

Basic Policy for Suppliers

We aim to become an excellent company with dignity and therefore require all our employees to be ethical and in compliance with applicable laws in everything they do. Cooperation by all suppliers is also indispensable to achieve our aim, which is providing great support in our business.

For this reason, we have established these Basic Policies for Suppliers as the minimum requirement that we expect all of our suppliers to comply with.

These policies apply to all suppliers that do business with Coca-Cola Bottlers Japan Holdings Inc. Group (hereinafter referred to as the "Our Group"), and we require all to comply with all of the following policies.

1. Compliance with laws

Suppliers should comply with all applicable national and local laws, rules, regulations, and requirements in their manufacturing and distribution of Our Group's products and supplies, as well as in their provision of services.

2. Freedom of association and the right to collective bargaining

Suppliers should respect the right of all their employees to decide at their will whether or not to join a labor union or to organize one in compliance with all applicable laws, free from fear of retaliation, threatening, or harassment. Constructive dialogues and negotiations in good faith should be conducted with representatives of a legitimate labor union chosen by the employees at their free will.

3. No child labor

Suppliers should comply with the minimum years of age for work as prescribed by applicable laws and regulations.

4. No forced labor or abusive treatment of workers

Suppliers should prohibit any physical abuse to its employees and all forms of forced labor and human trafficking.

5. Elimination of discrimination

Suppliers should eliminate discrimination both at the time of and during employment, and maintain a workplace free from physical or verbal harassment. Every effort should be made to ensure equal opportunity in the workplace and fairness in treatment.

6. Working hours and compensation

Suppliers should operate their business in compliance with all applicable laws governing wages, working hours, overtime hours, and welfare and benefits.

7. Providing safe and healthy working environment

Suppliers should provide a safe and healthy workplace where all people concerned feel secure at work. The workplace should be maintained to achieve high productivity where all risks of accidents, injuries, and any other aspects harmful for health are minimized.

8. Protection of environment

Suppliers should operate their business in such a way as to preserve and protect the environment. Comply with all applicable national and local environmental laws.

9. Doing business with integrity

Suppliers should comply with all applicable national and local laws, and should not do any acts of wrongdoing.

(1) No acts of inducing conflict of interests

Exercise caution not to allow its employees to enter into any relationships with an employee of Our Group, which relationship may induce conflict of interests.

(2) Bribery

Do not provide or accept any gifts or entertainment in any business relationships, aiming to gain inappropriate benefits.

(3) Accurate records

Maintain accurate records of all matters in all transactions, ensure appropriate processing of accounts or other matters, and submit accurate invoices to Our Group.

(4) Protection of information

Keep in confidence all confidential information exchanged in the business relationship with Our Group. Ensure appropriate control and protection of personal information.

(5) Fair trade practices

Do not engage in any acts of impairing fair, transparent, and free trade practices.

(6) Protection of intellectual property rights

Respect all intellectual property rights, and do not infringe those owned by third parties.

(7) Quality of products

All products should satisfy the quality requirements agreed with Our Group by way of contracts or otherwise, so as to provide safe products and services.

10. Handling of complaints and providing remedies

Suppliers should provide its employees with a mechanism that enables its employees to request for consultation or to make complaints without fear of retaliation, and ensures appropriate and timely countermeasures against any concerns raised by its employees.

11. Demonstrating compliance

Suppliers should be capable of, at the request of Our Group, demonstrating its compliance with these Basic Policies for Suppliers.

12. Miscellaneous provisions

- (1) Our Group, THE COCA-COLA COMPANY, or COCA-COLA (JAPAN) COMPANY, LIMITED (hereinafter collectively referred to the "Our Group, etc."), or a third party designated by Our Group, etc. may conduct audits to confirm the suppliers' compliance with these Basic Policies for Suppliers.
- (2) Our Group will have the right to require corrective actions to be taken by any supplier which violates these Basic Policies for Suppliers.
- (3) Our Group reserves the right to terminate all agreements and contracts with a supplier who fails to demonstrate its compliance with these Basic Policies for Suppliers.
- (4) There may be a case where a separate agreement or contract with a supplier contains certain similar provision that is in greater detail than the provision in these policies. In such case, the provision of that agreement or contract will prevail.
- (5) If the eight core conventions of the International Labor Organization (ILO) set higher labor standards than those set by local governments, the Suppliers should satisfy the standards of ILO.
- (6) These Basic Policies for Suppliers are subject to change without notice in response to future amendments of applicable laws or regulations.

13. Supplementary provision

This policy is enacted and implemented from April 1st, 2017.

This policy is revised and implemented from January 1st, 2018.