

# Kao Human Rights Policy

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The Kao Way states that the mission of the Kao Group (hereinafter, "Kao") is to strive for the wholehearted satisfaction and enrichment of the lives of people globally and to contribute to the sustainability of the world, with products and brands of excellent value. We will engage with our stakeholders to fulfill this mission, as stated in the Kao Sustainability Statement.

As we work toward fulfillment of this mission, we seek to meet our responsibility to respect human rights which are the fundamental rights of all human beings, through the whole process of providing the products and brands of excellent value.

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## **| Compliance with applicable laws and norms**

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We support and respect international norms of behavior on human rights, including the International Bill of Human Rights, which states the basic human rights to be enjoyed by all people in the world, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, which states the core labor standards (freedom of association and the effective recognition of the right to collective bargaining, the elimination of all forms of forced or compulsory labor, the effective abolition of child labor, the elimination of discrimination in respect of employment and occupation) and the principles of free, prior and informed consent of indigenous peoples. Kao Human Rights Policy is guided by the United Nations Guiding Principles on Business and Human Rights.

We comply with the laws applicable in each country and region in which we operate.

Where we face conflicts between internationally recognized human rights and the laws of a country or region, we will follow processes that seek ways to honor the principles of international human rights.

This Human Rights Policy applies to all officers and employees of the Kao Group (including Kao Corporation and its subsidiaries and affiliates).

## **| Respecting human rights through business activities**

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We are committed not to infringe on the human rights. We also commit to address adverse human rights impacts with which we are involved through our business activities. We will fulfill our commitments to human rights as outlined in this policy through the practice of Kao Business Conduct Guidelines and other Kao policies or guidelines.

We respect our employees and workers, and also maintain safe and comfortable workplaces that foster active exchanges of ideas and opinions.

Based on the ideas of respecting consumers/customers, we have provided the products that are safe, reliable and easy to use for everybody. Moreover, through the communications with the consumers/customers, we will have the better understanding of them and reflect it into the improvement of the products and services.

We understand that our business activities can have the impacts on the lives of the people of the local communities and aim to coexist with the local communities.

We will require business partners and other related parties whose impact on human rights is directly linked to Kao's operations, products or services to respect and not to infringe upon human rights.

## **| Human rights due diligence**

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We will seek to identify, prevent, or mitigate adverse human rights impacts through the application of human rights due diligence processes.

## **| Remediation**

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Where we identify that we have caused or directly contributed to adverse human rights impacts, we are dedicated to provide for or cooperate in the remediation of the adverse impacts through legitimate processes.

## **| Education**

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We will ensure that this policy is reflected in necessary procedures to be embedded throughout our business activities. Kao will also provide appropriate education and training to all employees in order to ensure that this policy is understood and implemented effectively.

## **| Dialogue and consultation**

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We are committed to engaging in consultation with relevant stakeholders about addressing potential and actual human rights impacts.

## **| Information disclosure**

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We will report on the implementation status of our human rights initiatives in accordance with this policy in our sustainability data book or website.