	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original




Supplier Sustainability Guidelines



Thai Summit Mitsuba Electric Manufacturing Co.,Ltd.

Address : 500/79 MOO 3 T.TASITH, A.PLUAK DAENG, RAYONG 21140 THAILAND

Document No.	Revise	Effective Date
SD-MR-113	B	Mar 1 ,2025

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

Mitsuba Group Supplier Sustainability Guidelines



MITSUBA Group has established the "Mitsuba Group Supplier Sustainability Guidelines" with the aim of fulfilling its social responsibility throughout the supply chain. Based on our corporate philosophy, we engage in procurement activities that emphasize five areas: “Safety and quality,” “Human rights and labor,” “Environment,” “Information Disclosure,” “Compliance,” and “Risk management.”


Moreover, our basic transaction contract also reflects our cooperation in sustainability activities.

1. Safety and quality
2. Human rights and labor
3. Environment
4. Compliance
5. Information Disclosure
6. Risk management (Crisis management system)

Based on the “Mitsuba Group Supplier Sustainability Guidelines,” MITSUBA Group will request from the supplier to do “Initiatives not to use raw materials or products derived from conflict minerals (tin, tantalum, tungsten, gold)” in order to act responsibly for human rights issues.

Moreover, since 2013, we have been conducting surveys on conflict minerals since 2013 and have received responses from all surveyed suppliers regarding their usage condition. Furthermore, as part of our due diligence measures on conflict minerals, we require our suppliers to use smelters certified by the Responsible Minerals Initiative (RMI). If our suppliers are using a non-certified smelter, we will require them to submit a plan for switching to a certified smelter and take actions based on that plan.

Purchasing department Vice President	Quality System department
	
Mr. Jamras Karnkrajang	Mr. Sakon Srimungkhal

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

ミツバグループサプライヤーサステナビリティガイドライン

Mitsuba Group - Supplier Sustainability Guidelines

本ガイドラインはお取引先の皆様とサステナビリティに対する考え方を共有し、共に推進していく基本的な指針となります。お取引先様には、これらの基準を遵守していただき、そのサプライチェーン内での展開・推進をお願い申し上げます。

This Guidelines serve as Basic Policy to share our approach toward sustainability and promote it with Business Partners. Therefore, we would like to ask for your cooperation to comply with these Guidelines and share and promote in your Supply Chain.

1.安全・品質 Safety and Quality

(a)お客様のニーズに応える製品およびサービスの提供 Provide Products and Services Satisfying Customer's Needs

お客様のニーズを把握し、社会的に有用な製品またはサービスを提供する。

Understand Customer's needs and provide meaningful product and service to Society.

(b)製品に関する適切な情報の提供 Provide Product Information Properly

お客様へ製品に関する適切な情報を提供する。

Provide Customers with correct information about the products.

(c)製品の安全確保 Ensure Product Safety

国ごとまたは地域ごとに定められている安全法規等を満たした製品を生産し提供する。

Produce and provide products which satisfies Safety Regulations set by the Country or Region.

(d)製品の品質確保 Ensure Product Quality


品質を確保する全社的な仕組みを構築し、お客様に高品質な製品を提供する。

Establish system for entire Organization to ensure quality and provide Customers with high quality products.

2.人権・労働 Human Rights and Labor

(a)差別の撤廃 Eliminate Discrimination

あらゆる雇用の場面において、人種や民族、国籍、宗教、性別等を理由とした差別を行わない。

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

Eliminate discrimination based on race, ethnicity, region and sex at any stage of hiring.

(b)人権の尊重 Respect Human Rights

人種または民族や出身国籍、宗教あるいは性別等を理由とした、職場におけるあらゆる形態のハラスメントを許さない。

Do not tolerate harassment of any kind in workplace based on race, ethnicity, national origin, religion and sex.

(C)児童労働の禁止 Prohibit Child Labor

国ごとまたは地域ごとの法令に定める就労可能年齢に達していない児童の労働は認めない。

Do not allow minors to work who have not reach legal working age set forth in the laws of each Country or Region.

(d)強制労働の禁止 Prohibit Forced Labor

全ての労働は自発的であり、かつ社員が自由に離職できることを確実に保証するとともに、強制労働は行わない。

Ensure that all the labors are voluntary, employees are free to leave their jobs and prohibit forced labor.

(e)賃金 Wage


最低賃金、超過勤務手当の支給、賃金の控除、出来高制の賃金支払その他の賃金給付等に関する国ごとまたは地域ごとの法令を遵守する。

Comply with Laws and Regulations set by the Country or Region on minimum wage, overtime pay, salary deduction, piece-rate wage and other payments.

(f)労働時間 Working Hours

社員の労働時間（超過勤務を含む。）の決定、ならびに休日および年次有給休暇の付与その他について、国ごとまたは 地域ごとの法令を遵守する。

Comply with Laws and Regulations set by the Country or Region when making decision on employee's working hours (including overtime), holiday and annual paid leave.

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

(g)安全および健康な労働環境の提供 Provide Safe and Healthy Working Environment

社員の職務上の安全および健康の確保を最優先し、事故や災害の未然防止を行う

Ensure safety and health of Employees at workplace as top priority to prevent accident and disaster.

(h)紛争鉱物 Conflict Minerals

人権問題に対して責任ある行動をとるため、製品に含まれる鉱物資源の調達にあたり、紛争鉱物（*）に由来する原料や製品を採用しない取り組みを行う。

Refrain from using raw materials or products made from conflict minerals* in the event of procurement, to be responsible for human rights issues.

* Minerals that originated in the Democratic Republic of the Congo or adjoining countries, which are thought to be contributing to the funding of Armed Groups or to the abuse of human rights in conflict areas.

3.環境 Environment

(a)環境マネジメント Environment Management

幅広い環境活動を推進するため、国ごとまたは地域ごとの法令を遵守する。

Comply with Rules and Regulations set by the Country and Region to promote wide range of Environmental activities.

(b)温室効果ガス排出の削減 Reduce Greenhouse Gas


国ごとまたは地域ごとの法令を遵守すると共に今後の法令変更にも対応するよう努める。カーボンニュートラル実現に向けた事業活動での温室効果ガスの排出を管理し、削減活動を推進する。エネルギーの有効活用を行う。

Comply with Rules and Regulations set by the Country or Region and seek to respond to future changes. Control Greenhouse Gas Emission to realize carbon neutral thru business activities and promote reduction activity. Use energy efficiently.

(c)環境汚染防止 Prevent Environment Pollution

大気、水および土壌等の汚染防止に関する国ごとまたは地域ごとの法令を遵守する。

Comply with Rules and Regulations set by the Country or Region for pollution prevention on air, water and land.

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

(d)省資源および廃棄物削減 Save Resource and Reduce Wastes

廃棄物の適正処理やリサイクル等に関する国ごとまたは地域ごとの法令を遵守する。

Comply with Rules and Regulations set by the Country and Region on proper handling of hazardous waste and recycling.

(e)化学物質管理 Control Chemicals

国ごとまたは地域ごとの法令で禁止された化学物質を、当該国や地域において自社製品内に含有していない。製造工程においても禁止された化学物質は使用せず、国ごとまたは地域ごとの法令で指定された化学物質に関しては排出量を把握し、行政への報告を行う。

Make sure that chemicals prohibited by Rules and Regulations of each Country or Region were not used in internally produced products. Do not use banned chemicals in production process and monitor emission amount for chemicals designated by country or region and submit report to Government Office.

※環境に関する詳細は「グリーン調達ガイドライン」を参照

※For details on the environment, please refer to the "Green Procurement Guidelines"

【Link in Japanese】 https://www.mitsuba.co.jp/jp/files/green_guideline.pdf

【Link in English】 https://www.mitsuba.co.jp/jp/files/green_guideline_en.pdf

4.コンプライアンス（遵法経営） Compliance Management

(a)法令の遵守 Comply with Laws

国ごとまたは地域ごとの各種法令を遵守する。コンプライアンス徹底のための方針や体制

、
行動指針・通報制度・教育等の仕組みを整備し、実施する。


Comply with all Rules and Regulations set by the Country and Region. Define Policy and Organization, establish system to create action plan, whistle blowing system, training and implement for strict compliance.

(b)競争法の遵守 Antitrust Act

国ごとまたは地域ごとの各種法令を遵守して、私的独占、不当な取引制限（カルテル、入札談合等）、不公正な取引方法、優越的地位の濫用等の行為を行わない。

Comply with all Rules and Regulations set by the Country and Region and refrain from engaging in Private Monopoly, any conducts that unreasonably restrain trade (Cartel, collusion), unjustified deal, abuse of dominant position.

(c)腐敗防止 Prevent Corruption

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

政治献金や寄付等は国ごとまたは地域ごとの法令に基づき実施する。不当な利益や優遇措置の取得または維持を目的として、ビジネスパートナーに対し接待、贈答、金銭の授受あるいは供与は行わない。

Political contribution and donation shall be done in accordance with Rules and Regulations set by the Country and Region. Do not receive nor offer money from/to Business Partners for the purpose of obtaining or retaining unreasonable benefit and preferential treatment.

(d)機密情報の管理および保護 Control and Protect Confidential Information

顧客や第三者または社員の個人情報および機密情報は正当な方法で入手すると共に、厳重に管理し、適切な範囲で利用し、保護する。

Secure information about Customer, Third Party and Employee in proper way, strictly control and use information within acceptable limits and keep it secure.

(e)輸出取引の管理 Control Export Trade

国ごとまたは地域ごとの法令で規制される技術や物品等の輸出に関し適切な輸出手続および管理を行う。

When exporting technology and good regulated by the Country or Region, must perform necessary process for export and control must be in place.

(f)知的財産の保護 Protect Intellectual Property

自社が保有し、または自社に帰属する知的財産権を適切に保護すると共に、第三者の知的財産の不正入手や使用または権利侵害を行わない。


Protect intellectual property rights that company owns or belong to the company. Prohibit obtaining and using intellectual property of third party illegally, or any violation.

5.情報開示 Information Disclosure

ステークホルダーへの情報の開示 Disclose Information to Stakeholders

財務状況・業績、事業活動の内容等の情報をステークホルダーに対し、適宜・適切に開示すると

共に、オープンで公正なコミュニケーションを通じてステークホルダーとの相互理解、信頼関係の維持・発展に努める。

	Thai Summit Mitsuba Manufacturing Co., Ltd.			
	Supplier Sustainability Guidelines			
	Document No.	Effective Date	Revision No.	Issued No.
	SD-MR-113	Mar 1, 2025	B	Original

Disclose information on financial status, business performance and activities to Stakeholders accordingly to pursue mutual understanding, improve and maintain trust relationship with Stakeholders through open and fair communication.

6. リスクマネジメント（危機管理体制） Risk Management

(a) リスク管理の仕組みの構築とリスクの低減 Establish Risk Management and Reduce Risk

企業の事業活動に関するリスクを分析し、全社的な管理の仕組みを構築および運用することによってリスクを低減させる。

Analyze risks in doing business and establish and implement company-wide management system to reduce risk.

事業継続計画の策定と改善 Formulate and Improve Business Continuity Plan

災害または事故の発生時に対応した早期復旧のための事業継続計画（BCP：Business Continuity Plan）を策定すると共にその改善を行う。また災害や事故の発生によって自社の事業活動が中断した場合に、早期に事業活動を再開するために必要な準備を行う。

Formulate Business Continuity Plan (BCP) which helps to expedite restoration in case of disaster or accident. In case operation stops due to disaster or accident, necessary preparation must be made to resume operation at the soonest time.

7. 法令等の違反発生時の措置 Respond to Violation of Laws

(a) 報告、調査および再発防止策の立案 Report, Investigate, Make Preventive Action Plan

自社の事業活動において、法令違反に起因して顧客または社会への影響発生が見込まれる事案が発生した場合は自社へ即時に報告し、原因を調査すると共にその結果について報告を行い、併せて再発防止策を提出する。

If your business activity violates law and may cause troubles to customer or society, immediately escalate, investigate cause, report result and submit preventive action.