Human Rights Audit Plan / Human Rights Audit Report (example)

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| Plan preparation date | October 31, 2022 | | Prepared by | KOKUREN Taro, Internal Audit Department | | |
| Audit period | January 2023 – December 2023 | | Audit standards | Guiding Principles on Business and Human Rights  Human Rights Due Diligence Manual, 〇〇 Co., Ltd. | | |
| Audit purpose | (Regular audit) Confirm conformity with audit standards | | | | | |
| Scope of audit | Implementation period | Audit team members | Audit method | Audit category | Audit results | Remarks |
| Supplier A | January 2023 | KOKUREN Taro  NAKAMA Hanako | On-site audit | Emergency | Conformed | Emergency audit due to discovery of human rights issues |
| Supplier B | April 2023 | NAKAMA Hanako | On-site audit | New | Conformed |  |
| Supplier C | May 2023 | NAKAMA Hanako | Document audit | Regular | Conformed with conditions | Improvement instructions included |
| Factory No. 1 | May 2023 | KOKUREN Taro | On-site audit | Regular | Conformed |  |
| Osaka office | February 2023 | KANSA Jiro | On-site audit | Regular | Conformed |  |
| Head Office (Human Resources Department) | August 2023 | NAKAMA Hanako | On-site audit | Regular | Conformed |  |
| Head Office (Sales Department) | October 2023 | KOKUREN Taro | On-site audit | Regular | Conformed with conditions | Improvement instructions included |
| Head Office (Purchasing Department) | October 2023 | KOKUREN Taro | On-site audit | Regular | Conformed |  |
| Products/Services | September 2023 | KANSA Jiro | On-site audit | Regular | Conformed |  |

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| Report of plan | Reporting date | April 15, 2023 | |  | Report of results | Reporting date | December 15, 2023 | |
| Reported by | KOKUREN Taro, Internal Audit Department | | Reported by | KOKUREN Taro, Internal Audit Department | |
| Approval of plan | Approval date | April 18, 2023 | | Confirmation of results | Confirmation date | December 23, 2023 | |
| Approved by | MANEJI Mento, Director and President | seal | Approved by | MANEJI Mento, Director and President | seal |