

## **Human Rights and Labor Policies**

### **1. Respect for fundamental human rights**

(1) Murata will respect internationally-recognized standards and the laws and regulations, cultures, religions, customs, and histories of all countries and regions where Murata conducts business, and use these as the basis for respecting, protecting, and never violating the fundamental human rights of all Murata employees.

(2) Murata will endorse the principles enshrined in the Universal Declaration of Human Rights, the Declaration on Fundamental Principles and Rights at Work of the International Labor Organization (ILO), the two human rights principles and four labor principles of the United Nations Global Compact, Guiding Principles on Business and Human Rights, The OECD Guidelines for Multinational Enterprises, Convention on the Elimination of all forms of Discrimination Against Women and the Code of Conduct of the Responsible Business Alliance (RBA).

### **2. Prohibition of discrimination and harassment**

(1) Murata will not engage in any form of discrimination or inhumane conduct that harms the personal dignity of employees in employment practices including hiring, wages, promotions, compensation, and availability of education and training.

(2) Murata will not engage in any form of discrimination or offensive and inhumane conduct that harms the personal dignity of employees on the basis of race, color, age, sex, sexual orientation, gender identity or gender expression, race, national origin, disability, pregnancy, religion, political affiliation, union membership, military or veteran status, protected genetic information, current or past marital status, or having children including, for example, violence, gender-based violence, power harassment, sexual harassment, sexual abuse, corporal punishment, emotional or physical oppression, bullying, public shaming, and verbal abuse.

(3) Murata will investigate, examine, or confirm matters that may be grounds for the discrimination set forth above to the minimum extent necessary and by necessary means only in cases where doing so is necessary to comply with laws and regulations or to ensure workplace health and safety or to maintain employee health. Specifically, Murata do not make workers or potential workers to take medical or physical tests, including pregnancy and virginity tests and HIV tests.

(4) Murata will strictly manage personal information (e.g., pregnancy, hepatitis B infection, HIV infection, etc.) obtained through such investigation, examination, or confirmation and shall not use such information for any purpose other than the purposes specified above.

### **3.Prohibition of forced labor**

(1) Murata strictly prohibits any forced labor by employees in its business activities.

(2) Murata will guarantee that all employee labor including overtime work in its business activities is voluntary and shall cause managers not to force employees to perform labor contrary to their will.

(3) When concluding labor agreements, Murata will take the following measures to ensure that forced labor does not occur:

a. Labor agreements will be concluded in the employee's native language or a language that the employee understands.

b. Employee personal identification document and work qualification documents issued by a public authority will be confirmed to the minimum extent necessary and by necessary means when concluding a labor agreement, and demands to deliver or entrust original documents to the employer shall not be made.

c. No fees, guarantee money, or other monies, regardless of designation, will be collected or received. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

d. Foreign migrant workers must receive the employment agreement prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms.

e. All workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker's contract.

#### **4.Prohibition of child labor and restrictions on the employment of minor workers**

(1) Murata strictly prohibits employment of children in its business activities. In this policy, "child" means a person under the age of fifteen (15) or a person who has not reached the age for the completion of compulsory education in the respective country or region, or the age at which labor is permitted pursuant to the laws and regulations of the respective country or region, whichever is later.

(2) Murata prohibits the employment of workers under the age of eighteen (18) years (referred to as "Minor Workers") at night or on days off or in work that exposes the Minor Worker to health or safety risks.

(3) Murata shall cause managers not to hire or employ children and not to allow Minor Workers to engage in the work prohibited in Paragraph (1).

(4) When concluding labor agreements, Murata will confirm employee ages using documents issued by public authorities to prevent situations contrary to the preceding three subclauses from occurring.

(5) Murata shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

## **5.Respect for the rights of labor organizations**

- (1) Murata will respect and will not infringe on employees' freedom of membership in labor unions and the right of collective bargaining by labor unions in accordance with internationally-recognized standards and the laws and regulations of each country and region where Murata conducts business.
- (2) Murata will respect the operations of labor unions, engage in open collective bargaining based on mutual trust, and strive to resolve problems with labor unions through good-faith and constructive discussion, taking into account the labor practices of the relevant region.
- (3) Murata will not engage in discrimination, retaliation, harassment, or any other disadvantageous treatment on the basis of employee membership in a labor union, request for collective bargaining, participation in collective bargaining, or exercise by workers of the right to organize or the right to collective bargaining.

## **6.Ensuring proper working conditions**

- (1) Murata will properly comply with working conditions relating to working hours, days off and holidays, breaks, wages, and so on in accordance with the laws and regulations of each country and region where Murata conducts business pursuant to internationally-recognized standards. In cases where there are discrepancies between internationally-recognized standards and the laws and regulations of each country and region where Murata conducts business, Murata shall seek methods to comply with internationally-recognized standards. Workers shall be compensated for overtime at pay rates greater than regular hourly rates.
- (2) Murata shall establish reliable working time management systems, accurately record working time and days off in accordance with such systems, formulate rules for proper working time management, and conduct management to prevent deviation from those rules.
- (3) Murata shall present to employees pay statements in each employee's native language or a language that the employee understands, pay wages in

accurately-calculated amounts by the pay dates accurately specified in accordance with (1) and (2) above, and shall not make any improper deductions.

(4) With respect to the payment of wages pursuant to the preceding paragraph, in cases where minimum wages are specified by the laws and regulations of each country and region where Murata conduct business, Murata will ensure that wages exceed such minimum wages.

## **7.Human rights due diligence**

(1) In order to carry out these policies, Murata will establish a Management Manual on Fundamental Human Rights and Labor Policies, conduct management in accordance with the manual, and make revisions and improvements as necessary.

(2) Murata will periodically and continuously conduct appropriate education for officers, managers, and employees and confirm the status of such education so that human rights due diligence is understood and effectively carried out.

(3) If any circumstances contrary to these policies are discovered, Murata will promptly implement appropriate corrective measures.

## **8.Support for business partners**

Murata will request that business partners throughout the Murata supply chain endeavor to realize a society in which these policies are complied with and shall provide support for those efforts.

Murata Manufacturing Co.,Ltd.  
President      Norio Nakajima