



KONICA MINOLTA

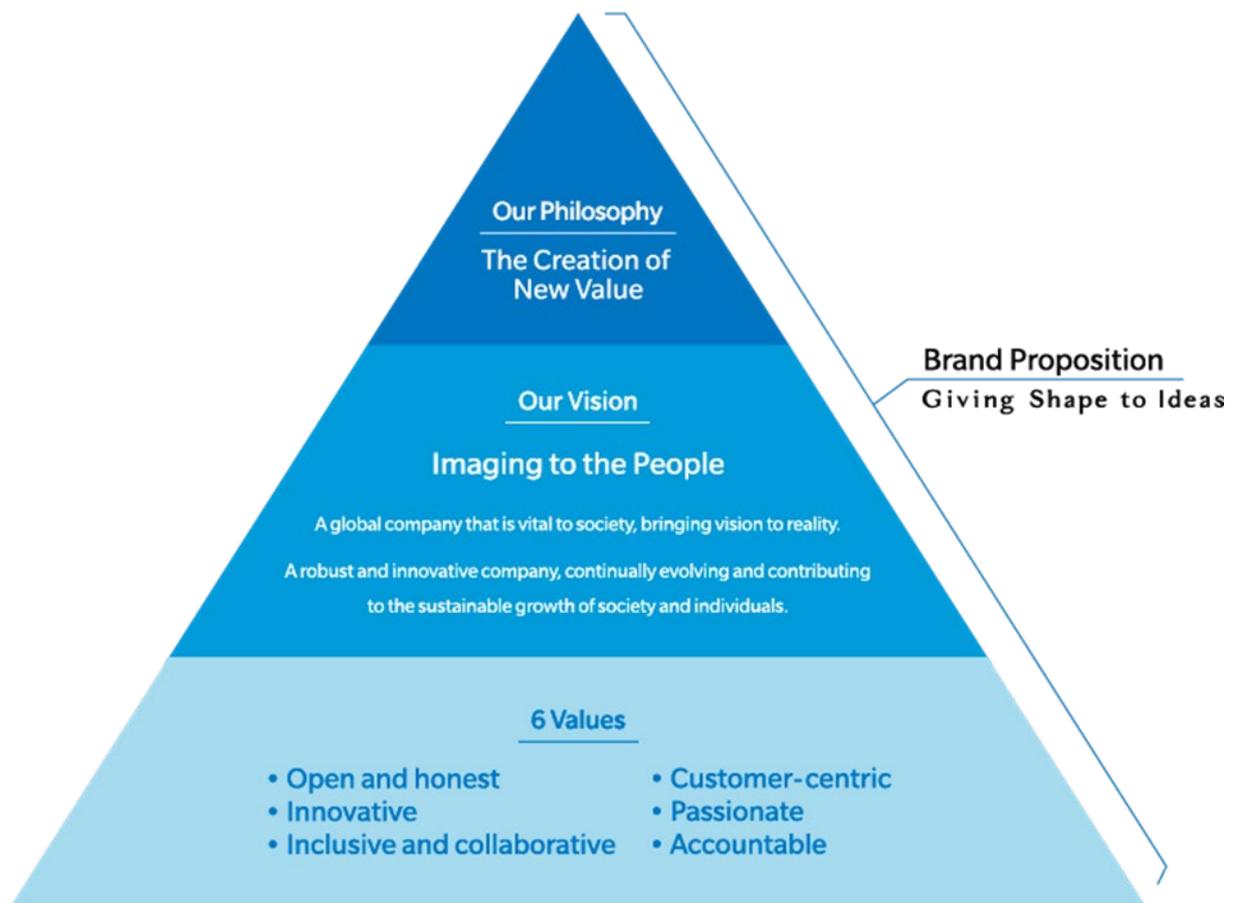
# Konica Minolta Group Charter of Corporate Behavior

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# 1. Konica Minolta Philosophy

The Konica Minolta Philosophy is our core philosophy, comprising our Management Philosophy, unchanged since its establishment in 2003, our Management Vision 2030, the 6 Values representing our corporate culture of value creation, and our Brand Proposition.



## Our Philosophy

### The Creation of New Value

Since we established Our Philosophy in 2003, the creation of new value has remained a steadfast management philosophy at Konica Minolta, and this will not change in the future. We will always support people and society by creating and delivering new value in multiple forms for both our customers and the various people beyond them.

## Our Vision

### Imaging to the People

A global company that is vital to society, bringing vision to reality.

A robust and innovative company, continually evolving and contributing to the sustainable growth of society and individuals.

Imaging to the People. Our long-term management vision for 2030 expresses Konica Minolta's ideals and its position in society as an imaging technology company, both our heritage and strength.

We continue our pursuit of human-centric living, responding to individualized needs and the needs of a diverse society. Simultaneously, through our [Five Material Issues](#), we will transfer imaging power to humanity and society to achieve sustainable goals and solve social issues that have yet to be identified.

## 6 Values

<b>Open and honest</b>	We are convinced that only by acting with integrity and communicating with all our partners in an open and honest way can we create long-lasting partnerships of mutual trust and true significance.
<b>Customer-centric</b>	We exist solely for our customers; always thinking on their behalf, undertaking challenges together with them, and working tirelessly to bring them success and provide excitement that exceeds expectations both now and in the future.
<b>Innovative</b>	Innovation is what drives us. We constantly strive to develop groundbreaking ideas that will form the basis of everything we do going forward, every step of the way.
<b>Passionate</b>	Being passionate, strong-willed and determined is essential to making a meaningful contribution to our customers' businesses and society as a whole.
<b>Inclusive and collaborative</b>	We believe that the power of inclusiveness and collaboration with customers, partners and each other is the best way to come up with game-changing ideas that provide ultimate benefits.
<b>Accountable</b>	Not only must we be individually and collectively responsible and accountable for what we do, all our actions should contribute to the creation of a sustainable society and Konica Minolta.

Our 6 Values are the essence of our innermost beliefs, our inherited DNA, and define how we go about our business and act towards all our partners.

They articulate what we stand for and direct our decision making.

## **Brand Proposition**

### **Giving Shape to Ideas**

Giving Shape to Ideas is our promise to our customers that we will give shape to people's desires through imaging.

Giving shape to the ideas of our customers and society as a whole, we will help realize a high-quality society and a new future for the world's businesses and lifestyles.

## 2. Konica Minolta Group Charter of Corporate Behavior

Under our philosophy “The Creation of New Value,” Konica Minolta has established “Imaging to the People” as its management vision, and aims both to “support people to achieve their own purpose” and “realize a sustainable society” to a greater degree. The Charter of Corporate Behavior (“the Charter”) sets out action guidelines to embody the Konica Minolta Philosophy, which is underpinned by our philosophy and management vision. All officers and employees of the Group (collectively, “the Konica Minolta Group Personnel”) shall behave based on a clear understanding of the spirit of the Charter.

Recognizing that the spirit of the Charter must be fulfilled by Konica Minolta Group Personnel taking their own initiative and responsibility, senior management shall lead by example to make sure that the Konica Minolta Group Personnel fully understand the Charter. Senior management shall also constantly monitor the feedback from in and outside the Group and establish an effective system within the Group to ensure ethical corporate behavior.

### 1. Value Proposition to Customers and Society

We shall offer products and services, which help resolve issues faced by customers and society, by taking a human-centered approach and demonstrating creativity. We shall make safety our highest priority when offering such products and services.

### 2. Fair and Transparent Business Activities

We shall comply with all applicable laws and regulations in respective countries and regions in which we operate, internal rules and internal policy requirements, ensure ethical corporate behavior, and perform business activities in good faith.

### 3. Addressing Environmental Issues

We shall work to resolve environmental issues and achieve business growth at the same time. We shall further enhance our contribution in collaboration with stakeholders.

### 4. Communication with Society and Information Disclosure

We shall communicate with society at large and disclose corporate information in a timely and fair manner in order to improve our corporate value as a company committed to resolving social issues.

### 5. Respect for Human Rights

We shall recognize respect for human rights as a basic principle of our business activities. We shall strive to eliminate all forms of discrimination within our workforce and in our relationships with business partners. We shall also ask business partners and other parties connected to our business activities to respect human rights.

### 6. Collaboration with Stakeholders

We shall regard points of contact with stakeholders as our important assets to foster mutual trust and create innovative ideas. We shall strive to maintain and utilize these points of contact.

## **7. Talent Development and Fostering of an Organizational Culture**

We shall develop talent who create value that contributes to society and foster an organizational culture for that purpose, by enabling individuals to thrive, and strengthening collective intelligence.

## **8. Responsible Action**

In the event of a violation of the Charter, senior management shall investigate the cause and implement measures to prevent recurrence, ensure prompt public disclosure of accurate information, and fulfill accountability. In addition, senior management shall ask suppliers for responsible action.

Revised in April 2022

### 3. Guidance for the Charter of Corporate Behavior

The Guidance for the Konica Minolta Group Charter of Corporate Behavior (“the Guidance”) was prepared as a reference for Konica Minolta Group Personnel when they put the Konica Minolta Group Charter of Corporate Behavior (“the Charter”) into practice.

The Charter serves as the global standard throughout the Konica Minolta Group. The Guidance describes specific actions to be taken so that Konica Minolta Group Personnel around the world can share an understanding of the respective items in the Charter and put them into practice. Existing Group policies which correspond to the relevant sections of the Charter are listed at the end of the Guidance. Konica Minolta Group Personnel are expected to put the Charter into practice in respective countries and regions while referring to the Guidance.

# 1 . Value Proposition to Customers and Society

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We shall offer products and services, which help resolve issues faced by customers and society, by taking a human-centered approach and demonstrating creativity. We shall make safety our highest priority when offering such products and services.

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## 1-1 Creation of products and services with a view to resolving social issues

Konica Minolta shall make efforts to respond to the detailed needs of working people and diverse people who make up society, address social issues by responding to the needs and issues of these people, and create products and services that help resolve such issues.

## 1-2 Demonstration of creativity

Konica Minolta shall make efforts to eliminate various conflicts and gaps in resolving issues faced by customers and society by creating innovative ideas.

Konica Minolta shall also make efforts to continuously create innovative ideas in all internal activities, such as production and procurement, sales, marketing, and creation of management systems.

## 1-3 Ensuring quality and safety of products and services

Konica Minolta shall improve the quality of products and services, which are offered in compliance with both the safety standards of respective countries and internal safety standards.

When customers' safety is likely to be affected, Konica Minolta shall take prompt and appropriate action to prevent the occurrence or spread of safety hazards.

In the event of an accident or problem with respect to our products or services, Konica Minolta shall take prompt and appropriate action.

## 1-4 Pursuit of universal design

Konica Minolta shall develop products and services based on the concept of universal design to help build a society where anyone can live actively regardless of age, gender, physical build, and disability.

## 2. Fair and Transparent Business Activities

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We shall comply with all applicable laws and regulations in respective countries and regions in which we operate, internal rules and internal policy requirements, ensure ethical corporate behavior, and perform business activities in good faith.

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### 2-1 Fair competition

Konica Minolta shall comply with applicable laws, regulations, etc. related to prohibition of monopolization, fair competition, and fair trade in respective countries and regions in which it operates. The Konica Minolta Group Personnel shall not make arrangements with third parties to maintain the selling price, conclude a market sharing agreement, restrict supplies, etc., or commit other acts that may fall under such illegal acts, all of which may be prohibited under these laws and regulations.

### 2-2 Responsible procurement

Konica Minolta shall select suppliers and contractors of goods and services based on objective standards, including prices and quality that are competitive in the market. Konica Minolta shall require all suppliers and contractors to act in accordance with the Group's policies on compliance with relevant laws, respect for human rights, environmental conservation, and safety of products and services.

### 2-3 Anti-corruption policy

The Konica Minolta Group Personnel shall maintain a healthy relationship with other parties, including public employees and government officials, in respective countries and regions in which Konica Minolta operates, and shall not engage in corrupt practices, such as offering and receiving gifts and other benefits that are deemed to be excessive from the viewpoint of social norms and international practices.

### 2-4 Contributions and political donations, political activities, sponsorships, and charity donations

Konica Minolta shall fully take into account the necessity and appropriateness of political funds and political activities and comply with relevant laws. Regarding contributions and sponsorships, Konica Minolta shall comply with relevant laws and internal regulations.

### 2-5 Trade control

The Konica Minolta Group Personnel shall comply with laws and internal regulations related to security and export control to maintain international peace and security. Konica Minolta shall not engage in transactions if the goods to be exported (e.g., products, parts, equipment)

or the technologies to be offered (e.g., technological information, software) are likely to be used for the development and production of weapons of mass destruction and terrorism, etc.

## 2-6 Insider trading

The Konica Minolta Group Personnel shall not purchase and sell negotiable instruments, such as shares, by using unpublished important information about the company, customers, business partners, etc. learned in the course of their duties and transactions. The Konica Minolta Group Personnel shall not offer such information to any third party or encourage third parties to purchase and sell negotiable securities based on such information.

## 2-7 Efforts to ensure information security and protect personal information

Konica Minolta shall be responsible for reducing the risk in terms of information security in order to ensure the conscientiousness with respect to confidential or sensitive information that customers and business partners expect from Konica Minolta. Konica Minolta shall implement appropriate measures to ensure overall information security to prevent loss, unauthorized computer access, unintended disclosure, and misuse.

Konica Minolta shall also respect the privacy of customers, business partners, and the Konica Minolta Group Personnel, protect personal information, and collect, process, store, etc. personal information in accordance with relevant laws.

## 2-8 Protection of confidential information and intellectual properties of Konica Minolta and third parties

Konica Minolta shall protect its confidential information and intellectual properties based on the recognition of the value of such confidential information and intellectual properties. Konica Minolta shall also strive to protect confidential information of third parties based on the recognition of the importance of such confidential information. Konica Minolta shall respect intellectual properties of third parties and strive to prevent infringement.

## 2-9 Proper accounting, preparation of accurate records and agreements, and tax payment and customs clearance

Konica Minolta shall keep records and prepare agreements that accurately reflect the transactions of the company in order to ensure appropriate accounting. Recognizing its social responsibility to properly fulfill its obligations in terms of tax payment and customs clearance, Konica Minolta shall fulfill its obligations in accordance with national and international rules.

## 2-10 Response to antisocial forces

Konica Minolta shall neither respond to unreasonable demands from antisocial forces, which pose threats to public order and safety, nor use antisocial forces for any purpose.

### 2-11 Appropriate use of the company's assets

The Konica Minolta Group Personnel shall properly manage the company's assets and appropriately use such assets for business activities for legal purposes.

### 2-12 Appropriate transactions

Konica Minolta shall strive to check its business partners, including consultants and agents, and customers as necessary, to avoid inappropriate transactions, such as money laundering and financing of terrorism.

### 2-13 Conflict of interest

Konica Minolta shall respect individual interests. However, if individual interests conflict with the company's interests, the company's interests shall be respected.

## 3. Addressing Environmental Issues

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We shall work to resolve environmental issues and achieve business growth at the same time. We shall further enhance our contribution in collaboration with stakeholders.

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### 3-1 Contribution to building a decarbonized society

Konica Minolta shall work on activities to reduce emissions of greenhouse gases in all phases of its business activities to help build a decarbonized society. Konica Minolta shall also cooperate with its stakeholders to augment its contribution to building a decarbonized society.

### 3-2 Contribution to establishing a recycling-oriented society

Konica Minolta shall maximize effective utilization of the limited resources of our planet and promote recycling of resources to help build a recycling-oriented society. Konica Minolta shall also cooperate with its stakeholders to augment its contribution to building a recycling-oriented society.

### 3-3 Implementation of measures against environmental risks

Konica Minolta shall work on activities to reduce the consumption and emissions of chemical substances and prevent pollution in order to reduce environmental risks.

### 3-4 Contribution to conservation of biodiversity

Konica Minolta shall work on activities to reduce the impact on the ecosystem and contribute to conservation of biodiversity in order to ensure biodiversity conservation.

## 4. Communication with Society and Information Disclosure

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We shall communicate with society at large and disclose corporate information in a timely and fair manner in order to improve our corporate value as a company committed to resolving social issues.

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### 4-1 Information disclosure in a proactive, fair, and timely manner

Konica Minolta shall disclose information where disclosure is required by, but not limited to, laws, and other useful and reliable information in a proactive, fair, and timely manner. The Konica Minolta Group Personnel shall ensure that information is disclosed in accordance with regulations and procedures established by the company.

### 4-2 Prohibition of false reports and concealment of facts

Konica Minolta shall not, whether internally or externally, make false reports or conceal facts related to unlawful practices.

### 4-3 Interactive communication with various stakeholders

Konica Minolta shall promote interactive communication with various stakeholders, such as customers, consumers, suppliers, Personnel, shareholders, investors, local communities, national and local governments, NPOs, and NGOs.

### 4-4 Communication with securities market including investors

Konica Minolta shall proactively deploy the IR<sup>\*1</sup> and SR<sup>\*2</sup> activities for securities market including institutional and individual investors and shareholders. The top management shall be proactively involved in such communication. Konica Minolta shall provide IR information promptly and impartially from the viewpoint of fair disclosure.

### 4-5 Communication with media and analysts

In communication with media, analysts, etc., the Konica Minolta Group Personnel shall take action based on approval from corporate communications and other divisions which are authorized to handle such communication in respective countries and regions.

### 4-6 Communication with customers and consumers

Konica Minolta shall provide accurate and appropriate information about products and services to customers and consumers and ensure sincere communication. Konica Minolta shall not place false or misleading advertisements or advertisements that slander, defame, or discriminate against others.

#### 4-7 Comments on social media

The Konica Minolta Group Personnel shall comply with internal regulations and policies on social media when they post comments about Konica Minolta on social media as individuals. They shall neither post uncertain information nor mislead viewers to believe that their comments are Konica Minolta's opinions and views.

\*1: IR (investor relations) refers to activities to build good relationships with investors and derive a fair value in the market through their investment in Konica Minolta.

\*2: SR (shareholder relations) refers to activities to build a stable relationship with Konica Minolta's shareholders based on trust.

## 5. Respect for Human Rights

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We shall recognize respect for human rights as a basic principle of our business activities. We shall strive to eliminate all forms of discrimination within our workforce and in our relationships with business partners. We shall also ask business partners and other parties connected to our business activities to respect human rights.

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### 5-1 Internationally acknowledged respect for human rights

Based on the UN Guiding Principles on Business and Human Rights, Konica Minolta shall support and respect the human rights set out in the “International Bill of Human Rights” and the International Labor Organization’s Declaration on Fundamental Principles and Rights at Work.

### 5-2 Formulation of human rights policy

Konica Minolta shall comply with the policy which is formulated for respect human rights.

### 5-3 Implementation of due diligence

Konica Minolta shall strive to prevent and mitigate negative human rights impacts by establishing human rights due diligence mechanisms, assessing and identifying potential or actual human rights risks, and addressing them.

### 5-4 Respect for rights of Konica Minolta Group Personnel

Konica Minolta shall respect the diversity, fundamental human rights, and privacy of the Konica Minolta Group Personnel, strive to eliminate all forms of discrimination within our workforce and in our relationships with business partners, eliminate child labor, forced labor, harassment, etc., and strive to manage appropriate working hours, secure a minimum wage, provide a safe and hygienic work environment, and respect freedom of association and the right to collective bargaining.

### 5-5 Consideration for business activities

Konica Minolta shall, in accordance with the human rights principles set forth in the Konica Minolta Group’s Supply Chain Code of Conduct, require our suppliers to adhere to those principles when they conduct business with us. In addition, Konica Minolta shall work to respect its customers’ privacy so that it does not cause them to be discriminated against.

### 5-6 Remedies

Konica Minolta shall use a system that can capture human rights concerns, and when human rights violations are alleged, promptly investigate such allegations, in order to take corrective action through appropriate internal and external procedures if it is clear that we have directly caused or been involved in a negative impact on human rights.

## 6. Collaboration with Stakeholders

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We shall regard points of contact with stakeholders as our important assets to foster mutual trust and create innovative ideas. We shall strive to maintain and utilize these points of contact.

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### 6-1 Collaboration with customers

Konica Minolta shall respond to inquiries and opinions from customers in good faith and reflect feedback from customers to further improve and develop its products and services. Konica Minolta shall also make efforts to continuously offer value by monitoring how its products and services create value for customers in the market.

### 6-2 Collaboration with business partners

Konica Minolta shall collaborate with business partners, which share the same vision, by mutually offering resources, know-how, and information to resolve issues faced by customers and society that are difficult to resolve by a single company.

### 6-3 Collaboration with local communities

The Konica Minolta Group Personnel shall perform business activities with a global perspective while respecting local cultures and customs. They shall also consider the possibility of contributing to local communities through business from a long-term viewpoint.

### 6-4 Collaboration with investors

Konica Minolta shall improve its corporate value through communication with investors.

## 7. Talent Development and Fostering of an Organizational Culture

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We shall develop talent who create value that contributes to society and foster an organizational culture for that purpose, by enabling individuals to thrive, and strengthening collective intelligence.

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### 7-1 Promotion of diversity, equity, and inclusion

Konica Minolta shall welcome individual differences of the Konica Minolta Group Personnel (hereafter referred to as “Personnel” in this section), both visible differences and invisible differences, including but not limited to race, gender, nationality, age, disability, pregnancy, sexual orientation, sexual identity, religion, ethnicity, ideology, creed, social status, capabilities and skills, and value. Konica Minolta shall consider such differences as strengths and harness these to turn them into a driving force to build an organizational culture that can create value to contribute to society.

### 7-2 Promotion of capability enhancement of Personnel

At Konica Minolta, Personnel shall improve their own capabilities, boldly take on challenges to cope with difficulties, and create value that contributes to society. To this end, Konica Minolta shall actively invest in Personnel, offer opportunities for career development and capability development, and achieve equity in treatment based on the value of business activities performed by respective Personnel.

### 7-3 Workstyles to maximize organizational and individual performance and improve Personnel engagement

Konica Minolta shall offer flexible workstyles so that all Personnel can fully unleash their potential as individuals and teams. Konica Minolta shall constantly listen to what Personnel have to say, take action in a timely manner, and improve Personnel engagement.

### 7-4 Efforts to ensure safety and security of Personnel

Konica Minolta shall strongly promote health management, which serves as the foundation for Personnel to fully unleash their potential. Konica Minolta shall make efforts to ensure occupational safety and healthcare, placing a high priority on daily preventive activities, based on maintenance and promotion of workplace safety and healthcare of Personnel, thereby achieving a workplace environment where Personnel can work safely with a sense of security.

## 8. Responsible Action

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In the event of a violation of the Charter, senior management shall investigate the cause and implement measures to prevent recurrence, ensure prompt public disclosure of accurate information, and fulfill accountability. In addition, senior management shall ask suppliers for responsible action.

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### 8-1 Establishment of a system

To respond to events in violation of the Charter, senior management shall establish i) a system to prevent such events, ii) a system to detect such events at an early stage, and iii) a system for solving problems.

### 8-2 Compliance-related reports and prohibition of retaliation

If the Konica Minolta Group Personnel find any problem in violation of the Charter, they shall promptly report it to their supervisor, an appropriate department in the company, or a whistle-blowing hotline in respective companies or regions. Konica Minolta shall not allow any retaliation against individuals who make a report in good faith or who cooperate to investigate a problem. The Konica Minolta Group Personnel who make a report in good faith shall be treated fairly and courteously.

### 8-3 Responsibility of senior management

When a serious situation arises in violation of the Charter, senior management shall conduct a fact-finding survey, investigate the cause, formulate a responsible and appropriate action policy and measures of the company, and give prompt and accurate explanations to the public about the facts, action policy, measures to prevent recurrence, etc. Senior management shall also clarify the responsibility regarding the situation in violation of the Charter and take strict disciplinary action on itself and those who commit a violation as necessary.

### 8-4 Crisis management policy

Konica Minolta shall ensure organizational crisis management in preparation for natural disasters, cyberattacks, infectious diseases, terrorism, accidents, etc. that pose threats to citizens' lives and business activities. In the event of a disaster, Konica Minolta shall strive to minimize the impact on business partners and customers to achieve early recovery of business activities.

## Relevant Group Policies

Item of the Charter of Corporate Behavior	Item of the Guidance for the Charter of Corporate Behavior	Internal policies and guidelines
1	1-1,1-3	<a href="#"><u>Konica Minolta Quality Policy</u></a>
	1-1,1-3	<a href="#"><u>Konica Minolta Group Basic Policy on the Use of Artificial Intelligence</u></a>
2	2-2	<a href="#"><u>Konica Minolta Procurement Policy</u></a>
	2-7	<a href="#"><u>Konica Minolta Information Security Policy</u></a>
	2-7	<a href="#"><u>Global Personal Data Protection Policy of Konica Minolta Group</u></a>
3	General	<a href="#"><u>Konica Minolta Environmental Policy</u></a>
4	4-7	Social Media Guidelines (Undisclosed)
5	General	<a href="#"><u>Konica Minolta Group Human Rights Policy</u></a>
7	7-4	<a href="#"><u>Konica Minolta Occupational Safety and Healthcare Policy</u></a>

Issued on April 1, 2011 (Ver. 1)

Revised in January 2016 (Ver. 2)

Revised in April 2022 (Ver. 3)