

JAFCO Group Co., Ltd.

Notes on Using the Incident Reporting System

If there are any acts by JAFCO Group Co., Ltd. (including its subsidiaries) or its executives, employees, etc. that violate laws or internal rules or constitute harassment, or if there is a risk of such acts occurring, individuals may make a report or consult through the Company's reporting system.

Please review the following guidelines before using the reporting system.

- The content of the report will be checked to confirm whether it concerns harassment or illegal acts, and an investigation will be conducted if necessary.
- If harassment or illegal acts are found as a result of the investigation, necessary actions will be taken.
- The privacy of the individual making the report will be protected in accordance with the internal rules and will not be used for purposes other than verification and the investigation.
- For handing of personal information, please refer to JAFCO's Private Policy (<https://www.jafco.co.jp/english/privacy/>)
- Reports can be made anonymously. However, in such cases, our ability to investigate, etc. may be limited depending on the content of the report.
- Reports concerning harassment or violations of laws will be reviewed and investigated by the Company. The results will be sent to the contact information provided (email address or postal address). Please note that responses or investigation results cannot be provided by means other than email or postal mail.
- When submitting a report, please include the following information. Items marked with ★ are mandatory. Reports lacking these required items cannot be accepted.

Information Required for Reporting

1. The name of the person making the report
2. Contact information (email address or postal address)
3. Affiliated company, etc.
4. ★ Act subject to report (please select one of the following):
 - a. Harassment or suspected harassment
 - b. Illegal act or suspected illegal act
 - c. Other (please describe in detail)
5. ★ Name of the executive or employee of the Company you believe to be involved
6. ★ Date, time, etc. of the act subject to report
7. ★ Location where the act subject to report took place
8. ★ Detailed description of the act subject to report
9. If others are aware of the act subject to report, their names