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| Management no. | \*\*\*\*-\*\*\*\* |

Example

Human Rights Due Diligence Management Review Record

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| Preparation date | March 31, 2023 | Prepared by | □□□□ |
| Implementation date | March 29, 2023 | Implementation location | Head office conference room |
| Attendees | △△△△, President  ☆☆☆☆, Managing director  □□□□, Human Rights DD Promotion Secretariat | | |
| Report contents and decisions | | | |
| Measures against adverse impacts on human rights that have occurred through to the present | | | |
| Report contents | ● matter(s) adversely impacting human rights was (were) addressed during this period. Of those, ● matter(s) was (were) newly discovered during this period. ● matter(s) has (have) been resolved appropriately through corrective measures, and we are continuing to address ● matter(s). The matter(s) that has (have) a particularly serious impact on human rights is (are) as follows… (Please refer to attached materials for details.) | | |
| Decisions |  | | |
| Attached materials | Correction plans (plans that have been evaluated as effective) | | |
| External and internal issues relating to Human Rights DD | | | |
| Report contents | Through scoping, we identified business areas where risks are likely to exist. These areas within the company are... And the high-risk areas in the supply chain are… | | |
| Decisions |  | | |
| Attached materials | Scoping Result Records | | |
| Changes to compliance obligations as well as the needs and expectations of stakeholders | | | |
| Report contents | As for the changes to compliance obligations that have occurred since the last review, the ●● guidance is being revised. The contents of the revisions are… The specific impact of this is… | | |
| Decisions |  | | |
| Attached materials | Comparison table of old and new compliance obligations  Result of analysis of requests from stakeholders during the period | | |
| Changes to operations conducted by the organization, products and services handled, procurement items, and suppliers | | | |
| Report contents | As for the changes in business areas that have occurred since the last review… was reorganized through M&A. ●● was introduced as a new product. As a result, ●● was added as a new supplier; however, the results of the preliminary evaluation show that there is a risk of… | | |
| Decisions |  | | |
| Attached materials | Preliminary Evaluation of New Transaction | | |
| Risk status | | | |
| Report contents | Risk assessment was conducted based on the information obtained through information gathering based on scoping. As a result, the following business areas were determined to be high-risk items... As for the changes since the last review... | | |
| Decisions |  | | |
| Attached materials | Human Rights Risk Assessment Chart | | |
| ・The status of the measures prescribed to meet compliance obligations | | | |
| Report contents | Follow-up surveys were conducted on individual suppliers to track their progress in light of the plan for corrective measures for the eradication of child labor created in response to the directions from the previous review. The results are as follows… | | |
| Decisions |  | | |
| Attached materials | List of progress status of measures | | |
| Records of complaints and problems | | | |
| Report contents | During the period, there was (were) ●● complaint(s) relating to human rights, of which ●● was (were) from a supplier(s), ●● was (were) from a customer(s), and… Of these, a follow-up survey was conducted in relation to ●● matters that were deemed high risk. The specific details are as follows… | | |
| Decisions |  | | |
| Attached materials | Report on Adverse Impact on Human Rights (list) | | |
| Monitoring and measurement results | | | |
| Report contents | After analyzing the results of monitoring and measurement based on the human rights risk prevention plan and evaluating the effectiveness of the initiatives, ●● cases were deemed valid, and there are ●● cases for which there are doubts about validity. An example of a case with doubts about validity is as follows… | | |
| Decisions |  | | |
| Attached materials | Human Rights Risks Prevention Plan | | |
| Status of compliance with compliance obligations | | | |
| Report contents | We confirmed the status of compliance with legal requirements relating to human rights due diligence, our rules such as policies and guidelines that we have established, and other compliance obligations, as well as operational effectiveness, through audit conducted by a third party. The results are as follows… | | |
| Decisions |  | | |
| Attached materials | Human Rights Compliance Obligations Compliance Status Evaluation Chart | | |
| Results of internal and external audits | | | |
| Report contents | We conducted internal and external audits based on our human rights audit plan. As a result, ●● audit(s) resulted in a decision of “conformed,” ●● audit(s) resulted in a decision of “conformed with conditions,” and ●● audit(s) resulted in a decision of “not conformed.” The non-conforming partners and the reasons for non-conformity are as follows… | | |
| Decisions |  | | |
| Attached materials | Human Rights Audit Report | | |
| Information from third-party contact points | | | |
| Report contents | During this period, we received information on ●● matter(s) from our third-party consultation service. Of those, ●● matter(s) was (were) complaint-related, and ●● was (were) consultation-related, and there was a request… Analysis of the place of occurrence, trends, and patterns reveals that… | | |
| Decisions |  | | |
| Attached materials | List of information from third-party contact points | | |
| The status of management resources assigned to Human Rights Due Diligence | | | |
| Report contents |  | | |
| Decisions |  | | |
| Attached materials |  | | |
| Proposals for improvements from departments and the manager in charge | | | |
| Report contents |  | | |
| Decisions |  | | |
| Attached materials |  | | |

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| **Top management output** | | | | |
| The conclusion that Human Rights DD is appropriate, valid, and effective | |  | | |
| Instructions for improvements | |  | | |
| Decisions on management resources | |  | | |
| Other | |  | | |
| Approval date | ( ) YY ( ) MM ( ) DD | | Approved by | △△　△△　　　　　　　　　　　seal |