

Response to Harassment

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1. The DMW Group (hereafter called DMW) strictly prohibits any harassment or acts in the workplace that infringe upon human rights according to the DMW Group's Code of Conduct. Workplace harassment is a socially unacceptable act that unreasonably undermines the individual dignity of workers, hinders the effective use of workers' abilities, hinders the order of the workplace and the performance of work for the company, and causes reputational damage. DMW has established these guidelines based on our responsibility to ensure a healthy work environment without harassment. These guidelines are intended for all those concerned with DMW including those working for DMW, DMW's customers, and the employees of our suppliers.

2. DMW strictly prohibits any of the following acts in accordance with our Anti-Harassment Regulations.
 - (1) Acts that fall under the category of power harassment

Typical examples of behavior that fall under power harassment are as follows,

 - ① Physical abuse (including physical assault or bodily injury)
 - ② Mental abuse (including threats, defamation of character, insults and verbal abuse)
 - ③ Separation of human relationships (including isolation, ostracization and neglect)
 - ④ Unreasonable demands (Forcing an employee to perform things that are clearly unnecessary or unreasonable, or obstructing work)
 - ⑤ Insufficient demands (Ordering an employee to perform an extremely low level job which is far different from their ability or experience without proper reason, or not giving an employee any job)
 - ⑥ Invasion of privacy (excessive intrusion into private matters)
 - (2) Acts that fall under the category of sexual harassment

Typical examples of behavior that fall under sexual harassment are as follows.

 - ① Unnecessary remarks regarding a person's face, figure or physical characteristics
 - ② Browsing, distributing or posting pornographic pictures
 - ③ Spreading sexual rumors
 - ④ Unnecessary bodily contact
 - ⑤ Acts that discourage employees from working due to sexual behavior and hinder their

ability to demonstrate their abilities

- ⑥ Persistently demanding dates or sexual relations
- ⑦ Dismissal, unfair personnel appraisal, reassignment or other acts which are against the interest of an employee who protests or refuses sexual speech or behavior

(3) Acts that fall under harassment involving pregnancy, childbirth, childcare and nursing care

Typical examples of acts that fall under harassment involving pregnancy, childbirth, childcare and nursing care are as follows,

- ① Speech or behavior that implies the dismissal or other unreasonable treatment of a subordinate who uses the programs or measures for pregnancy, childbirth, childcare or nursing care
- ② Speech or behavior that hinders a subordinate or a colleague from using the programs or measures for pregnancy, childbirth, childcare or nursing care
- ③ Harassing a subordinate or a colleague because he/she has used the programs or measures for pregnancy, childbirth, childcare or nursing care
- ④ Speech or behavior that implies the dismissal or other unreasonable treatment of a subordinate because she has got pregnant or has given birth
- ⑤ Harassing a subordinate or a colleague regarding pregnancy or child birth

3. Response to Consultations and Complaints

DMW provides consultation regarding harassment in order to respond to specific cases. Consultations will be offered in person, by phone, by email or other means not only if there is harassment in the workplace, but also if there is the possibility of harassment or if left unchecked, may hurt the working environment. We ensure that any victim of harassment will be treated fairly and in addition, those individuals who cooperate in confirming facts will also be fairly treated.

4. Prompt and appropriate response to consultation requests regarding harassment in the workplace.

- (1) The counseling staff shall promptly and accurately examine and confirm facts while respecting the wishes of the harassed individual.
- (2) Once facts of harassment have been confirmed, strict measures shall be taken against the harasser according to the work rules and the nature or mode of the committed act, such as issuing a warning, guidance or disciplinary punishment.