

## Whistleblowing Hotline Guidelines

### What is the Whistleblower Hotline?

By establishing a system for the proper handling of consultation and reports concerning organizational or individual violations of laws and regulations from internal and external parties, including directors, employees, and business partners of Nihon Material. The purpose of this reporting desk is to prevent and detect misconduct, improve the agility of the self-cleansing process, control reputational risk, and ensure social credibility, thereby reinforcing compliance management.

All employees and others engaged in business operations at Nihon Material, are entitled to report to the Whistleblowing Hotline when they discover a violation of compliance or an action that could lead to such a violation. However, **you must not make a report that you know to be untrue or for dishonest purpose.**

Inquiries will be handled with the utmost discretion by the Compliance Manager or a person appointed by the Compliance Manager.

### How to use the Whistleblowing Hotline

The following methods are available for both internally and externally.

#### 1. By telephone

+81-3-5688-8611 Please call the Personnel and General Affairs Division, Administration Department.

#### 2. By Email

[conflict@material.co.jp](mailto:conflict@material.co.jp) Please send to Personnel and General Affairs Section, Administration Department.

#### 3. By Visitation

Please contact us for the schedule of the visitation by telephone or Email listed in 1. or 2. Above.

#### 4. By contact through our website.

Please contact us from [Our whistleblower system] on the Site Map of our corporate website.

URL: [https://www.material.co.jp/eng/conflict\\_mail\\_eng.php](https://www.material.co.jp/eng/conflict_mail_eng.php)

## Note on the content of the report

There is no regulation regarding the format of the report.

Please be specific about the content of the report and clearly indicate the following details:

- (1) Affiliation
- (2) Name
- (3) Home address or E-mail address
- (4) If you do not require a response to the survey results, please state so.

You may submit a report without indicating your affiliation or name. When reporting, please be as specific as possible (When, Where, Whom, and What kind of non – compliance) in order to ensure that the investigations is conducted promptly, fairly, and impartially.

※We accept anonymous reports, but we ask that you use your actual name wherever possible.

( If you wish to be anonymous, we may not be able to notify you of the results of our investigation or fully investigate the fact, or we may not be able to protect you. )

**Please be assured that the whistleblower is protected by the following measures:**

- (1) We will take necessary measures to prevent the whistleblower from being identified during the investigation. If we determine that there is a possibility that the whistleblower may be identified through the investigation, we will ask the whistleblower if they are willing to continue the investigation or not.
- (2) Name and affiliation of the whistleblower will not be revealed.
- (3) Whistleblowers will not be disadvantaged by whistleblowing. (Excluding whistleblowing for improper purposes, etc.) Any person whose actions may cause disadvantage to the whistleblower will be dealt with in a strict manner.

## Procedure

Once the report is made, we promptly examine the necessity of investigation and report the result of such examination to whistleblower, except when whistleblower remains anonymous.

- (1) Report that initial investigation has begun.
- (2) Advise whether further investigations are to take place, and if not, why not, and give an estimate of how long the investigation may take place.
- (3) Upon completion of the additional investigation, the whistleblower will be notified of the results of such investigation and the corrective actions to be taken.