1,2) at non-production sites to below 2,966 [t-CO ₂]	#3
Efforts towards resource recycling and circular economy	Reduce industrial waste emissions to below 1,065 [t]	#5
	Continue zero emissions (with a waste recycling rate of over 99.5%)	#4
	Implement one or more new measures to reduce plastic	#5
Efforts towards water resource management	Reduce water usage to below 705,239 [m ³]	#5
	Implement one or more new biodiversity conservation activities	#5

*2 Scope of coverage:

#1. Hirakata Plant, Tamaki Plant, China Plant, Vietnam Plant

#2. Non-production sites domestically and internationally

#3. Head Office, Kyocera Document Solutions Japan Osaka Head Office

#4. Head Office, Hirakata Plant, Tamaki Plant, Kyocera Document Solutions Japan Osaka Head Office

#5. Head Office, Hirakata Plant, Tamaki Plant, Kyocera Document Solutions Japan Osaka Head Office, China Plant, Vietnam Plant

Efforts for Environment

Environmental Communication

Conducting "Kids' ISO 14000 Program (Primary Level)"

Tamaki Plant has been participating in the "Kids' ISO 14000 Program (Primary Level)" that Mie Prefecture has been promoting since 2005. Every year, we conduct environmental outreach classes at elementary schools in Tamaki Town to increase children's awareness of the environment through activities such as energy conservation at home.



Biodiversity Conservation

Respecting Biodiversity

Our lives and livelihoods are supported by the various gifts that biodiversity brings. In order to continuously enjoy these gifts, we must look into how our business activities affect biodiversity and eliminate any negative impact arising from our business activities. At Kyocera Document Solutions the concept of "Living Together" lies at the heart of everything we do. In 2012 we incorporated Biodiversity conservation activities into our environmental management system (EMS) and conduct biodiversity risk surveys at our head office, Hirakata Plant, and Tamaki Plant. And we systematically make improvements. In addition to addressing green purchasing, we use Kyocera Document Solutions Supply-Chain CSR Guideline and the Kyocera Document Solutions Supply-Chain CSR Deployment Check Sheet encouraging our suppliers to think about biodiversity and look for ways they can conserve it. There are ongoing efforts to mitigate potential risks to biodiversity, such as eradicating invasive alien species earmarked as being potentially harmful.

Excerpt from biodiversity Conservation-related requirements included in the Supply-Chain CSR Guidelines

Biodiversity

Our lives and livelihoods are enriched by the various gifts that biodiversity brings. In order to continuously enjoy these gifts, participating companies must look into how their business activities affect biodiversity and eliminate any negative impact arising from such activities. We should make efforts to procure raw materials without destroying wildlife habitats, avoid using natural biological resources excessively and not transport or spread non-native species during transportation. In our business activities, we should think about the impact on human health and all living organisms, always considering water intake, wastewater discharge, exhaust air, waste, noise, vibration, and light, which may directly impact ecosystems. Ultimately, environmental management systems should reduce the overall impact on biodiversity. We should also take into account ways to reduce the negative impacts on biodiversity by maintaining the greenery on the premises of business sites, utilizing rainwater as much as possible, and preventing contamination from discharged water.

Efforts for Environment

Social Contribution Activities

Participation in "Business Clean Up Day"

Australia has been participating consistently since 2003 in the volunteer cleanup initiative known as "Business Clean Up Day," which takes place nationwide annually. This activity is organized by Clean Up Australia, founded by the passionate yachtsman Ian Kiernan. The initiative traces its origins back over 30 years when he, along with a few friends, initiated a cleanup of Sydney Harbour, which has since evolved into a nationwide cleanup effort across Australia.



Participation in bee conservation activities

According to the United Nations Food and Agriculture Organization, the decline of pollinators such as bees and birds, which assist in the process of pollination, can have a significant impact on the growth of over 75% of the world's major crops, leading to global food shortages. Germany collaborates with an environmental conservation group called "Beefuture" to participate in activities aimed at preserving bee habitats. They have also installed beehives on their premises. Similarly, United Kingdom has installed beehives on the rooftop of their head office and, in collaboration with local beekeepers, they are nurturing approximately 100,000 bees.



Deutschland



United Kingdom

Conducting clean-up activity at Dawson Beach

The Vietnam Plant conducted clean-up activity at Dawson Beach, which is approximately 30 km away from the plant.



Efforts for Society

Participation in Biotope Restoration Activities

The Tamaki Plant has concluded an agreement with the "Sugashi Arita Sada-oki Environmental Conservation Society," an environmental conservation group, concerning the conservation and restoration of Satochi-satoyama areas, and is carrying out biotope restoration activities. As a result of activities such as weeding and thinning of wetland area that was previously used for rice paddies, planting greenery, and maintaining waterways, the inhabitation of rare animals and plants has been confirmed. In parallel with the biotope restoration, we also support observation events for children to learn about nature.



Participation in Biodiversity Conservation Activities at the Yodogawa Wetlands

Since 2021, the Head Office and the Hirakata Plant have participated in the natural restoration activities of the Yodogawa Wetlands, which is the habitat of the nationally designated natural monument Itasenpara, located along the Yodo River in Osaka Prefecture.



Adopt-a-Road & River Program

The Hirakata Plant has been participating in Adopt-a-Road & River, a cleanup program organized by Osaka Prefecture, since 2004. Employees clean the sidewalk leading from the nearest train station to the plant's main gate once a month under the Adopt-a-Road program and clean the walkway along the left bank of the Hofani River that runs beside the plant once every three months under the Adopt-a-River program.



Adopt-a-River



Adopt-a-Road

Efforts for Society

Based on the awareness that a business enterprise is a member of society, we at Kyocera Group 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 that go beyond business, acting as a group that serves people for the sake of wider society.

Human Capital

Approach to Human Capital

Aiming to realize Kyocera's 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," we strive to create an environment in which all our employees can approach work with a sense of ownership and fully demonstrate their capabilities based on the Amoeba Management System of full participation, while at the same time prioritizing the fulfillment and empowerment of all employees. In our "Management by All" approach, our guideline for the judgment and behavior of all employees is our "Kyocera Philosophy," which is based on the concept of "What do we consider to be the right choice as a human being?". Even as we expand globally and employ employees from diverse backgrounds, by adhering to this common philosophy, we can continue to aim for even greater heights in work and growth based on our own free will and enthusiasm. The Kyocera Philosophy states, "The Result of Our Life or Work = Attitude × Effort × Ability." In our company, where having ability, enthusiasm, and correct thinking as a human being is regarded as more important than anything else, we steadfastly inherit the Kyocera Philosophy and provide educational opportunities so that each employee can improve their abilities, skills, and expertise. In doing so, we ensure that everyone at our company can fully display their potential and realize the growth of individuals and the company while at the same time cherishing the fulfillment and worthwhileness of all employees.

The Purpose and System of Education

Purpose

1. Nurturing talented individuals with high moral character through the permeation of Kyocera Philosophy
2. Nurturing individuals with advanced management skills
3. Nurturing professionals with advanced expertise and high technical skills
4. Nurturing individuals who have acquired the necessary foundational knowledge and skills for job performance
5. Nurturing talent to support globally expanding businesses

Education System

Based on the aforementioned educational objectives, we have established the following four fields as the pillars of education:

- Philosophy Education
- Management Education
- Technical and Skills Education
- Global Education

By implementing these educational programs effectively, we aim to cultivate talent that contributes to the realization of our management philosophy and further development of our business. In particular, we put emphasis on "Philosophy Education" to ensure a proper understanding and practical application of the essence, content, and values of Kyocera Philosophy, which forms the core of our management.

Efforts for Society

Philosophy Education

To ensure the permeation and embodiment of Kyocera Philosophy in each employee, we believe it is important to provide opportunities for continuous learning about Kyocera Philosophy. Therefore, we continue to conduct Philosophy Education annually. In FY 2023, we provided Philosophy Education to 2,724 members, including those in managerial positions. In addition, at each workplace, we promote the permeation of philosophy through activities such as group readings of the Philosophy Handbook and utilizing the Inamori Digital Library*, where employees can learn about philosophy. Furthermore, we regularly hold General Manager Seminars as management education based on philosophy, aiming to achieve sound and profitable management. As a part of our group-wide efforts, selected executives are dispatched to Global Philosophy Seminars held in different regions such as the Americas, Europe, Asia-Oceania, and China. This provides an opportunity for them to receive direct guidance from Kyocera's top management and engage in mutual learning with employees from various group-related companies, deepening their understanding of Kyocera Philosophy.



* A membership-based service where members can watch lectures by Kyocera's founder, Kazuo Inamori, on their PCs, smartphones, or tablets.

Management Education

Under the management education system, we provide hierarchical training for employees who have been promoted based on the job qualification system, as well as role-based training for new managers in the organization. The hierarchical training aims to enhance interpersonal skills, influence, organizational vitality, and performance management capabilities required for mid-level employees and middle management.

The role-based training consists of two stages: one stage focuses on practical knowledge based on leadership and covers topics such as personnel evaluation and labor management, while the other stage aims to improve communication skills based on coaching techniques, further enhancing management capabilities.

Technical and Skills Education

To foster employees' specialized abilities, field expertise, and job performance, we collaborate with a distance learning institution to provide opportunities for employees to take 257 courses. Many employees participate in these courses each year.

Global Education

As our overseas sales account for approximately 90% of our total revenue, cultivating global talent is an essential task for our company. As a fundamental aspect, we prioritize English education. In addition to raising the proficiency level through e-learning and communication education utilizing smartphone apps, we offer online English conversation training classes organized according to TOEIC scores, specifically targeting employees who require English for their job tasks. Furthermore, for employees who are assigned to overseas positions, we provide pre-departure training to ensure a smooth transition and adaptation to their new living and working environment.

Efforts for Society

Respect for Human Rights

Aside from compliance with the laws of individual countries, the Kyocera Group implements measures in accordance with the United Nation's Universal Declaration of Human Rights, the Fundamental Human Rights Convention by the International Labor Organization (ILO) and other international conventions. The Kyocera Group has joined the United Nations Global Compact, a global platform setting out 10 fundamental principles relating to human rights, labor, environment, and prevention of corruption, out of agreement with the main purport of the Compact. The Kyocera Group has established "Kyocera Group Human Rights Policy" and explicitly prohibits the use of forced labor and child labor as well as discriminatory treatment on the basis of gender, age, beliefs, nationality, physical features, etc. The Kyocera Group is also working to prevent abuse of power and sexual harassment in the workplace. In addition, the Kyocera Group endeavors to exchange views and share information with employees through organizations such as labor unions and workplace associations. The Kyocera Group promotes development of a comfortable work environment that fosters motivation.

Kyocera Group Human Rights Policy

The Management Rationale of the Kyocera Group is "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," and our corporate activity is designed to aid in the construction of a sustainable society. We understand that in the actualization of our Management Rationale, efforts and actions to actualize a fundamental respect for human rights are important throughout the entire value chain and that respecting the human rights of all of our stakeholders is absolutely essential. To that end, the Kyocera Group supports the "Universal Declaration of Human Rights," the "ILO Declaration on Fundamental Principles and Rights at Work," the UN "Guiding Principles on Business and Human Rights," and "the ten principles of the UN Global Compact,"

Scope

This Policy applies to our entire value chain, including all business activities of the Kyocera Group. We also expect our business partners and suppliers to respect human rights as well.

Important Human Rights Issues

The Kyocera Group shall place particular importance on the following human rights issues, and shall pay particular attention to them in our efforts to promote human rights protection.

- Prohibiting forced labor:
All labor at the Kyocera Group is voluntary. We shall never use forced, captive, or detention labor, involuntary or exploitative prison labor, or labor force powered by slavery or human trafficking.
- Prohibiting child labor and restricting labor for young workers:
We shall not allow children under the age of 15 to work at our companies. We shall not allow workers not yet 18-years-of-age to engage in work that threatens their health or safety.
- Ensuring appropriate work conditions:
Work hours shall never exceed the limits set in applicable local laws. Wages shall always be at or over the minimum wage and benefits set forth in law, etc., shall always be provided.
- Prohibiting harassment:
We shall never engage in harsh and inhumane treatment towards workers, including the different types of harassment such as sexual harassment, sexual abuse, physical abuse, mental or physical suppression, or verbal abuse.
- Prohibiting discrimination:
We shall never engage in unjust discriminatory treatment based on race, skin color, age, gender, sexual orientation, gender identity or gender expression, ethnic background or nationality, the presence or absence of disabilities, pregnancy, religion, political party affiliation, union membership, the presence or absence of military service experience, genetic information, marital history, or any other aspects set forth by law. In addition, we shall never conduct medical or physical examinations to be used for discriminatory purposes.
- Respecting freedom of association and the right to collective bargaining:
In accordance with the laws and labor customs of each individual country, we shall respect the right to associate freely and the rights of workers engaged in activities.

Conducting Human Rights Due Diligence

- In order to actualize the goals of this Policy, we shall advance practices that respect human rights under the oversight responsibility of the management level.
- In order to comply with this Human Rights Policy, we shall construct and implement human rights due diligence frameworks using the UN "Guiding Principles on Business and Human Rights."
- We shall identify and evaluate adverse human rights impacts and remove or reduce the causes, provide remedy, and avoid contributing to the impacts.
- If adverse human rights impacts become evident, we shall engage in remedy and correction through the appropriate procedures.
- We shall continue to publically announce the progress of efforts based on this Policy.

November 2, 2020
Kyocera Corporation
Hideo Tanimoto, President

Efforts for Society

Prohibition of forced labor

In the Kyocera Group Human Rights Policy and the Kyocera Supply Chain CSR Procurement Guidelines, the Kyocera Group prohibits all forced labor and child labor, including slavery and human trafficking, and requires compliance by the entire Kyocera Group and its supply chain.

Prevention of Harassment

Harassment such as sexual harassment and power harassment in the workplace is a serious violation of human rights that denies the character of employees themselves, and it is absolutely unacceptable in society. As part of its human rights awareness activities, our company clarifies all harassment prohibitions in its employment regulations and continues to provide in-house education and training through e-learning for all employees and managers. In addition, we have established employee consultation desks at each office and maintain a system that allows anyone to consult at any time without hesitation.

Promoting Diversity and Inclusion

The business environment is currently in turmoil. If Kyocera Document Solutions is to continue to grow in the future, it is essential that we not only attract even more diverse human resources, but also bring out the skills of each employee as much as possible.

Diversity and Inclusion Efforts

General Employer Action Plan based on the "Next Generation Development Support Measures Promotion Law" and the "Act on Promotion of Women's Participation and Advancement in the Workplace"

We have formulated the "Kyocera Document Solutions General Employer Action Plan" based on the Next Generation Development Support Measures Promotion Law and the Act on Promotion of Women's Participation and Advancement in the Workplace to support diverse work styles and the active participation of women in their professional careers (see below for details). Going forward, we will promote initiatives such as reducing working hours and encouraging vacation usage based on this action plan, in order to create an environment where all employees can work energetically.

Plan Period: April 1, 2020 - March 31, 2025

<General Employer Action Plan based on the "Next Generation Development Support Measures Promotion Law" >

●Objective: Promote measures to support next-generation development.

Initiatives	<ul style="list-style-type: none">- Introduce internal systems that support flexible work styles.- Consider measures to reduce total working hours.
-------------	--

<General Employer Action Plan based on the "Act on Promotion of Women's Participation and Advancement in the Workplace">

●Objective 1: Maintain a female employee ratio of 20% or higher among new hires (including new graduates and mid-career hires) from 2020 onwards.

Initiatives	<ul style="list-style-type: none">- Female senior employees serve as role models for women during new graduate recruitment activities. This initiative will continue to be implemented through various channels such as recruitment websites, company brochures, and corporate presentations.- Conduct panel discussions with actively engaged female employees and share the content on the recruitment website. <p>As of April 1, 2020, the ratio of female new hires was 24% for regular employees and 4% for senior employees.</p>
-------------	---

As of April 1, 2020, the ratio of female new hires was 24% for regular employees and 4% for senior employees.

●Objective 2: Achieve a paid leave utilization rate of 75% or higher by 2025.

Initiatives	<ul style="list-style-type: none">- Promote the utilization of time-off systems.- Encourage planned utilization of annual paid leave (e.g., 9 consecutive days off, recommending refreshment leave).
-------------	---

As of April 1, 2020, the paid leave utilization rate was 70% (calculation method: number of days taken in the current year divided by the number of days granted in the current year).

Efforts for Society

Work-Life Balance Support (Childcare, Elderly Care, Medical Treatment)

We have established comprehensive support systems such as leave of absence and reduced working hours to support the work-life balance of our employees, especially in terms of childcare. In the case of elderly care, we allow flexible working hours and changes in work schedules without setting a time limit. To alleviate concerns regarding work-life balance, we provide information to employees through the internal portal site, including a "Guidebook for Work-Life Balance." Furthermore, we have implemented a leave of absence system that allows employees to take time off for fertility treatment, with a maximum of one year and two times. Our efforts have been recognized, and in November 2015, we were certified as a "Childcare Support Company" based on the Next Generation Development Support Measures Promotion Law. We have also obtained the Next Generation Certification Mark, "Kurumin."

●Main Work-Life Balance Support Programs

Name of Program		Content
Childcare	Birth-Related Childcare Leave	Employees can take up to four weeks within eight weeks after their spouse gives birth. (Can be taken in two separate periods.)
	Childcare Leave	Employees can take up to two periods of leave until the day before their child's first birthday. Maximum leave period is until the child turns two years old. During all or part of this childcare leave, it is possible to use accumulated annual paid leave*. *It is possible to accumulate expired annual paid leave up to a maximum of 20 days.
	Reduced Working Hours	Available during pregnancy or until the child completes sixth grade of elementary school. Hours can be reduced by up to two hours per day.
	Flexible Work Schedule	Available during pregnancy or until the child completes sixth grade of elementary school. Start and end times can be adjusted by up to 1.5 hours per day.
	Nursing Leave	For each child until the completion of sixth grade of elementary school, a total of 5 days per year can be taken. If there are 2 or more children, it is possible to take up to 10 days. It is also possible to take leave in increments of either 1 day or 1 hour.
Elderly Care	Caregiver Leave	Employees can take up to one year per family member requiring care. (Can be taken in separate periods.)
	Reduced Working Hours	No set duration. Hours can be reduced by up to two hours per day.
	Flexible Work Schedule	No set duration. Start and end times can be adjusted by up to 1.5 hours per day.
	Nursing Leave	Up to five days per year for each family member requiring care. For two or more family members, up to ten days per year. Leave can be taken in increments of one day or one hour.
Medical Treatment	Reduced Working Hours	If deemed necessary by a physician or company-designated doctor, employees can reduce their working hours by up to two hours per day.
	Flexible Work Schedule	If deemed necessary by a physician or company-designated doctor, employees can adjust their start and end times by up to 1.5 hours per day.
	Support System for Fertility Treatment	Employees can take a leave of absence for a maximum of one year, twice. Accumulated annual leave by the hour is also available.
Other	Hourly Annual Paid Leave System	Employees are allowed to take up to five days (40 hours) of leave in hourly units up to 7 hours per day from the provided annual paid vacation.
	Accumulated Annual Paid Leave System	For reasons such as family caregiving and nursing, children's school events and childcare, and personal medical appointments, employees can take up to 7 hours per day in 1-hour increments.
	Leave of Absence for Spouse's Overseas Transfer	Employees who are unable to continue their duties as a result of their spouse being transferred overseas may take leave for a maximum of five years.

●Main Utilization Data of the Programs

Program	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Childcare Leave (Persons)	40	38	36	41	28
Childcare Reduced Working Hours (Persons)	81	81	76	66	71

Efforts for Society

Creating a Comfortable Workplace Environment

We maintain a fundamental 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. To realize Kyocera's Management Rationale to grow and develop the company on sustainable basis, it is essential to maximize employees' abilities. To continue growing in the current rapidly changing global business environment, we believe that attracting more diverse employees and letting every employee fully demonstrate their abilities are important.

●Flexible Work Systems

In our company, we have implemented a telecommuting system and are promoting the onlineization of meetings and discussions through the widespread use of online cloud services.

●People Analytics

We regularly conduct an employee engagement survey. The survey is conducted using a five-point scale (five being the highest possible score) on questions concerning attitudes toward work, workplace openness, participation in management, and trust in the company, etc. The results are analyzed on an organization-by-organization basis to diagnose the vitality of each workplace. Using the survey results as a reference indicator, division and team leaders lead workplace improvement activities to enhance vitality at each workplace.

●Operation of Company Childcare Facility

As part of creating a more conducive working environment for employees with children, the China Plant has collaborated with the labor union to operate an on-site company childcare facility called "Tong Le Yuan." Additionally, it has established the "Kyocera Summer Class" to temporarily care for children during the summer vacation period. In FY 2023, a total of 94 children of employees utilized this service.



●Installation of Lactation Rooms

The China Plant has installed lactation rooms in six locations within the facility to enhance employee welfare. We have received comments from employees expressing gratitude for providing such convenient facilities, equipped with refrigerators and sterilizers. They have remarked, "We greatly appreciate being provided with such a good space."



Entrance



Inside

Efforts for Society

Initiatives for Occupational Health and Health Promotion

The Kyocera Group is undertaking various measures to raise health awareness among all employees and support health in body and mind.

Total Health Promotion Plan Activities

The Kyocera Group carries out total health promotion (THP) activities, under the overall control of the president and the leadership of the Corporate General Affairs Human Resources Group. THP activities aim to help employees maintain and improve their physical and mental health so that they feel happy with their health, and to make the company more productive and energetic. In line with our Health and Productivity Management Declaration, we are implementing various on-going initiatives to improve employee health, including measures to promote healthy eating habits, exercise, non-smoking, and good mental health. We are aiming to be a company with excellent health management, where every employee can work energetically and enthusiastically.

Kyocera Group Health and Productivity Management Declaration

The Kyocera Group declared as its corporate principle, "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," in the Management Rationale and has conducted management based on this philosophy since it's the company's foundation. Since the physical and mental health of employees is indispensable to realize this management rationale, the Kyocera Group carries out total health promotion (THP) activities to conduct "health and productivity management." Kyocera aims to remain a lively and energetic group where all of its employees are delighted to work in a healthy way while achieving their maximum performance potential.

July 3, 2018
Kyocera Corporation
Hideo Tanimoto, President

Details of Key THP Initiatives

1. Dietary measures: Healthy menu options in the cafeteria, strengthening the sale of specific health foods and sugar-free products in the store and vending machines, awareness activities on proper nutrition, etc.
2. Exercise measures: Promotion of exercise through the use of individual portals.
3. Measures for passive smoking prevention and smoking cessation promotion: Implementation of no-smoking policy on the premises (completed in March 2022), awareness activities for smokers, promotion of smoking cessation clinics, etc.
4. Mental health measures: Enhancement of mental health education for supervisors.
5. Strengthening the health management system: Increase in industrial doctors, mental health specialists, health nurses, etc.
6. Others: Kyocera Group Health Promotion Month (every September).

Efforts for Society

Labor Safety Promotion System

To create a workplace environment where employees can work safely and with peace of mind, without accidents or disasters, we operate the Occupational Health and Safety Management System (ISO 45001) under the "Kyocera Group Environmental Safety Policy". The Kyocera Group is committed to reducing occupational health and safety risks and actively and continuously promoting occupational health and safety activities.

The Kyocera Group has also established a safety management system based on ISO 45001 Occupational Health and Safety Management guidelines to promote occupational safety and health.



Status of ISO 45001 certification acquisition

Integrated Certification	
KYOCERA Document Solutions Inc.	KYOCERA Document Solutions Inc. Tamaki Plant
KYOCERA Document Solutions Inc. Hirakata Plant	KYOCERA Document Solutions Japan Inc. (Osaka headquarters)
Individual Certification	
KYOCERA Document Solutions Australia	

Results for FY 2023 at the ISO 45001 Integrated Certification Sites and Production Sites outside of Japan

Item	Goal	Result
Number of occupational accidents at the sites in Japan	Less than 1	1
Number of business interruption accidents at the sites in Japan	0	1
Number of occupational accidents at the production-related sites outside of Japan	Less than 2	5
Number of occupational accidents at the affiliated companies outside of Japan	Less than 1	3
Number of fire and explosion accidents at all sites all over the world	0	0

In FY 2023, we established the occupational health and safety goals as mentioned above and have been working on occupational health and safety activities at the sites in Japan. In regards to these goals, there was one occupational accident (lower back pain) at the sites in Japan, and no fire and explosion accidents occurred, thus achieving the goals. However, production-related sites outside Japan had 5 occupational accidents and affiliated companies had 3 occupational accidents, resulting in the goals not being achieved. As a measure, in FY 2024, we provide support for the formulation of preventative measures against recurrence based on domestic risk assessment methodologies. In addition to the activities we have been promoting, we will strengthen and implement risk assessments for work involving handling machinery equipment. We will also focus on enhancing safety measures for high-risk forklift-related operations to reduce risks. Furthermore, we will continue to advance the preparation for the implementation of ISO 45001 at overseas production sites and strengthen initiatives to foster a safety culture.

Efforts for Society

Efforts towards Occupational Health and Safety throughout the Group

Up until now, we have conducted biannual environmental and safety 5S patrols by the overall environmental and safety managers at the workplaces and plants all over the world. Through identifying and rectifying safety and health issues, we have built vibrant and secure workplaces. However, due to the impact of the COVID-19 pandemic since FY 2021, we were unable to carry out the patrols. Instead, patrols were conducted by the environmental and safety managers at each workplace and plant. Additionally, we have implemented horizontal deployment within the group regarding any occupational accidents that occurred and are actively promoting initiatives to prevent such accidents from happening in the future.

Safety and Health Education and Prevention of Occupational Accidents

We provide education through video viewing and comprehension tests intending to learn the fundamentals of safety and health and preventing accidents and disasters through the improvement of each employee's safety awareness. The goal is to promote the cultivation of a culture that focuses on accident prevention and ensuring safety.

VR (Virtual Reality) Immersive Safety Education

Since FY 2020, we have started VR immersive safety education to provide the experience of "fear" hidden in work and enhance sensitivity and awareness towards dangers. There have been many occupational accidents among employees with limited work experience in the Kyocera Group, thus we have prioritized the participation of new employees and those with limited work experience.

Promotion of Safety and Health Measures based on Labor-Management Cooperation

We hold Safety and Health Committee meetings at least once a month for the purpose of smooth and reliable implementation of safety and health management activities at workplaces. During the meetings, the company and labor union cooperate on employee safety and health issues, discussing matters such as the prevention of hazards and health problems, occupational accident reporting and countermeasures, health checkups, safety and health education plans, and other issues.

Deployment of Kyocera Perfect 5S Promotion Activities

The 5S (Seiri: Sort / Seiton: Set in Order / Seiso: Shine / Seiketsu: Sanitize / Shitsuke: Sustain) is at the heart of our work. Aiming to implement 5S activities perfectly at every worksite, Kyocera Perfect 5S Promotion Activities are being introduced globally. Each worksite regularly evaluates the degree of 5S achievements using a company-wide standardized checklist and identifies areas for improvement. Then all members work together to make improvements in the areas identified. 5S training provides an understanding of the objectives and effects of 5S promotional activities. Employees who have completed this training serve as evaluators to ensure fair and impartial evaluation and objective judgment. Through these activities, we aim to create a working environment where every employee can work safely and with peace of mind and to raise each employee's awareness of and commitment to 5S.

Goals for FY 2024 at the ISO 45001 Integrated Certification Sites and Production Sites outside of Japan

Item	Goal
Work-related behavior-based occupational accidents	Sites in Japan : Less than 1 case, Business interruption accidents : 0 case Production sites outside of Japan : Less than 2 cases Affiliated companies outside Japan : Less than 1 case
Fire and explosion accidents	0 case

Efforts for Society

Social Contribution Activities

Donation of Christmas Presents to Children

The United States has been participating in the charitable program "Toys for Tots" since 2005, which involves donating toys as Christmas presents to underprivileged children. In 2022, we also donated toys provided by our employees.

In addition, Chile donated Christmas presents provided by employees to "Fundación Mi Casa," an organization that protects children who have experienced domestic violence. These presents will be given to the children through the nonprofit organization.



United States



Chile

Conducting Special Science Classes

Head Office has been participating in the special science classes conducted by the Osaka City Board of Education since FY 2009. The class consists of two sessions: in the first session, our employees serve as lecturers and give a presentation to the children about using static electricity for copying. In the second session, the children get a hands-on experience with a homemade device that allows them to make copies.



Year-end Mutual Aid Fundraising Activity

Our sites in Japan and Kyocera Document Solutions Japan conduct a year-end mutual aid fundraising campaign every December. This fundraising campaign is based on the desire to support those in need and show compassion towards others. Donations are made to local social welfare councils near each office, along with the heartfelt contributions from employees.

Furthermore, at the Vietnam Plant, an internal mutual aid fundraising campaign is organized among employees before the Vietnamese Lunar New Year. The funds collected, combined with contributions from the plant and labor union, are used to donate essential items to nearby orphanages, schools for the deaf, and schools for the blind.

Supporting the Sale of Bread and Cookies at a Sheltered Workshop

Head Office and the Hirakata Plant supports individuals with disabilities to work as productive members of society, enabling them to gain independence and work with fulfillment and camaraderie by producing and selling bread and cookies, and generating profits.

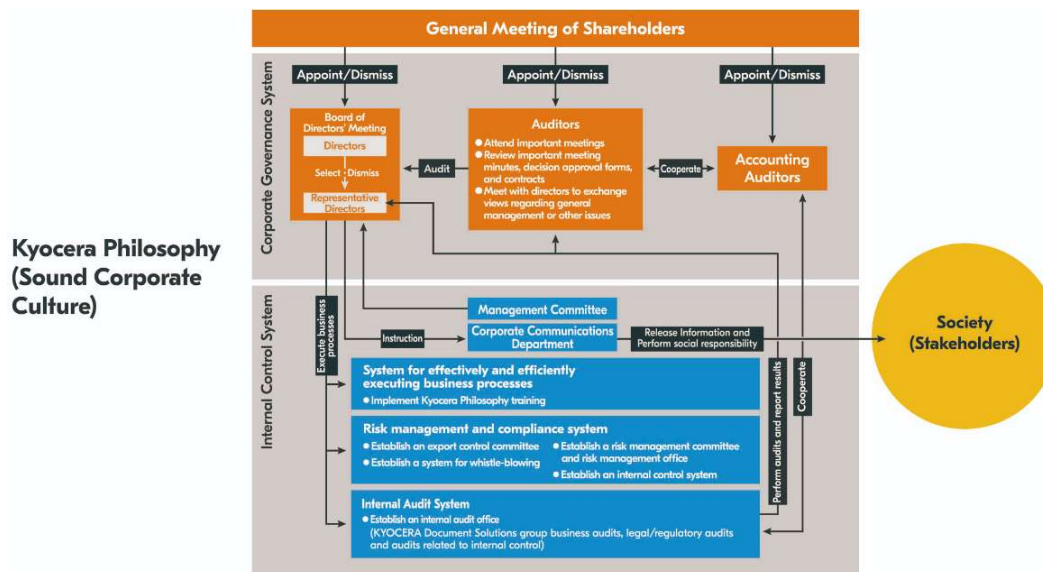


Hirakata Plant

Governance

Corporate Governance and Risk Management

As a member of the Kyocera Group, we have established the following system of corporate governance and internal controls to ensure that the execution of their duties by directors complies with all laws and regulations as well as its articles of incorporation, and to achieve sound, fair, and highly transparent corporate governance based on the Kyocera Philosophy and Management Rationale. And our corporate governance organization includes appointed Audit & Supervisory Board members. In addition to responding to requests for reports from Audit & Supervisory Board members, a director will immediately notify Audit & Supervisory Board members in the event that he or she has discovered any violation of laws, regulations, or the company's articles of incorporation, or any occurrence or the possibility of an occurrence that might cause significant damage to the corporate group. In order for Audit & Supervisory Board members to be able to conduct their audits effectively, directors will ask them to attend important meetings and inspect minutes, contracts, and other documents when requested.



Internal Control System

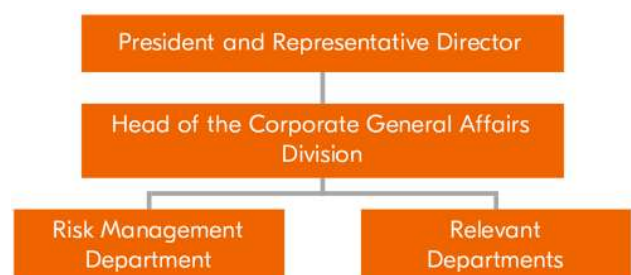
We have established a system of internal controls to ensure that the directors who execute our operations adequately adhere to our management rationale and master plan as they aim to achieve our management rationale.

Management Committee

Important matters are deliberated on by the Management Committee, which consists of directors and the heads of relevant departments, in order to ensure operations are performed appropriately.

Risk Management System

In order to respond to diversifying internal and external risks, we have established a risk management system in accordance with the "Kyocera Group Basic Policy" on Risk Management, and are working on risk prediction and prevention as well as the minimization of losses when risks arise. Working under the supervision of the president, who is the chief executive officer, the head of the Corporate General Affairs Division oversees risk management while the Risk Management Department and divisions responsible for various types of risks conduct risk management activities. In the event that a serious incident occurs or is likely to occur, the Risk Management Department and divisions responsible for various types of risks work together to quickly respond to the incident. Additionally, we have established internal rules, including management rules regarding important laws and regulations as well as a crisis management manual that stipulates measures to be taken in the event of an emergency, and have made these rules and regulations available to all employees.



Governance

Business Continuity Plan (BCP)

We are strengthening our business continuity initiatives along with ongoing disaster management activities to ensure that we can continue to supply products and services to customers in the event of an emergency. In Japan, we have strengthened our initial response system in the event of a major earthquake or disaster and have built a system to ensure a stable supply of products and services even when production is affected by power outages or damage to production facilities. We conduct annual BCP drills, covering everything from initial response to recovery, so that we can take appropriate action in the event of a large-scale earthquake.

Information Security

We have clear basic rules all employees must follow when handling information assets as well as a management system in place to ensure that information assets are used in a secure and efficient way.

Policy

Managing technical and personal information is one of the most important responsibilities a company can assume in fulfilling its social responsibilities. We have established Information Security Basic Policy and Personal Information Protection Basic Policy to ensure that the handling of information is strictly managed.

Organization

We maintain the Digital Information Security Committee chaired by the president and implement measures across the globe, including regular employee training, management of information devices taken out of the office, and the strengthening of e-mail security. On top of that, the internal audit department and the IT department conduct regular audits to bolster our information security system.

FY 2023 Initiatives and FY 2024 Plan

In FY 2023, we implemented measures to enhance cyber resilience, including establishing a system to prevent the escalation of damages and ensure early recovery in the event of security incidents. We also enhanced the analysis of security alerts to address evolving cyber threats. To protect PCs and servers from sophisticated malware intrusion and infection threats, we globally deployed next-generation security measures (EDR) for continuous threat detection and response. Additionally, to further improve employee security literacy, we increased the frequency of targeted attack email training and conducted information security education and confirmation tests.

In FY 2024, we will strengthen security measures based on the premise of "preventing incidents," such as the use of malware protection software and monitoring network communications, by implementing cyber hygiene practices (PC security hygiene management). As part of security measures based on the assumption of "unavoidable incidents," we will enhance global cyber resilience to minimize damages and ensure early recovery. Furthermore, we will continue to focus on information security education and training to maintain and improve employee security literacy.

Legal Compliance

As a member of the Kyocera Group, we adhere to the Kyocera Compliance Statement and Kyocera Employee's Action Guideline as our code of conduct. To ensure compliance with domestic and foreign laws and regulations, we designate a department to be in charge of relevant laws and regulations, inform employees immediately of the enactment or revision of laws and regulations, and conduct regular legal audits.

Keeping Up-to-date with Legal Information

The department in charge of laws and regulations reviews the provisions of new and revised laws and regulations in order to ensure thorough legal compliance, reflects them in the management rules of each department, and keeps everyone up-to-date.

Legal Audits

The internal audit department conducts regular compliance audits of each department in accordance with legal requirements to maintain and improve the compliance framework.

Governance

Security Export Control and Trade Control System

We have established a system that conforms to the "Foreign Exchange and Foreign Trade Act", the "Customs Act", and other laws and regulations in order to ensure compliance with laws and regulations related to import and export transactions. The "Kyocera Document Solutions Export Control Regulations" ensure secure export control as required by the "Foreign Exchange and Foreign Trade Act". We have acquired "Specified Exporter" and "Specified Importer" authorization from customs and carry out import and export processes based on control procedures associated with trade-related operations. We conduct internal audits on secure export control and trade control to ensure that the system is being properly maintained.

Personal Information Protection

Part of our social responsibility is to ensure the protection of personal information obtained from stakeholders through our business activities. We have established a basic privacy policy, which specifies how we use personal information and provides contact information for inquiries. We provide employees with training on the handling of personal information to ensure that it is appropriately managed. We also have a system for managing specific personal information (My Number).

Preventing Insider Trading

We have an insider trading monitoring system and ensure all employees are aware about preventing insider trading. We have also established rules to prevent insider trading, which requires the maintenance of an internal information management system and restricts the buying and selling of stocks. In order to raise employee awareness, a "Guide to Preventing Insider Trading" has been published and made available via the internal web portal.

Efforts to Exclude Antisocial Forces

The Kyocera Employee's Action Guideline, which serves as a code of conduct for employees in their daily work, clearly states that we will take a resolute stance against antisocial forces in accordance with the law, and ensure that this policy is strictly enforced. We also have a clause in our contracts with customers and suppliers to exclude antisocial forces.

Compliance Education

Every year we provide compliance education to new employees, while each department provides education on relevant laws and regulations.

Whistleblower System

We maintain an internal whistleblower system that allows employees to report any violation or potential violation of laws and internal regulations related to human rights, labor, safety and health, the environment, and fair trade as well as to ask questions or seek consultation. Upon receiving a report from an employee by phone or e-mail, our full-time Audit & Supervisory Board members and the head of the Corporate General Affairs Division will inform him or her of our approach to the protection of personal privacy, etc. and work with the relevant departments to conduct investigations and verification, take corrective measures, and prevent any recurrence.

Anti-bribery Initiatives

As a member of the Kyocera Group, we are working to eradicate corruption by prohibiting activities that deviate from general good business practices, including forms of bribery, such as those involving the giving or acceptance of excessive gifts or entertainment, in accordance with the "Kyocera Group Basic Policy on Anti-Corruption".

Internal Auditing

Kyocera's internal audit department conducts internal audits of our Group companies and evaluates their internal control frameworks and systems with an aim of improving their internal controls. Annual audits of internal controls are also conducted by external auditors.

KYOCERA Document Solutions Inc.

1-2-28 Tamatsukuri, chuo-ku, Osaka 540-8585, Japan

Inquiries: CSR Division, Corporate General Affairs Division,
KYOCERA Document Solutions Inc.

www.kyoceradocumentsolutions.com/company/csr



©2023 KYOCERA Document Solutions Inc.