

# MonotaRO's Human Rights Policy

We have referenced the International Bill of Human Rights and the labor standards set forth by the International Labour Organization (ILO) as the basic policy on human rights in formulating our human rights policy. We respect the human rights of all workers and strive to create a safe and hygienic work environment. We will also treat each and every MonotaRO employee and business partners with respect and strive to realize a society in which diversity is respected.

## 1. Compliance with laws and regulations

We will not only comply with the laws and regulations that apply in our own country and the countries/regions in which we operate, but will also adhere to international codes of conduct.

## 2. Human rights and labor

- Prohibition of forced labor and child labor

We do not engage in any forced labor or child labor. We also do not tolerate any form of modern slavery, including human trafficking. Furthermore, we do not allow young workers under the age of 18 to engage in hazardous work that could potentially compromise their health or safety.

- Consideration for working hours

We do not allow workers to work more than the legally mandated working hours in the region where they are employed. We also ensure that the working hours and days off of workers are properly managed, taking into account international standards, and prevent workers from being overworked.

- Adequate wages and benefits

We will comply with the laws and regulations that apply to compensation paid to workers (including minimum wages, overtime pay, and legally mandated benefits and wage deductions) and will clearly disclose information about the terms and conditions of employment. We will also take into consideration that workers are paid a wage that is sufficient to provide for their daily needs (living wage).

- Prohibition of inhumane treatment

We respect the human rights of all workers and do not engage in any inhumane treatment of workers, including mental/physical abuse, coercion or harassment, or any conduct that could potentially lead to such treatment.

- Prohibition of discrimination

We promote diversity and inclusion (D&I) as we believe that differences among people are valuable. We do not tolerate discrimination or harassment based on race, ethnicity, religion, gender, age, disability, nationality, social nucleus, sexual orientation, gender identity, job type or employment status. We will also give consideration to requests from workers regarding religious practices to the appropriate extent. Furthermore, we will ensure equal compensation for work of equal value, ensure equal opportunities for all workers, and treat them fairly according to their abilities and duties.

- Freedom of association and collective bargaining rights

We respect the right of all workers to organize as a means of realizing voluntary labor-management consultations on working conditions, wage levels, etc., in compliance with applicable laws and regulations, and we shall also respect workers' rights to withhold such consultations.