

Sustainability Summary Report 2024

In the "Sustainability Summary Report 2024", we will report on various initiatives undertaken in FY 2024 to achieve a sustainable society.



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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.



Kazuo Inamori

Founder

Corporate Profile

Group Companies

99

Including Kyocera Document Solutions Inc. as of March 2024



Group Employees

21,631

As of March 2024



Consolidated Net Sales

JPY 452.2 billion

As of March 2024



Consolidated Profit before Income Tax

JPY 43.9 billion

As of March 2024



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, commercial and industrial printer, document solutions, application software and supplies

Basic Efforts

Kyocera Group Sustainability

The world is faced with many social issues, and we believe that it is essential for a company to link its business with solutions to social issues and to contribute to society if it wishes to achieve sustainable growth. The Kyocera Group implements business that solves social issues so that both we and society can continue to develop.

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

The Concept of Sustainability

As a member of Kyocera Group, the Kyocera Document Solutions' sustainability activities reflect our management philosophy and our mission to build businesses that respond to societal needs. We are committed to develop environment-friendly products, implement climate change countermeasures through long-term environmental targets, and respect human rights.

CSR Activity Policy

As a member of the 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)

The 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. The 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)

The 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

Our A4 Color Printer's Product Packaging Received "WORLDSTAR 2024"

Our A4 color printer's product packaging has been awarded the "Logistics Award" at the "2023 Japan Packaging Contest" organized by the Japan Packaging Technology Association, as well as the "WORLDSTAR 2024" at the WORLDSTAR GLOBAL PACKAGING AWARDS organized by the World Packaging Organization.

The Japan Packaging Contest is the largest competition in the Japanese packaging field, organized annually by the Japan Packaging Technology Association, with the aim of developing and promoting excellent packaging and its technologies. We have won this award for the 18th times, marking our fifth consecutive years of receiving it. Additionally, the WorldStar Contest is an internationally recognized competition where only product packaging that has won awards in national packaging contests can enter. The contest evaluates the environmental compatibility, cost-effectiveness, originality, and other aspects of packaging materials, and the "WORLDSTAR" award is given to particularly outstanding works. This recent award marks our 12th win overall and our second consecutive years of receiving it.

In our efforts to replace the plastic foam cushioning materials used in the packaging of multifunction devices and printers with paper cushioning materials, we focused on improving the repeat cushioning performance, which had been a weakness of paper cushioning materials (the ability to cushion against multiple impacts). Unlike foam cushioning materials, paper cushioning lacks resilience, causing its cushioning performance to degrade after multiple impacts. To address this, we incorporated support shapes within the cardboard cushioning materials and implemented shapes in the pulp molded materials that are less prone to collapse or bending, thereby enhancing the repeat cushioning performance. As a result, in tests conducted to evaluate repeat cushioning performance, we achieved a reduction in impact values of up to 61% by dropping the packaging five times consecutively on all four sides, successfully facilitating the adoption of paper packaging.



**WORLDSTAR
WINNER 2024**



Selected as "Leading Employer Germany" for Three Consecutive Years

The group company OPTIMAL SYSTEMS, which develops and sells ECM in Germany, has been selected as a "Leading Employer Germany" for third consecutive years. This recognition is based on an annual survey conducted by the © Institute of Research & Data Aggregation, which evaluates companies as employers across 160,000 businesses in Germany and awards outstanding companies the title of "Leading Employer." The evaluation is based on over 200 data sources covering various aspects, including the attractiveness of the company, employee satisfaction, recruitment activities, diversity, and well-being. Being named a "Leading Employer" means that the company ranks in the top 1% in these evaluation criteria, highlighting the excellent work environment at OPTIMAL SYSTEMS.

In light of this award, OPTIMAL SYSTEMS will continue to strive for improved employee satisfaction and the creation of a comfortable working environment.

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

"The award has come as a surprise and at the same time has given us confidence in our efforts. Our strengths lie in achieving work-life balance, a corporate culture that emphasizes teamwork symbolized by the OS spirit, and positive evaluations from management. We believe that these strengths stem from our commitment to listening to the voices of employees and prioritizing the Employee Journey*. Moving forward, we will focus on further strengthening aspects such as treatment, including benefits, and career development (providing growth opportunities)."

* A tool for specifically implementing the employee life cycle and analyzing employee experience.



Basic Efforts

Selected as "Great Place to Work" for three consecutive years

U.S. Headquarters has been selected as a "Great Place to Work" for three consecutive years. This recognition is awarded to companies that provide an excellent employee experience. Great Place to Work is based on survey results from employees regarding various themes such as job satisfaction, workplace environment, and corporate culture, with companies that achieve high scores in the survey being selected. In this instance, 76% of our employees responded that our company is a great workplace. This result exceeds the average for U.S. companies by 19%.

The Vietnam and the China Plants Have Obtained Certification through the RBA Audit

The Vietnam Plant achieved Gold Status in July 2023 through the RBA (Responsible Business Alliance) VAP audit, becoming the first in the group. Following that, the China Plant also obtained Silver Status in August 2023.

RBA is a corporate alliance aimed at supporting safe labor environments and workers' rights within the supply chain of the electronics industry. The code of conduct established by RBA sets standards to ensure that labor conditions are safe, workers are treated with respect and dignity, and the human rights, health, and safety of workers directly or indirectly involved in the business are protected. It also includes criteria to ensure that the manufacturing processes are responsible regarding environmental impact. Each plant continues to leverage the skills and know-how cultivated over the years to communicate with various stakeholders, participate in social contribution activities, and tackle social issues. We are committed to ensuring the safety of labor environments and protecting workers' rights, and both the Vietnam and the China Plants are working towards obtaining RBA certification. We plan to actively pursue Certification across the entire group in the future. By providing a workplace environment where people in Vietnam and China can utilize their capabilities, we aim to contribute to regional development and the realization of a sustainable society throughout the global supply chain.



Vietnam Plant



China Plant

The Global Headquarters, the Tamaki Plant, and the Hirakata Plant have received the Excellent Safe Driving Business Site Award

The Global Headquarters and the Tamaki Plant have received the Platinum Award, while the Hirakata Plant has received the Silver Award from the Automobile Safety Driving Center as Excellent Safe Driving Business Sites. This award is presented to those sites that have particularly implemented safe driving management practices among the establishments that applied for driving record certification.

At our company, we verify driving performance, including both personal and business use, through driving record certification when certifying company vehicle drivers. This award reflects the commitment to safe driving demonstrated by those seeking company vehicle driving qualifications as well as those commuting in private vehicles. Notably, the Global Headquarters and the Tamaki Plant, which received the Platinum Award, have been featured as a case study on the Automobile Safety Driving Center's website. This recognition enhances our trust and image not only within the company but also with our customers and partner companies.

We will continue our efforts toward safe driving and strive to contribute to building a safer society.



Global Headquarters



Tamaki Plant



Hirakata Plant

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 FY 2031 (compared to FY 2020 levels, SBT certified)
- GHG Emissions (Scope* 1,2,3) Reduction Target (1.5°C -level) Reduce by 46% by FY 2031 (compared to FY 2020 levels, SBT certified)
- Renewable energy adoption: Increase 20x by FY 2031 from FY 2014 levels
- Carbon neutral by FY 2051

* 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)

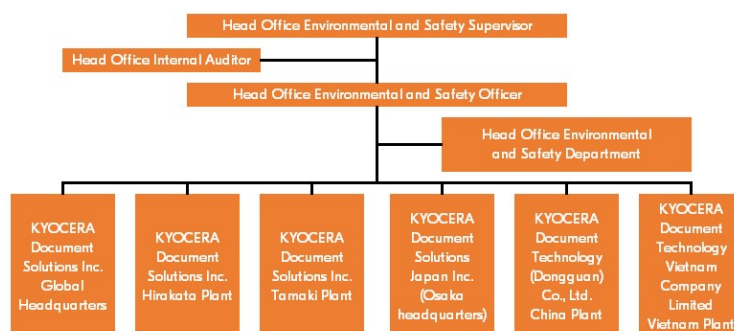
Efforts for Environment

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 Inc. Tamaki Plant	KYOCERA Document Solutions Japan Inc. (Osaka headquarters) 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 Canada	
Europe and Africa sales offices	KYOCERA Document Solutions Europe Management (Netherlands) KYOCERA Document Solutions United Kingdom KYOCERA Document Solutions Italia KYOCERA Document Solutions Belgium KYOCERA Document Solutions Portugal KYOCERA Document Solutions South Africa KYOCERA Document Solutions Finland	KYOCERA Document Solutions Deutschland KYOCERA Document Solutions France KYOCERA Document Solutions Nederland KYOCERA Document Solutions Espana KYOCERA Document Solutions Austria KYOCERA Document Solutions Nordic KYOCERA Document Solutions Danmark
Asia and Oceania sales offices	KYOCERA Document Solutions Asia Head Office (Hong Kong) KYOCERA Document Solutions Taiwan KYOCERA Document Solutions Singapore	KYOCERA Document Solutions Korea KYOCERA Document Solutions Thailand KYOCERA Document Solutions India
Headquarters supervision	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 mid-career 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 drills)
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, bulk loading, etc.)</p>
Employment and Job Change Education	<p>We provide employment and job change education to regular and mid-career 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>

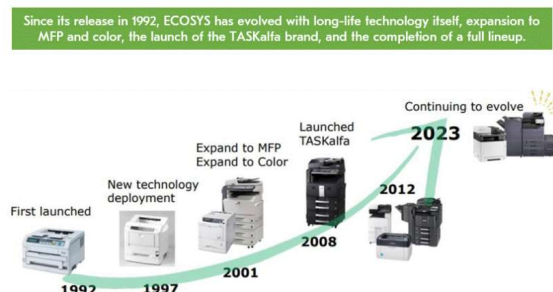
Efforts for Environment

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 quarter of a century, 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.

●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 "Reduce," "Reuse" and "Recycle" 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.

Environment-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." This checklist includes 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 Environment-Conscious Design Assessment>

- 1 Long-life design
- 2 Design to conserve resources and energy
- 3 3R design
- 4 Design for easy disassembling, separation and sorting
- 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 environment-conscious products. And, in addition to product design, we also focus on product packaging and distribution, continuously making environment-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 2024, the following products were certified or registered for environmental labels.

●Products Certified for Environmental Labels in FY 2024

Product Name		Environmental Label		
		 Eco Mark (Japan)	 EPEAT (America)	 Blue Angel (Deutschland)
MFPs	ECOSYS MA4500x	—	○	○
	ECOSYS MA4500fx	—	—	○
	ECOSYS MA4500ix	—	○	○
	ECOSYS MA5500ifx	—	○	○
	ECOSYS MA6000ifx	—	○	○
	ECOSYS MA3500cix	—	○	○
	ECOSYS MA3500cifx	○	○	○
	ECOSYS MA4000cix	—	○	○
	ECOSYS MA4000cifx	—	○	○
	TASKalfa MA3500ci	○	—	○
	TASKalfa MA4500ci	—	○	○
	TASKalfa 2510i+	○	—	—
	TASKalfa 2520i+	○	—	—
	TASKalfa 2460ci+	○	—	—
	TASKalfa 2470ci+	○	—	—
Printers	ECOSYS PA3500cx	○	○	○
	ECOSYS PA4000cx	—	○	○
	ECOSYS PA4500cx	○	—	○
	TASKalfa PA4500ci	—	—	○

- : 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 2024

	CO ₂ emissions in Scope 1, 2 [t-CO ₂]	Scope of coverage ^{*2}
Production site	19,026 ^{*1}	#1
Non-production site	21,587	#2
Total for the group	40,613	

^{*1} For the production sites outside Japan, the introduction of environmental value certificates has led to a reduction of 31,845 [t-CO₂].

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

Item	Goal for FY 2024	Scope of coverage ^{*2}	Achievement for FY 2024
Efforts towards climate change mitigation	Reduce CO ₂ emissions (Scope 1,2) to below 54,253 [t-CO ₂]	#1	18,782
Efforts towards water resource management	Implemented measures to reduce water usage: Achieved a 1% improvement in the unit consumption, resulting in a reduction of 7,892 [m ³].	#1	11,296
Efforts towards resource recycling and circular economy	Implemented measures to achieve a 1% improvement in the unit consumption, resulting in a reduction of 14,348 [kg]	#1	66,147
	Continue zero emissions (with a waste recycling rate of over 99.5%)	#4	Ongoing
	Implement measures to reduce plastic	#5	Implemented 8 cases

Environmental Goals for FY 2025 at the ISO 14001 Integrated Certification Sites

Item	Goal for FY 2025	Scope of coverage ^{*2}
Efforts towards climate change mitigation	Reduce CO ₂ emissions (Scope 1,2) at production sites to below 42,571 [t-CO ₂]	#1
	Reduce CO ₂ emissions (Scope 1,2) at non-production sites to below 2,537 [t-CO ₂]	#3
Efforts towards resource recycling and circular economy	To achieve a 50% reduction in industrial waste emissions, we are newly exploring valuable contractors.	#5
	Reduction of Plastic Waste Emissions Sites in Japan: 1% reduction compared to FY2024 Sites outside of Japan: Implement one or more new plastic reduction measures	#6
Efforts towards water resource management	Reduce water usage to below 86,012 [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 around the world

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

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

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

#6. All sites around the world

Efforts for Environment

Efforts for Energy Conservation at the Sites

Installation of Solar Panels

The Vietnam Plant installed a solar power system with a maximum generation capacity of 6 MWp in March 2024. This is expected to result in an annual reduction of 4,210 tons of CO₂, equivalent to planting 300,694 trees. Additionally, at U.S. Headquarters, a large-scale solar system has been installed on the rooftop of a building, which is anticipated to reduce CO₂ emissions by 960 tons annually. Furthermore, we expect to achieve a total reduction of 19,185 tons of CO₂ over the next 20 years, equivalent to planting 287,000 trees.

The Kyocera Group has set a goal to reduce CO₂ emissions by 46% by 2030 compared to 2019 levels and to achieve zero CO₂ emissions by 2050. As part of our efforts to achieve this goal, we have decided to invest in the installation of solar panels.



Vietnam Plant



U.S. Headquarters

Achieved 100% Renewable Energy Usage at the Vietnam and China Plants

By switching all the electricity used at the two locations, the Vietnam Plant and the China Plant, to power with environmental value certificates*, we have achieved 100% renewable energy usage throughout the year.

- *) Environmental value certificates adopted by our company
- I-REC Certificate (International Renewable Energy Certificate)
 - TIGR Certificate (Tradable Instruments for Global Renewables)



Environmental value certificates for Vietnam Plant
(left: I-REC, right: TIGR)



Environmental value certificates
for China Plant

Efforts for Environment

Environmental Communication

Conducting "Children's Eco Activities"

The Tamaki Plant has been participating in the "Children's Eco Activities" 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.



Shimotokita Elementary School



Tamaru Elementary School



Uda Elementary School

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 Procurement 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 Procurement 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 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 Sales Company 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 Sales Company 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.



Conducting Tree Planting

Philippines Software Development Company planted narra seedlings at the nursery of the Department of Agriculture in northern Cebu City.



Efforts for Society

Based on the awareness that a business enterprise is a member of society, we at the 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 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 that the Kyocera Philosophy permeates and is embodied by each employee, we believe it is essential to provide repeated opportunities to learn the Kyocera Philosophy. Therefore, we continue our philosophy education. In FY 2024, we transitioned from traditional cross-departmental group training to unique philosophy penetration activities tailored to the specific situations of each department, implementing distinct initiatives within each department.

Additionally, we promote the daily integration of the philosophy through the continued practice of reading the Philosophy Handbook in groups.

Furthermore, we regularly hold GM (General Manager) seminars based on the Kyocera Philosophy for the management executives of our overseas subsidiaries, aiming to achieve sound and profitable management.

As part of our cross-group initiatives, we send selected local executives to the Global Philosophy Seminars held annually in the Americas, Europe, Asia-Pacific, and China. This provides them with direct guidance from Kyocera's top management and facilitates mutual enlightenment with many employees from related companies within the group, thereby deepening their understanding of the Kyocera Philosophy.



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 Kyocera Group is engaged in corporate activities to create a sustainable society under the management rationale of "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 based on the Kyocera Philosophy*¹ which is the corporate philosophy that forms the basis of our management.

We also recognize that our corporate activities have various impacts on the global environment and the lives of people and we believe that it is the most important responsibility for a company to respect the human rights of everyone involved in the entire value chain.

Each employee will contribute to the progress and development of a society in which the human rights of all people are respected by acting based on the Kyocera Philosophy and using "what is right as a human being" as a criteria for judgment.

*¹ The Kyocera Philosophy is the management philosophy of the Kyocera Group based on the criteria of "What is right as a human being".

Position of this policy

The Kyocera Group Human Rights Policy (Hereinafter, this policy) is a code of conduct for employees based on the Kyocera Philosophy and realizing the Management Rationale. It was discussed and approved by the Board of Directors and signed by the President and Representative Director of Kyocera Corporation. The term "Kyocera Group" in this Policy refers to Kyocera Corporation and Kyocera Group companies, and the term "employees" includes all officers, full-time employee, fixed-term and short-time employees, contract employees, and temporary employees working for the Kyocera Group. "Business partners" includes material suppliers, staffing agencies, and on-site contractors.

We have also obtained expert advice from external experts in the preparation and revision of this policy.

Scope of this policy

This policy applies to all Kyocera Group employees. We also require all business partners, including suppliers, to understand and comply with this policy.

Basic approach to human rights

In accordance with the United Nations Guiding Principles on Business and Human Rights, the Kyocera Group will fulfill our responsibility to respect human rights by avoiding violations of human rights in our business activities and taking appropriate action to correct any adverse impact on human rights. We respect the human rights defined by the International Bill of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work *², and we respect children's rights based on the Children's Rights and Business Principles. We also respect international standards, including the "OECD Guidelines for Multinational Enterprises on Responsible Business Conduct", and are a signatory to the "10 Principles of the UN Global Compact".

We comply with applicable laws and regulations in the countries and regions where we conduct business. However, where national law and internationally recognized human rights principles differ, we follow higher standards and seek ways to

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maximize respect for internationally recognized human rights. We do not tolerate or be complicit in threats, intimidation or attacks against human rights defenders who strive to protect and promote human rights in a peaceful manner.

*2 Includes the following core labor standards: the elimination of all forms of forced or compulsory labor, the effective abolition of child labor, the elimination of discrimination in respect of employment and occupation, freedom of association and the effective recognition of the right to collective bargaining, and a safe and healthy working environment.

Human rights due diligence

The Kyocera Group undertakes human rights due diligence to identify, prevent and mitigate adverse human rights impacts in the value chain. Human rights due diligence actively involves internal and external input, including from affected right holders. We also respond appropriately through active dialogue when we determine that adverse human rights impacts are occurring or are likely to occur in the value chain.

Remedial action

If the Kyocera Group is found to be causing or contributing to adverse human rights impacts, we consider all possible means and work to provide for or corporate in remediation. In addition, if we find adverse human rights impacts that are linked to our business, we engage in dialogue with our business partners to work together toward redress.

If there are adverse human rights impacts on the Kyocera Group value chain, we work to resolve all, but if we are unable to address all at the same time and need to prioritize our efforts, we re-evaluate the impact on human rights and prioritize the most severe issues where delayed response would make the circumstance irremediable.

Access to remedy

The Kyocera Group has established and publicized a hotline where all stakeholders can report their human rights concerns without fear of disadvantage. We will promptly investigate reports received and work diligently with the parties concerned to resolve problems. We also strive for continuous improvement based on the experience gained from our efforts.

The Kyocera Group believes that these reports and feedback enhance the transparency of corporate activities and strengthen trust with stakeholders. Therefore, we do not prevent stakeholders seeking redress from using judicial or non-judicial grievance mechanisms, and we also cooperate positively with judicial or non-judicial grievance mechanisms. We do not require waivers of legal rights to file through other judicial or non-judicial grievance mechanisms as a condition of using grievance mechanisms, nor do we require confidentiality clauses for human rights concerns. In addition, the Kyocera Group does not condone retaliation against those who have sincerely expressed concern or cooperated in the investigation but protect them in accordance with the laws and regulations of each country.

Dissemination and education

The Kyocera Group we make efforts, so contents of this policy are reflected in internal policies and procedures and realize them. We will also work to promote understanding of this policy through human rights education for employees, and by establishing "guidelines" for our business partners to follow.

Monitoring and information disclosure

The Kyocera Group undertakes continuous human rights due diligence based on the understanding that internationally recognized human rights change with time and the social environment. We also monitor responses to remediation, mitigation, prevention and evaluate the effectiveness of efforts to respect human rights. The progress of these efforts will be disclosed in a timely and appropriate manner. When disclosing information, we make sure that affected rights holders are not in a position of disadvantaged.

Established: November 2, 2020

Revised: August 1, 2024

President and Representative Director, Kyocera Corporation
Hideo Tanimoto

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(Attachment) Promotion System

1. Human rights due diligence system

The Kyocera Group regards human rights risks as a corporate risk, and the results of conducting human rights due diligence are approved by the Risk Management Committee chaired by the President and Representative Director of Kyocera Corporation. The matters discussed by the Risk Management Committee, including human rights, are reported to and supervised by the Board of Directors. Human rights due diligence is carried out by the Corporate General Affairs Human Resources Group of Kyocera Corporation in cooperation with relevant departments, including supply chain management departments, incorporating both internal and external expert advice. The effectiveness of human rights due diligence is evaluated by incorporating opinions from affected rights holders through surveys and interviews. Measures to prevent or mitigate adverse human rights impacts, or to remedy them, are carried out by the relevant departments that will take responsibility, and their progress is monitored.

2. Remedial process

The Kyocera Group provides access to by establishing and publicizing multiple channels through which internal and external stakeholders can report human rights concerns without fear of disadvantage. In addition to the "Compliance Hotline," which is accepted by specialized organizations within the Kyocera Group, there is also a contact for external specialized organizations. All these services are available anonymously, and we take care to protect the privacy of the reporting party and ensure that the reporting party and the cooperating party are not treated unfavorably.

Kyocera Corporation's Corporate General Affairs Human Resources Group and other relevant departments will cooperate to investigate and consider corrective measures. In cases where corrective measures are deemed necessary, appropriate corrective measures will be taken through dialogue with the parties concerned and experts, and efforts will be made to prevent recurrence as lessons learned. Corrective measures are determined and executed by the relevant department in response to a reported incident, and the Senior General Manager of Corporate General Affairs Human Resources Group is responsible for the implementation of human rights corrective measures.

(Attachment) Kyocera Group Policy for Addressing Human Rights Issues (Salient Human Rights Issues)

The Kyocera Group evaluated the adverse impact on human rights (Hereinafter, "Human rights issues that have emerged") and the potential adverse impact on human rights (Hereinafter, "potential human rights challenges"), by rights holder ("employees (non-consolidated)," "employees (domestic groups)," "employees (overseas groups)," "suppliers," "temporary employees," "contractors," "local residents" and "consumers"), country and industry. with the cooperation of external organizations. We then identified the following 13 issues as "human rights issues (outstanding human rights issues) that the Kyocera Group should address" based on the severity of impact and likelihood of occurrence, which we analyzed by checking internal records, interviewing relevant departments and labor unions as affected right holders, and obtaining advice from external experts.

If the Kyocera Group is found to be causing or contributing to an adverse impact on human rights, we will promptly provide for or corporate in their remediation. If we identify potential adverse human rights impacts, we take measures to prevent and mitigate. To promote efforts to respect human rights in accordance with the United Nations Guiding Principles on Business and Human Rights, it is important to assess the impact of salient human rights issues and take appropriate measures, including preventive measures. In particular, we will conduct surveys on the impact of human rights on each rights holder in each value chain, particularly in high-risk areas where there is concern that the impact could be severe if it were to surface. Workers include employees of business partners (Material suppliers, staffing agencies, premises contractors, etc.) in addition to employees of the Kyocera Group.

Regarding the 13 salient human rights issues identified, we have established response policies to minimize adverse impacts. We also ask all business partners, including suppliers involved in Kyocera Group products and services, to understand and comply with this policy. We will respond appropriately to transactions with business partners who do not agree with this policy, considering the "severity of human rights violations" and the "adverse impact on human rights by reconsidering our business relationships."

Periodically conducting human rights due diligence and review of the human rights issues to be addressed and the response policy will be conducted.

13 Policies for responding to issues

1. Forced labor

- Provide workers with employment contracts in a language they can understand so they can correctly understand the contents of their employment contracts.

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- Prohibit charging workers for hiring fees or other fees. If such fees are found to have been paid by the worker, such fees shall be refunded to the worker.
- The Company will not retain the original passports, government-issued identification materials, or other valuables of its employees.
- All work is voluntary and, if notice is given as contracted, the worker may take time off work or terminate the employment relationship without fines or penalty.

2. Child labor and youth labor

- Do not allow children^{*1} to work at any stage of production.

^{*1} Child: A person who is less than the higher of either the age of 15, or the age of completion of compulsory education, or the national minimum age for employment.

- Do not allow workers under 18 years of age (young workers) to engage in physically demanding work such as dangerous work ^{*2} including working at nighttime and overtime work.

^{*2} Examples of dangerous work: working at heights, working with heavy materials and hazardous materials, etc

3. Occupational safety and health

- Confirm workers have not suffered any death or serious illness/injury related to work.
- Conduct risk assessments for occupational safety and occupational health (including health).
- Provide workers with appropriate protective equipment.

4. Right to social security

- Encourage all eligible workers to purchase social insurance as required by law.

5. Fair wages

- Pay workers the wages (living wage) they need to maintain an appropriate standard of living.
- Wages are paid regularly and on time to workers in full.
- For overtime work, workers are paid appropriate extra wages that are equal to or above the legal minimum.
- Do not allow workers to bear the cost of purchasing work-related goods.

6. Fair working hours

- Working hours do not exceed the limits prescribed by local law.
- Weekly working hours do not exceed 60 hours, including overtime, except in emergency or unusual situations.
- Give at least one day off every seven days.
- All overtime work is done with consent.

7. Workplace discrimination

- "Race, color, age, sex, ethnicity, religion, political affiliation, marital status, pregnancy, sexual orientation, gender identity and expression, military service experience, protected genetic information, medical history and disability, information on affiliation, results of pregnancy and virginity tests" are not included in the standards and requirements at the time of hiring and after hiring, such as determining salary, training, promotion, dismissal etc.

8. Freedom of association and right to collective bargaining

- Respect the right to freedom of association and collective bargaining at the will of workers in accordance with local law. Establish legitimate alternatives and seek ways in which workers' rights are respected, even in situations and places where the right to freedom of association and collective bargaining are legally restricted.

9. Rights of foreign workers

- Employment contracts are given to foreign workers before they leave home country.
- Important documents^{*3} provided to foreign workers are provided in a understandable language.

^{*3} Important documents: recruitment guidelines, employment contracts, pay slips, work rules and regulations, safety and health manuals, internal and external consultation services, etc.

10. Social discrimination and invasion of privacy

- Do not contribute or be in violation of the privacy rights through the use of AI and IoT.

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11. Harassment

- Conduct fact-checking investigations into harassment consultations and take appropriate measures, including measures to accommodate victims and punishment of perpetrators, as necessary.

12. Impact on local communities (environment and society)

- The local community will not be adversely affected by noise, odor, vibration, etc. at the factory.
- Pollution on the environment including rivers, groundwater, soil, that may be caused by business operations such as runoff of chemical substances will not adversely affect local communities.

13. Product safety

- It does not adversely affect users of any product due to defects in product design or errors in usage.

Human Rights Management System

The Kyocera Group holds regular Risk Management Committee meetings to determine risk management policies, corporate risks, and risk owners, while also reviewing the progress of response measures. Risks related to human rights are considered on the level of corporate risks and deliberated upon at meetings of the Risk Management Committee.

Initiatives Related to Human Rights and Labor

We have designated May as "Morality Month" to improve human rights and labor awareness among employees. Workplace compliance information is announced at morning meetings. The Kyocera Code of Conduct, which covers our stance on initiatives in human rights, legal compliance, environmental and social contribution, and workplace attitudes, is made available to all employees via the company intranet, and employees are made aware of its contents. Also, human resource divisions undertake independent checks for legal violations such as discrimination, appropriate payment, and working hour management according to labor-related laws and regulations, in-house rules, and labor agreements with unions. Auditing divisions also carry out audits regularly to ensure thorough legal compliance. Details specific to each area of work are compiled in the Labor-related Code of Conduct.

Kyocera Document Solutions Inc. Labor-related Code of Conduct

1. Purpose

Since shortly after its founding, 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 management philosophy that guides the Kyocera Group. By practicing the Kyocera Philosophy daily, we will contribute to the sound development of society and build mutual trust with stakeholders while continuously developing the Kyocera Group.

Therefore, we have established the Kyocera Document Solutions Group CSR Guidelines, our standards of corporate conduct, and will act towards creating a sustainable society. More specific details for each area of work are compiled in the Labor-related Code of Conduct.

2. Scope

This code of conduct applies to Kyocera Document Solutions Inc., Kyocera Document Solutions Japan Inc. (hereinafter included in Kyocera Document Solutions Inc.), as well as all executive officers and employees.

3. Labor-related Code of Conduct

Kyocera Document Solutions Inc. shall uphold the human rights of all workers and engage with all workers in a manner that can be considered respectful and indicative of good faith by international societies. This applies to all workers, including temporary employees, migrant workers, students, contracted employees, directly hired employees and all other working capacities.

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Labor standards are as follows.

(1) Free Selection of Jobs

There shall be no use of forced or compulsory labor (including debt bondage), labor in detention, involuntary or exploitative prison labor or labor obtained through slavery or human trafficking. This includes transportation, concealment, employment, transferral or acceptance of persons through threats, coercion, force, abduction or trickery for the purpose of receiving labor or services. Entry to and exit from facilities provided by the company shall not be restricted in an unreasonable manner, nor shall unreasonable restrictions be placed on workers' freedom of movement in company facilities. In the event that a worker will leave their country of origin to work for Kyocera Document Solutions Inc., a written employment contract describing the conditions of employment must be provided in the worker's native language prior to the worker's departure from their country of origin as part of the employment process. The employment contract must comply with applicable local laws and must not be substituted or changed on the worker's arrival in the country where they will work, unless the new contract contains equivalent or better conditions. All work shall be done on workers' own volition, and workers must be free to leave the workplace or terminate their employment at any time. Employers and agents must not keep any identification or immigration documents belonging to workers, including government-issued identification, passports or work permits (except those that they are legally required to keep), and must not destroy, conceal or confiscate these or prevent workers from using them. Workers shall not be required to pay an employment commission to their employer or agent or any other fees related to their employment. If it is discovered that any workers have paid fees of this nature, the money shall be returned.

(2) Labor by Minors

Child labor shall not be used in any stage of production. For the purposes of this code of conduct, "child" refers to persons under the highest of age 15, the age of completion of compulsory education or the minimum working age in the country in question. Reasonable work-study programs are supported as long as they comply with all laws and regulations. Workers under the age of 18 (minors) shall not be permitted to engage in work that may be hazardous to their health or safety, including night work or overtime. Kyocera Document Solutions Inc. shall ensure that student workers are suitably managed according to applicable laws and regulations through suitable record-keeping about student workers, strict due diligence regarding the partners providing education, and protection of student workers' rights. Kyocera Document Solutions Inc. shall provide suitable support and training to all student workers. If no applicable local laws exist, remuneration for student workers, interns and apprentices must be no lower than that paid to other entry-level workers performing the same or similar work. There shall be no use of forced or compulsory labor (including debt bondage), labor in detention, involuntary or exploitative prison labor or labor obtained through slavery or human trafficking.

(3) Working Hours

Many studies on business practices have shown a clear link between overworking and a decrease in workers' productivity, increase in turnover and increase in injury and illness. Working hours must not exceed the limits set in local laws. Workers must not work more than 60 hours per week, including overtime, except in emergencies or other unusual situations. Workers must be given at least one day off every seven days.

(4) Remuneration and Benefits

Remuneration paid to workers must comply with all applicable laws on remuneration, including those concerning minimum wage, overtime and legally required benefits. Overtime must be compensated at a higher hourly rate than the usual rate, in accordance with applicable local laws. Remuneration must not be deducted as a disciplinary measure. Workers must be given a comprehensible pay slip for each pay period. This must be provided in a timely manner and contain sufficient information for the worker to confirm that they have been paid correctly for the work they performed. Kyocera Document Solutions Inc. shall comply with the limitations in local laws regarding the use of temporary, dispatched or externally contracted workers.

(5) Humane Treatment

Workers shall not be subjected to sexual harassment, sexual abuse, physical punishment, emotional or physical suppression, verbal abuse or other mistreatment. Workers must not be subjected to any treatment that is inhumane or could be considered as such. Disciplinary measures and procedures to handle such treatment must be defined and communicated to workers.

(6) Elimination of Discrimination

Kyocera Document Solutions Inc. must take all possible measures to ensure that its workplaces are free of harassment and illegal discrimination. Kyocera Document Solutions Inc. must not discriminate based on race, skin color, age, sex, sexual orientation, gender identity/gender expression, ethnicity/nationality, disability, pregnancy, religion, political affiliation, union membership, presence or absence of military experience, genetic information or marital history in the application of any

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employment conditions including remuneration, promotions, bonuses or training. Provisions shall be made within a reasonable scope for workers to practice their religions. Requests from workers for religious accommodations shall be handled by the General Affairs and Labor Division, who shall consider how to handle the request and then provide the necessary accommodations. Workers and prospective workers must not be subjected to medical or physical examinations that may be used for discriminatory purposes.

(7) Freedom of Association

Kyocera Document Solutions Inc. shall respect the right of all workers to join a union for the purposes of collective bargaining and peacefully assembling, based on local laws. Workers and/or a representative shall be able to directly communicate their opinions and concerns about working conditions and management practices to management without fear of discrimination, reprisal, threats or harassment.

Human Rights Due Diligence Process

The Kyocera Group is working to establish an effective company-wide structure for human rights due diligence by FY 2026. Efforts to ensure human rights are also a part of our workplace enhancement initiative.

Survey on Prominent Human Rights Issues

The Kyocera Group made a declaration on "Conducting Human Rights Due Diligence" in the Kyocera Group Human Rights Policy. In order to comply with this Human Rights Policy, we construct and implement human rights due diligence frameworks using the UN "Guiding Principles on Business and Human Rights." In 2022, the Company established a working group for promoting human rights due diligence alongside third-party bodies specializing in sustainability to conduct assessments to identify ways in which human rights are adversely affected.

1. Areas covered by the survey

Areas in which the Kyocera Group and Kyocera Group suppliers are located

2. Scope of the survey

The value chains and rights holders within the Kyocera Group are defined as follows. Potential human rights issues are investigated within each category.

[Value chains]

"Resource mining," "raw materials procurement and transport," "R&D and manufacturing," "construction, product use, and services," "product disposal"

[Rights holders]

"Employees (non-consolidated)," "employees (domestic Group companies)," "employees (overseas Group companies)," "suppliers," "temporary employees," "contractors," "local residents," "consumers"

3. Steps to identifying human rights issues

[Step 1] Survey country risks

Assess the degree of human rights risks in the country being surveyed by searching for literature and articles on (1) the state of human rights violations (severity), (2) the state of law enforcement guarantees (potential to occur), (3) the state of the ratification of treaties and local laws pertaining to human rights (potential to occur), and (4) frequency and trends in human rights violations (potential to occur).

[Step 2] Survey industry risks

Identify industries that Kyocera Group companies (production and non-production) belong to, and identify human rights issues that are likely to occur for each respective industry type considering the frequency and trends in which said issues occur for each industry.

[Step 3] Survey human rights issues in the Kyocera Group

The investigation was conducted to examine the existence and management status of human rights issues within the Kyocera Group through the verification of internal records by external specialized agencies, interviews with relevant departments, and a search for articles related to human rights concerning the Kyocera Group over the past 20 years.

Efforts for Society

[Step 4] Prioritizing human rights issues

Add the human rights issues identified in steps 1 to 3 to a list of human rights issues and score them by their severity and potential to occur based on the results of interviews performed in step 3. Based on the list of human rights issues scored, deliberate within the working group regarding any human rights issues and issues that need to be added or excluded (human rights issues that are already being managed) to identify the human rights issues facing the Kyocera Group. Note that this step shall be repeated three times.

4. Results of implementation

Based on the results of the survey, we identified 15 countries and regions as high-risk areas and 13 items as prominent human rights issues.

Human Rights Mitigation & Remediation

Measures Addressing Human Rights Issues

Steps are taken to identify whether any of the prominent human rights issues identified are occurring in accordance with the UN "Guiding Principles on Business and Human Rights." If the issues do become readily apparent, prompt relief and corrective action are taken. Furthermore, additional steps are taken to alleviate and prevent latent human rights issues. To achieve this, we will need to identify issues that have surfaced and prevent potential human rights issues from occurring by first assessing the prominent human rights issues identified and confirming the state of human rights issues. In particular, we plan to verify the state of affairs concerning each rights holder within each value chain, focusing on regions at high risk of human rights issues worsening should they manifest.

Prohibition of Forced Labor

The Kyocera Group prohibits all forms of forced labor, including slavery and human trafficking, as well as child labor, as stated in the "Kyocera Group Human Rights Policy."

Harassment, Discrimination, and other Human Rights Violations Prevention Measures

We designate May as "Moral Month" each year to share compliance matters that should be observed throughout the organization. Additionally, we conduct harassment prevention training for all employees and strive to create a workplace environment free from harassment and discrimination. In case of any human rights violations, such as harassment or discrimination, we have established an employee consultation desk that can be used anonymously. Furthermore, starting from the FY 2022, we have set up a third-party consultation desk as part of the Kyocera Group, ensuring that appropriate measures are taken with due consideration for privacy.

Freedom of Association

At our company, great emphasis is put on building relationships based on trust and heart-to-heart bonds among employees. Labor-management relations at our company go beyond the generally accepted idea of harmony between management and labor. At our company, the basis of the relationship is "coaxial labor and management," where perspectives are shared on the same level. We carry out sports meets, summer festivals and many other kinds of events that stimulate and sustain such relations through unity. In Europe, the U.S.A., China and other countries, we continue to maintain appropriate labor relations via thorough labor-management consultation in accordance with labor laws of individual countries. Labor and management on the same axis is the key for successful labor relations. Maintaining this stance will help to resolve problems in the workplace and keep the company on the path of sustainable development.

Efforts for Society

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" >

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

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

●Goal 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).
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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. 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 2020	FY 2021	FY 2022	FY 2023	FY 2024
Childcare Leave (Persons)	38	36	41	28	27
Childcare Reduced Working Hours (Persons)	81	76	66	71	68

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 2024, a total of 111 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 designated health foods and sugar-free products in the store and vending machines, awareness activities on proper nutrition, etc.
2. Exercise measures: Awareness activities to develop exercise habits, etc.
3. Measures for passive smoking prevention and smoking cessation promotion: Completion of smoking ban on the premises (completed in March 2021), implementation of No Smoking DAY/WEEK, awareness activities for smokers, promotion of smoking cessation clinics, and consultation subsidies for smoking cessation clinics (shared by the company and health insurance union), 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

Occupational Safety Promotion System

The Kyocera Group is committed to creating a safe and secure work environment for our employees through the Kyocera Group Environmental Safety Policy, based on our Management Rationale.

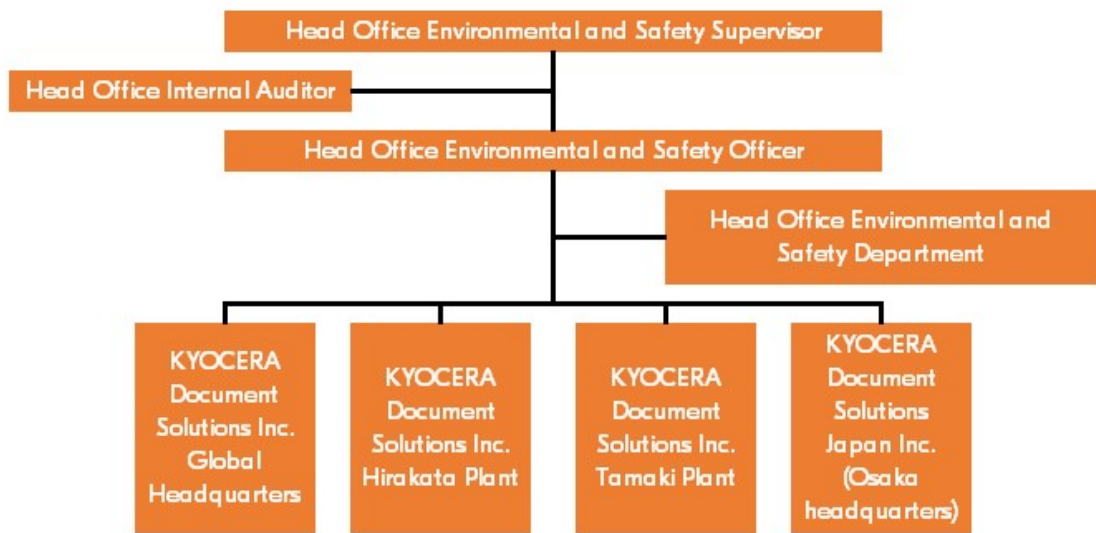
The number of occupational accidents peaked in FY2011 and has been on a downward trend since then, but is expected to increase after FY2021.

Work-related accidents generally result from deficiencies in awareness of safety procedures (training) among inexperienced employees and insufficient risk awareness for specific tasks.

In response, a system for implementing risk assessments has been created; efforts have been made to improve risk identification and countermeasures further; a revamping of the training system for inexperienced employees is under consideration; and, a new type of hazard awareness training has been introduced.

In the medium to long term, we aim to foster operational excellence through safety-focused workplaces. Employees can educate each other through safety management activities in which all employees participate.

Safety Management System of Kyocera Document Solutions



Status of ISO 45001 Certification Acquisition

Integrated Certification	
KYOCERA Document Solutions Inc. Global Headquarters	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	

Goals

At Kyocera Document Solutions, we are engaged in initiatives based on the "Kyocera Group Environmental Safety Targets."

●Lost time accident rate among Kyocera Document Solutions Group

Achievements in FY2024	Lost time accident rate in Japan: 0.35 Lost time accident rate at the production sites outside of Japan: 0.02 Number of fire incidents: 0
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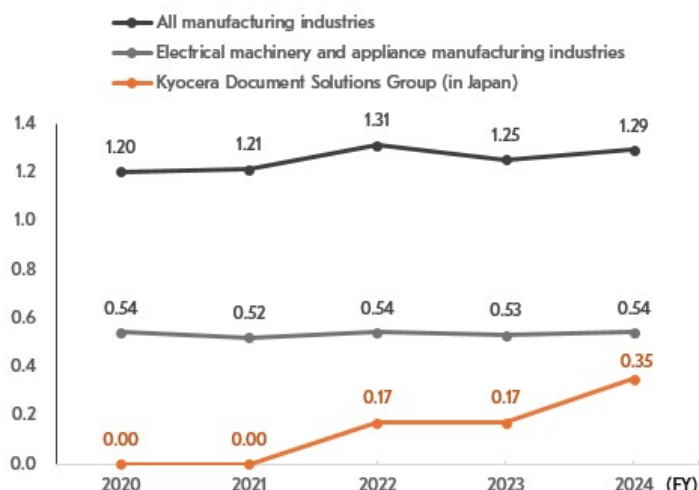
Efforts for Society

Trends in the Accident Rate of the Kyocera Document Solutions Group (in Japan)

In FY 2024, the lost time accident rate for the Kyocera Document Solutions Group (in Japan) was 0.35, which is below the average for all manufacturing industries and the electrical machinery manufacturing industry. Additionally, there were zero fire incidents (with a target of zero incidents). Furthermore, for accidents that occurred in various countries, we conduct cause investigations and implement safety measures, such as eliminating hazards.

We will continue to promote initiatives aimed at reducing occupational accidents and strive to create a safe and secure working environment.

●Lost Time Accident Rate of the Kyocera Document Solutions Group



* The lost time accident rates of all manufacturing industries and electrical machinery and appliance manufacturing industries are based on data from the Ministry of Health, Labour and Welfare.

* Lost time accident rate: Number of afflicted persons / 1 million hours (The number of days of missed work is as per the standards of the Ministry of Health, Labour and Welfare.)

* The Ministry of Health, Labour and Welfare figures utilize fiscal year data. (Lost time of one day or more)

* Kyocera Document Solutions Inc. and Kyocera Document Solutions Group (in Japan) lost time accident rates utilize fiscal year data. (Lost time of one day or more)

* Temporary and part-time employees are excluded

Examples of Major Initiatives

Implementation of Risk assessment

In order to prevent accidents, in Japan, we appoint risk assessment trainers and risk assessors at each business site and continue to develop risk assessment measures. Risk assessment trainers and risk assessors receive practical training and lectures regarding the necessary base knowledge and skills. They then perform risk assessments to gain an understanding of hazards through the appropriate identification and evaluation of risks before implementing countermeasures.

This serves to prevent accidents before they occur.

In addition to the previous year's efforts, special patrols were conducted within the group to identify major risks and evaluate the effectiveness of control measures, and to thoroughly address and improve activities to address major risks. We will continue to make improvements by establishing more effective risk identification methods and improving the capabilities of our risk assessment trainers and risk assessors to prevent accidents.



- Prevent risks from remaining unidentified in each department
- Manage changes and identify risks
- Adjust risk levels at the various workplaces within a department
- Review risk management policies and direct and manage their implementation

Prevention of workplace accidents and disasters

Work-based risk assessments

Risk assessments based on on-site interviews and work checks by risk assessors, managers and employees

Efforts for Society

Hazard Awareness Training Using Virtual Reality (VR)

We run hazard awareness training that utilizes VR. Inexperienced employees are given a virtual experience of the dangers inherent in their work. This boosts their hazard awareness and makes them more safety-conscious in their actions. Through this training, we continue improving content and endeavoring to prevent industrial injury and fatalities.



Content of VR Hazard Awareness Training
(Left) Conveyor Equipment Pinch Accident
(Center) Belt Conveyor Pinch Accident
(Right) Stairway Fall Accident



Overview of VR Hazard Experience Training

Implementation of emergency measures and training

We have established response regulations for large-scale earthquakes and fire incidents, and we conduct regular comprehensive fire prevention and disaster evacuation drills, which include ensuring the safety of visitors and employees. In addition, we also regularly conduct fire extinguisher training, evacuation drills using emergency stair evacuation chairs, and first aid training.



Comprehensive fire prevention and disaster drills



Fire extinguisher training



Evacuation drills using emergency stair evacuation chairs



First aid training

Efforts for Society

Social Contribution Activities

Donation of Christmas Presents to Children

U.S. Sales Company has been participating in the charitable program "Toys for Tots" since 2005, which involves donating toys as Christmas presents to underprivileged children. In 2023, we also donated toys provided by our employees. In addition, in the Netherlands, we collected toys and clothing from employees and donated them to "Terre des hommes," a charity organization that works to protect children from poverty, violence, and exploitation.

Conducting Special Science Classes

The Global Headquarters 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.



Supporting the Sale of Bread and Cookies at a Sheltered Workshop

The Global Headquarters 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.



The Global Headquarters



Hirakata Plant

Year-end Mutual Aid Fundraising Activity

Our sites in Japan conduct a year-end mutual aid fundraising activity every December. This fundraising activity 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 activity 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.

Governance

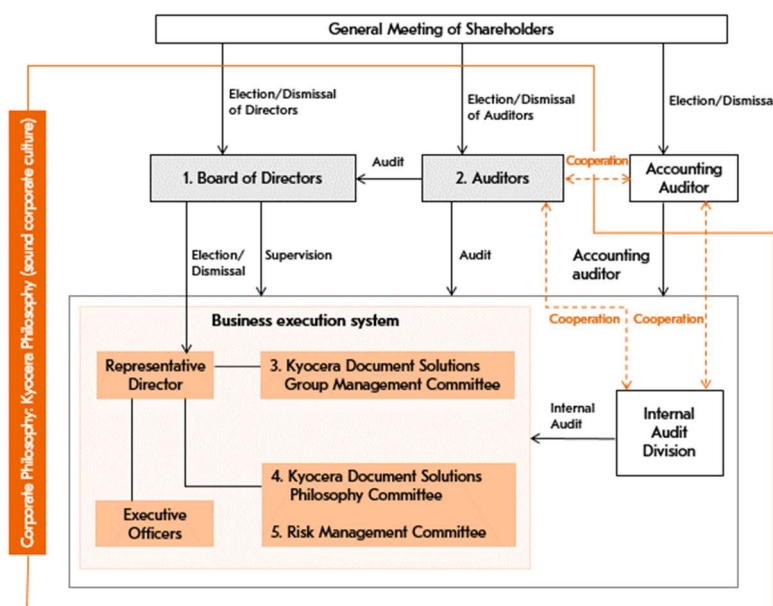
Corporate Governance

Basic Views on Corporate Governance

The Kyocera Group has made "Respect the Divine and Love People" its corporate motto and "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." as its management rationale.

The Kyocera Group always strives to maintain equity and fairness and faces all situations with courage and conscience and will realize its management rationale by achieving sustainable growth and raising medium- to long-term corporate value. In doing so, the Kyocera Group shall build systems to undertake fair and efficient corporate management while maintaining the soundness and transparency of management upon taking into consideration the standpoints of all stakeholders.

Additionally, the Kyocera Group shall permeate the "Kyocera Philosophy," a corporate philosophy that is the basis of the management policy of the Kyocera Group, in all Executives and employees in the Kyocera Group, and foster a sound corporate culture. The Kyocera Document Solutions Group shall establish proper corporate governance by building the above-mentioned systems and implementing the "Kyocera Philosophy." Furthermore, the Kyocera Document solutions Group will constantly seek the ideal system for corporate governance and will always evolve and develop its existing corporate governance system.



1. Board of Directors

The Board of Directors of our company are the governing body who are responsible for overseeing the decision-making and execution of important matters throughout the Kyocera Document Solutions Group, ensuring compliance with laws and the Articles of Incorporation. Directors, who possess excellent "character," "ability," and "insight" in understanding the Kyocera Document Solutions Group and contributing to its management, are proposed to the shareholders' meeting for approval.

2. Auditors

As a corporate governance organization, the Board of Directors establishes the auditors, which are responsible for auditing the execution of the directors' duties.

The auditors have a system in place to conduct audits across various aspects of corporate activities from diverse perspectives as part of the Kyocera Group, while accurately grasping internal information.

Each director responds to requests for reports from the auditors and immediately reports to the auditors if they discover any facts or potential violations of laws, articles of incorporation, or significant damage to our group. They also fulfill requests from the auditors, such as attending important meetings and providing access to minutes and contracts, to ensure effective progress of the audits.

3. Kyocera Document Solutions Group Management Committee

We have established the Kyocera Document Solutions Group Management Committee, which consists of the President and Representative Director, directors (including those in charge of Kyocera Document Solutions and Kyocera Solutions), executive officers nominated by the chairman, and department heads. This committee meets regularly on a monthly basis. The committee conducts deliberations on important matters related to the overall business execution of the Kyocera Document Solutions Group, ensuring the appropriateness of operations and maintaining the efficiency of management.

4. Kyocera Document Solutions Philosophy Committee

To promote and disseminate the corporate philosophy of "Kyocera Philosophy," which is based on a universal criterion of "What is right as human beings", we have established the Kyocera Document Solutions Philosophy Committee. This committee is responsible for formulating the philosophy education policy for the entire Kyocera Document Solutions Group and deliberating and deciding on measures to enhance understanding and practice of the philosophy.

5. Risk Management Committee

We have established the Risk Management Committee as part of the risk management framework of the Kyocera Document Solutions Group. This committee is responsible for making decisions on various policies related to risk management within the Kyocera Document Solutions Group and identifying corporate risks that the group should address collectively.

Risk Management and Compliance

The Kyocera Group's business environment involves volatility, uncertainty, complexity, and ambiguity, driving the need to review our supply chain to shore up economic security amidst the decoupling of the world's economies. Kyocera Document Solutions will strive to reinforce our management foundation and achieve sustainable growth by pursuing risk management, compliance, and BCP activities essential for survival in these uncertain times.

Risk Management Promotion

The Kyocera Group is making group-wide efforts to reinforce its risk management system to cope with global risks which are becoming more complex. The Kyocera Group faces various risks that may affect the credibility or business sustainability of the Kyocera Group, such as changes in the market environment, the occurrence of natural disasters, incidents and accidents, the impact of climate change, information security, stoppages and deficiencies in labor conditions in the supply chain, and violations of human rights. To cope with these issues, the Kyocera Group endeavors to reduce and mitigate risks while implementing countermeasures through the Business Continuity Plan (BCP) and acting on the Basic Policy on Risk Management put in place for this purpose.

Kyocera Group Basic Policy on Risk Management

- 1. In accordance with the assurance of compliance and the spirit of the Kyocera Philosophy, the group will consider what is the right conduct as a human being and act based on the value standards.
- 2. In accordance with the spirit of the Kyocera Philosophy, the group will accept "the highest priority is to ensure safety of bodies and lives of people," deal with crisis, and for convergence of crisis, cooperate among employees as a unit to minimize loss, recover the damage, and make efforts to prevent reoccurrences, thereby attempting to remove or mitigate impediments to the interests of each stakeholder (the interested party), including customers, business partners, shareholders/investors, and the community.
- 3. The Kyocera Group will attempt to continuously develop its business through implementing risk management.
- 4. The group will act with its social mission to stably supply products and services helpful to the progress and development of society.

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. We have established a Risk Management Committee, with the president serving as the chairman, as part of our risk management framework. This committee is responsible for determining the risk management policies and identifying corporate risks that the group should address collectively.



Governance

Compliance Initiatives

The Kyocera Group has established a "Kyocera Compliance Statement" to clarify its stance towards compliance activities on a global level, which was announced both within the Company, and to external stakeholders. This Kyocera Compliance Statement has been issued across the Group, and is used to ingrain a deeper awareness of compliance issues. In addition, as the Company's business activities expand outside of Japan, we must comply with personal information protection restrictions imposed by each country. After the General Data Protection Regulation (GDPR) took effect in Europe, we have seen a push to introduce strict laws concerning the handling of personal data in countries around the world, including new restrictions on the transfer of personal data and other information outside a country or region. We will continue to cooperate with all divisions and Group companies to study and implement measures for the handling of personal information to address concerns regarding to global digital marketing. Further, in a step toward addressing the recent tightening of anti-corruption laws and regulations, of which many international companies have run astray, we have published the Kyocera Group Basic Policy on Anti-Corruption as our guide for global business activities. This compliance system is defined in the anti-corruption regulations of Kyocera Corporation. Additionally, Group companies are implementing internal regulations and training employees on anti-corruption rules and procedures.

Kyocera Compliance Statement

The Kyocera Group applies the spirit of its Corporate Motto "Respect the Divine and Love People - Preserve the spirit to work fairly and honorably, respecting people, our work, our company and our global community" as its basic code on global compliance with laws and regulations.

Since its founding, the Kyocera Group has maintained a fair and honest corporate culture as established in the Kyocera Philosophy whose central principle is "Do what is right as a human being". In alignment with the Kyocera Philosophy, we have never accepted anticompetitive practices such as cartels or acted to endorse criminal organizations, and we have consistently maintained appropriate accounting practices according to the Kyocera Accounting Principles.

"Living Together" has been the foundation of our corporate activities, and as such, we honor coexistence within society and diversity, the traditions and cultures of the related countries, and the humanity of employees, and pursue both material and spiritual happiness for our employees with concern to their physical and emotional health.

Today, laws and regulations that align with Kyocera Group's basic principles are being enacted across the globe. The Kyocera Group fully supports this movement and complies with competition laws, anti-bribery regulations, personal information protection laws, tax laws (including laws preventing facilitation of tax evasion) and any other related laws and regulations of the related countries. The Kyocera Group also respects the efforts of international organizations and countries to protect human rights.

Corporate compliance with laws and regulations is a subject of increasing attention in society, and compliance demanded by society is increasing. The Kyocera Group understands that compliance with laws and regulations is an important endeavor essentially required by the Corporate Motto and Kyocera Philosophy that have regulated our company since founding, and that compliance with related laws and regulations in all countries of the world where the Kyocera Group conducts business is crucial for maintaining the trust of customers, business partners, suppliers, investors, employees and any other stakeholders, therefore the Kyocera Group actively establishes specific departments and prepares regulations for the cause to ensure Group-wide and global compliance with laws and regulations.

January 1, 2020
Kyocera Corporation
Goro Yamaguchi, Chairman
Hideo Tanimoto, President

Governance

Risk and Compliance-related Initiatives

●Risk & Compliance Month

Kyocera Group has designated each December as Risk & Compliance Month.

To heighten awareness, employees are addressed by the president, key priorities are shared at shift-start meetings, and e-learning exercises are widely conducted. By sharing these initiatives with other group companies, we are working to build a group-wide system to ensure that risk management, compliance, and BCP activities permeate the entire company.

Global Five-Regional Legal and IP System

Our proactive M&A strategy has seen the number of Kyocera Group companies grow to around 300, a figure expected to increase in future. For efficiency, Kyocera's Corporate Legal and Intellectual Property Division divides the globe into five regions. Each local headquarters works with the Kyocera Group companies in its region to build a system for reducing legal risk and ensuring compliance of activities. Building a network to facilitate cooperation between Group companies is vital for the efficient implementation of compliance activities globally. To this end, we established the "Kyocera Group Global Legal Compliance Meeting", for the headquarters and operating companies in each region to our policies alongside local challenges. These meetings are actively held in each of the five regions, including the U.S., Europe, China, Asia / Pacific, and Japan / South Korea, prompting lively discussion based on local circumstances.



Promotion of Risk Crisis Management

The Kyocera Group has in place the Basic Guidelines for Crisis Management to promote risk management measures. Based on these Guidelines, we formulated the Risk Management Manual that stipulates actions to take to ensure the safety of employees working at overseas sites in the event of a terrorist attack and various other emergency situations.

Fair and Free Competition

The Kyocera Group bases its decisions on "what is right as a human being," and believes it is important to maintain and promote fair and free competition. As part of these activities, the Kyocera Group publishes the "Kyocera Group Global Antimonopoly Law Compliance Manual" and disseminates the antimonopoly law and the "Antimonopoly Law Compliance Regulations" to employees all over the world, which specifically stipulate matters to be observed as employees. The Kyocera Group conducts training on global antimonopoly Law for all Kyocera Group employees. We will continue to improve our understanding of the Antimonopoly Law and ensure compliance with the Antimonopoly Law and other related laws and regulations through ongoing education.



Ensuring Fairness in Outsourced and Subsidized Projects

The Kyocera Group (in Japan) has established "Management Regulations for Commissioned and Supported Projects" to clarify the management system for commissioned or supported projects funded by public research organizations or administrative agencies and to prevent misconduct, and is committed to appropriate research activities.

Measures for Anti-Corruption

The Kyocera Group has established a basic policy on anti-corruption and publicizes the basic policy in order to let its basic stance of actively working to eradicate corruption known both internally and externally. The Kyocera Group makes thorough efforts based on the Kyocera Philosophy to prevent bribery by rolling out anti-corruption regulations established at each group company. These anti-corruption regulations prohibit not only bribery such as the offering and receipt of excessive gifts or entertainment, but also activities that deviate from ordinary business practices. The Kyocera Group also provides anti-corruption training internally so that the employees are well aware of basic policies and anti-corruption regulations.

Kyocera Group Basic Policy on Anti-Corruption

The Kyocera Group has been conducting business based on the Kyocera Philosophy. The basis of the Kyocera Philosophy is "Do the Right Thing as a Human Being". The Kyocera Philosophy emphasizes the importance of conducting business activities in a fair manner, as exemplified by principles such as, "Pursue Profits Fairly" and "Insist on Playing Fair". Therefore, in light of the Kyocera Philosophy, it is impermissible for Kyocera Group employees to take unfair measures to gain profits. Anti-corruption regulations have been strengthened around the world, and efforts to curb corruption are recognized as a social responsibility of the company. The Kyocera Group is a participant of the "United Nations Global Compact", which requires its participants to follow its principle, "Businesses should work against corruption in all its forms, including extortion and bribery". In response to the efforts to eradicate corruption, the Kyocera Group has formulated the Kyocera Group Basic Policy on Anti-Corruption ("Basic Policy on Anti-Corruption") in accordance with the Kyocera Philosophy and the Kyocera Compliance Statement, in order to become "The Company" which is respected by all.

1. Prohibition of Bribery

- (1) The Kyocera Group will not provide, offer or promise to provide bribes to any person directly or indirectly, but will compete based on quality and price and pursue profits fairly.
- (2) Officers and employees of the Kyocera Group will not engage in acts of bribery, including making facilitation payments to public officials, or those equivalent to public officials, or persons with business influence, even if we are asked to do so. Officers and employees of the Kyocera Group will follow the straight and true road.
- (3) Officers and employees of the Kyocera Group will separate personal matters from business and will never receive bribes.

2. Establishment of the Anti-Corruption Compliance System

The Kyocera Group will establish an Anti-Corruption Compliance System to prevent people from committing fraud.

For example, the Kyocera Group will take the following measures.

- Establishing anti-corruption regulations for each Kyocera Group company and guidelines for officers and employees to refer to in specific situations, according to each country and region.
- Implementing anti-corruption training to ensure that officers and employees are fully familiarized with the contents of the anti-corruption regulations and guidelines.
- Ensuring that business partners are familiar with the contents of this Basic Policy on Anti-Corruption and reconsidering transactions with business partners that violate anti-corruption laws and regulations, including the suspension of transactions with such business partners.
- Establishing a hotline for Kyocera Group employees to consult or report any instances of corruption.

3. Bribery Risk Assessment and Control Procedures

- (1) The Kyocera Group conducts risk assessments based on anti-corruption laws and regulations in countries all over the world. The Kyocera Group will conduct periodic reviews of the Anti-Corruption Compliance System, and make improvements as necessary.
- (2) In order to prevent bribery through third parties such as distributors, agents etc., and to reduce the bribery risk relating to business mergers and acquisitions, the Kyocera Group will conduct preliminary evaluation of such third parties and candidates for acquisitions, mergers, joint ventures, etc. in accordance with bribery risks prior to the commencement of transactions.
- (3) When engaging a third party, such as a distributor, an agent, etc. the Kyocera Group will require such third party to comply with this Basic Policy on Anti-Corruption and the anti-corruption regulations in order to build a healthy business relationship.

4. Appropriate Accounting and Monitoring

- (1) To ensure transparent management, the Kyocera Group will perform accurate accounting based on the Kyocera Management and Accounting Principles, and will keep proper accounting books and records pursuant to the rules of each Kyocera Group company.
- (2) The Kyocera Group will monitor the implementation of this Basic Policy on Anti-Corruption through self-reviews, internal audits, etc. and will take corrective measures promptly should there be any problems found.

5. Disciplinary Measures

Each Kyocera Group company will fairly and strictly discipline its officers and employees who violate this Basic Policy on Anti-Corruption and any applicable anti-corruption laws and regulations, according to the internal rules of each Kyocera Group company.

April 1, 2020

Kyocera Corporation

Goro Yamaguchi, Chairman

Hideo Tanimoto, President

Conducting Legal Audits

As part of its efforts to enhance its compliance framework, the Kyocera Group carries out legal audits to confirm the status of compliance with various laws in Japan. In FY2018, Kyocera built an auditing framework for major group companies in Japan, focusing on operational processes to prevent legal violations before they happen. Since FY2019, there has been a continuous implementation of legal audits focusing on operational processes at all group companies in Japan.

Security Trade Control System

The Kyocera Group complies with the "Foreign Exchange and Foreign Trade Act" and other regulations relating to international security. In addition, the Kyocera Group is establishing a system for heightening security trade control. Its purpose is to prevent the outflow of components for weapons of mass destruction and conventional weapons, or products and technology that could be used for their production and development.

Measures taken to ensure strict compliance with the Foreign Exchange and Foreign Trade Control Act and other export-related laws and regulations in Japan include sharing of relevant information among all sites, with Kyocera as the main player, and implementation of audits to continuously maintain the security trade control system. Group companies (Outside of Japan) have in place a system that puts an emphasis on education and auditing on security trade control to reinforce control assuredness.

Example Approach

Measures to Ensure Security in International Distribution

We are recognized as an authorized exporter and authorized importer according to the AEO (Authorized Economic Operator) system, an international standard designed to ensure safety and smoothness of international trading and for which the mechanism of mutual approval is established in each country. This authorization helps us ensure security and smooth trading related to products delivered to customers outside Japan.

We will continue to ensure legal compliance and security management in international logistics.



Certificate of AEO Exporter



Certificate of AEO Importer

Governance

Appropriate Information Disclosure

The Kyocera Group complies with regulations relating to the disclosure of information. The Kyocera Group endeavors to provide appropriate information without falsehoods or expressions that invite misunderstanding, in accordance with social and moral principles. Additionally, display of product labels and operating instructions, catalogs, sales promotion documents, advertisements and other materials by Kyocera Group is in line with the company standard as set out in our Information Disclosure Guidelines. We are building a monitoring system for verification by the Quality Assurance, Legal, Intellectual Property and Corporate Communications divisions.

Ensuring Transparency in Political Donations

The Kyocera Group may provide political donations as required from perspectives such as the realization of policy-oriented politics and contributing to the sound growth of parliamentary democracy. When we make political donations, we will comply with relevant laws and regulations including the Political Funds Control Act.

Measures for Prevention of Insider Trading

The Kyocera Group has in place management systems to prevent insider trading and educates employees thoroughly on insider trading compliance. We have created an internal information management system based on the Insider Trading Prevention Regulations, as well as implementing a ban on stock trading for a fixed period before the company announces its financial results. We are engaging in continued efforts, including providing employees with training to prevent insider trading and informing employees about the dates of the ban on stock trading at morning meetings to ensure comprehensive awareness of the issue.

Measures for Exclusion of Antisocial Groups

The Kyocera Group established a basic policy for corporate governance and internal control including the prevention of involvement in management activities by antisocial groups and the prevention of damage by such groups.

The basis of the measures for exclusion of antisocial groups is that the entire company is united in confronting antisocial groups with determination. The Kyocera Group CSR Guidelines clearly specify how to handle antisocial groups in order to notify all employees of the company's attitude. The basic transaction contact form Kyocera has with our business associates now contains terms on exclusion of antisocial groups. More efforts will be made in the entire supply chain to redouble exclusion of antisocial groups.

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.

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