

# Corporate Governance/Corporate Information

## Corporate Governance Concepts

The PLUS Group conducts business that emphasizes sound management, transparency and compliance. We recognize the importance of establishing a management system that can flexibly respond to changes in the business environment, and we endeavor to strengthen corporate governance. In addition, we are working on proper management of various compliance and risk issues in our business environment, and appropriate responses to them in the event of a crisis.

### Corporate Governance System

The Board of Directors of PLUS Corporation, composed of 11 directors, deliberates on important management matters and reports on business overviews. In addition, we have established the Corporate Council as a body to discuss matters delegated by the Board of Directors and other important business matters, in order to expedite decision-making and engage in active discussions on management issues as

appropriate. Two corporate auditors attend meetings of Board of Directors and of Corporate Council as appropriate, and exchange opinions with representative directors, directors, and presidents of subsidiaries on a periodic basis. Reports on important issues related to audits are received from accounting auditors and the Audit Department, and on-site audits are performed on a regular basis.

### Internal Control System

In addition to the Director's meeting and Auditors, PLUS Corporation has established an Audit Division to conduct a wide range of business management audits and internal

audits in cooperation with the Auditors and the Audit Division, and to strengthen the system to ensure the effectiveness of internal control.

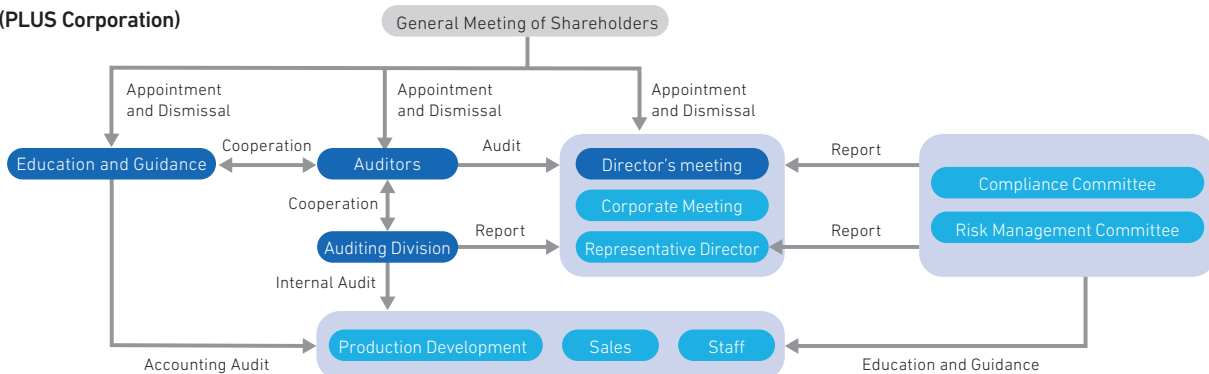
### Compliance Committee/Risk Management Committee

The PLUS Corporation has established the PLUS Group Compliance Policy as a basic policy for observing laws and regulations and behaving in a highly ethical manner. We work toward compliance in cooperation with various organizations and members, such as the PLUS Corporation Board of Directors, President & Chief Operating Officer, Compliance Committee, Risk Management Committee, and Audit Department.

We also set Basic Risk Management Guidelines have also been established to enable appropriate management and

action concerning the various risks encountered during our business activities. A Risk Management Committee and Crisis Management Office report directly to the Managing Directors and address the following risks: (1) risks of violations of laws, (2) product and service related risks, (3) credit related risks, (4) information related risks, (5) employment and human resource related risks, (6) risks of crime or other foul play in our companies, (7) risks of disaster and accidents, (8) environmental risks and (9) other relevant risks.

#### Corporate Governance System Chart (PLUS Corporation)



## PLUS Group Compliance Policy

In June 2006, PLUS Group established PLUS Group Compliance Policy as a guide for thorough implementation of compliance practices.

### Initiatives to Foster Awareness of Compliance

#### Education and training for everyone working in the Group

In order to raise awareness of compliance in general, the PLUS Group endeavors to instill compliance throughout the company by measures such as regularly providing education and training on laws and regulations. In fiscal year 2022, we are engaged in initiatives to realize a workplace environment free from misconduct and harassment, for example by conducting compliance training on how to deal with diversity for Group executives as well.

#### Establishment and operation of a whistle-blower system (helpline)

We have formulated Compliance Helpline Regulations and put in place an internal reporting system whereby any PLUS Group employee can consult about and report conduct that is questionable in terms of compliance, and have set up reporting points, both internal and external (a law firm). If a report is submitted, we pay due consideration to preventing any disadvantage being incurred by the whistle-blower. We strive to prevent any harassment, misconduct, or the like, and if it does occur, to detect it at an early stage and correct it.

### Fair Competition and Trade

We comply with laws and regulations such as the Antimonopoly Act, and thoroughly implements measures to ensure fair trade. In addition to formulating the Action Guidelines for Compliance with the Antimonopoly Act and the Manual for Compliance with the Antimonopoly Act, we have established the Antimonopoly Act and Subcontract Act Subcommittee within the Risk Management Committee to disseminate information about the action guidelines and compliance manual. In addition to the various guidelines, we have posted resources such as a collection of questions submitted in-house and a link to the Fair Trade Commission

### Prevention of Sexual and Power Harassment

To preventing sexual or power harassment at workplaces and realize a working environment where every person is respected as an individual and able to work in equal relationships with others in a comfortable way, the PLUS Group established rules to prevent sexual and power harassment. In order to prevent any harassment from reoccurring, we inform every employee of the rules and offering sexual and power harassment prevention courses as part of the internal training given by external trainers. This training mainly targets managerial staff, helping them learn from previous cases of harassment which occurred in the group.

Furthermore, for us to become better companies by most promptly identifying and correcting any improper acts, including sexual and power harassment or other illegal acts carried out by individuals or companies, there are two reporting points set up within the group: one is for external reporting to our corporate lawyer and the other is for internal reporting to the director general of our compliance committee.

FAQ on the company intranet so that all employees can check them immediately when necessary. In addition, e-learning compliance seminars are always available throughout the Group for employees to learn about topics such as the Product Liability Act and the Act against Unjustifiable Premiums and Misleading Representations, and we regularly hold study meetings on various laws and regulations.

Furthermore, we have established a system that enables us to detect and correct any violations of laws and regulations at an early stage through the use of external reporting and internal reporting.

### Human Rights Policy

PLUS Group is putting in efforts to build a corporate culture that fully respects human rights and appreciates personality and individuality.

1. We do not discriminate based on race, religion, nationality, language, gender, disability or other status, and will not tolerate such behavior from other parties.
2. We do not tolerate child labor or forced labor. If we find our clients or other business contact is using such labor, we call for corrective action, and will not do or terminate business unless the correction is verified.
3. We respect and defend human rights based on our corporate value. We acknowledge that human rights violation lower the morale and motivation in the

workplace, and will not overlook any violation of human rights, striving to create healthy and strong working environment.

4. We conduct ourselves keeping in mind the followings in order to improve our workplaces.
  - (1) **Teamwork in the execution of our duties**  
We bring the expertise of individuals together in the team to deliver products and services that are beneficial to society.
  - (2) **Openness in the workplace**  
We build a culture of openness in the workplaces where employees are able to discuss uninhibitedly with supervisors or senior employees.

# Corporate Governance/Corporate Information

## Key Regulations and Policies, and Our Certification Status

The PLUS Group has established and properly applies regulations and policies for each area of E (Environmental)·S (Social)·G (Governance). We also disclose information appropriately and swiftly, and engage in business activities based upon society's needs. Please visit the PLUS Corporation sustainability webpage for the latest information on our regulations, policies, and certification status.

<https://www.plus.co.jp/en/sustainability/>

Environment	Regulations	<b>Environmental Policy of PLUS Group</b>
	Certification status	<p><b>ISO14001 Certification</b> Environmental Management System (EMS) created by the International Organization for Standardization (ISO) in 1996</p> <ul style="list-style-type: none"> <li>PLUS Corporation (Date of first registration February 29, 2000)</li> <li>PLUS VIETNAM INDUSTRIAL CO., LTD (Date of first registration October 3, 2013)</li> </ul> <p><b>ISO50001 Certification</b> Energy Management System designed to manage and continuously improve the energy used by companies, etc.</p> <ul style="list-style-type: none"> <li>PLUS VIETNAM INDUSTRIAL CO., LTD (Date of first registration October 21, 2020)</li> </ul> <p><b>FSC Forest Certification</b> An international certification system for responsibly managed forests and forest products that have been properly procured so that limited forest resources can be used on into the future</p> <ul style="list-style-type: none"> <li>PLUS Corporation (Date of first registration February, 2004)</li> </ul>
Society	Regulations	<p><b>PLUS Group Procurement Policy</b> <b>PLUS Group Quality Charter/Quality Policy</b></p>
	Certification status	<p><b>ISO9001 Certification</b> Quality Management System (QMS) created by the International Organization for Standardization (ISO) in 1987</p> <ul style="list-style-type: none"> <li>PLUS Cargo Service Co.,Ltd. (Date of first registration December 1, 1997) *Japanese version only</li> <li>PLUS Corporation Furniture Company (Date of first registration February 23, 1998)</li> <li>PLUS LOGISTICS CO., LTD. (Date of first registration March 9, 2004)</li> <li>Shantou Plus Instruments Co., Ltd. (Date of first registration June 12, 2008)</li> <li>PLUS VIETNAM INDUSTRIAL CO., LTD (Date of first registration April 23, 2010)</li> <li>PLUS Stationery Shanghai Co., Ltd. (Date of first registration June 14, 2011)</li> </ul> <p><b>ISO13485 Certification</b> An international standard for quality management systems specialized for the medical device industry</p> <ul style="list-style-type: none"> <li>PLUS VIETNAM INDUSTRIAL CO., LTD (Date of first registration September 27, 2021)</li> </ul> <p><b>SA8000 Certification</b> An international standard for the exercise of the rights of all workers, and for the protection of workers</p> <ul style="list-style-type: none"> <li>PLUS VIRTNAM INDUSTRIAL CO., LTD (Date of first registration February 8, 2018)</li> </ul>
Governance	Regulations	<p><b>PLUS Group Intellectual Property Policy</b> <b>Personal Information Protection Policy</b> <b>Information Security Policy</b> <b>PLUS Group Compliance Policy</b></p>
	Certification status	<p><b>Privacy mark (JIS Q 15001)</b> Businesses that meet certain requirements for the protection of personal information are permitted to use the Privacy Mark</p> <ul style="list-style-type: none"> <li>PLUS Logistics corporation (Date of first registration September 20, 2005)</li> <li>PLUS CORPORATION (Date of first registration October 24, 2006)</li> <li>PLUS Cargo Service Co., Ltd. (Date of first registration June 11, 2009)</li> <li>NSK Corporation (Date of first registration August 19, 2013)</li> <li>OFFICECOM Co.,Ltd. (Date of first registration April 13, 2018)</li> </ul> <p><b>ISO27001 Certification</b> An international standard that regulates systems to manage information security measures</p> <ul style="list-style-type: none"> <li>PLUS Corporation (Date of first registration April 9, 2005)</li> <li>Biznet Corporation (Date of first registration June 1, 2007)</li> <li>PLUS Cargo Service Co.,Ltd.(Date of first registration May 25, 2022)*Japanese version only</li> </ul>

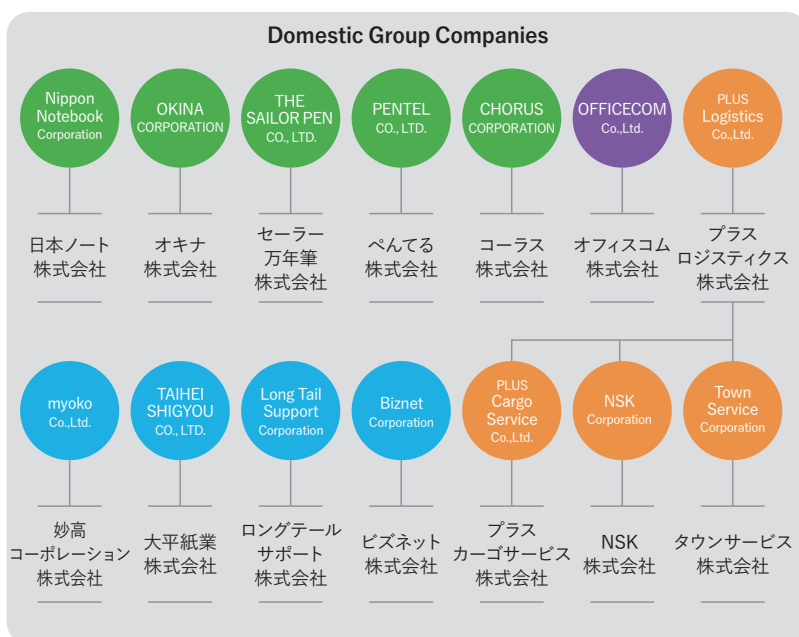
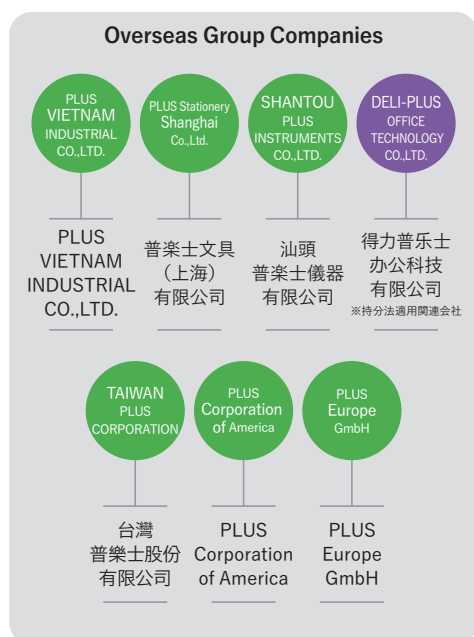
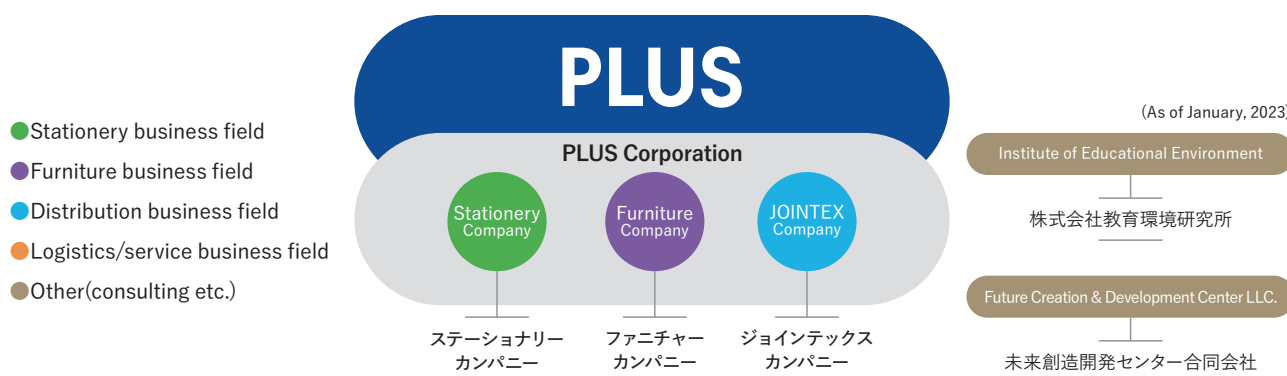
# Corporate Profile

Company Name	PLUS CORPORATION
Headquarters	12F, Toranomon Towers Office, 4-1-28, Toranomon, Minato-ku, Tokyo 105-0001, Japan +81-3-5860-7000
Founded	February 16, 1948
Capital and others	9,867 million yen (total amount of capital stock and capital surplus)
Representative	President & Chief Operating Officer: Tadahisa Imaizumi
Number of employees	Non-consolidated:1,430; Consolidated:8,157 (as of December 31, 2022)
Consolidated Subsidiaries	46 companies (as of December 31, 2022)

Major Businesses	Manufacture and sales of office furniture, and office interior goods Manufacture and sales of stationery, office supplies, OA and PC related products, and office equipment Design, construction, and interior design of office environments Manufacturing and sales of electro-optical equipment and educational equipment Sales of daily commodities, food products, software and books Online sales of the above-mentioned products Overseas business related to the above-mentioned products
Sales	97.4 billion yen (January 1, 2022 to December 31, 2022, non-consolidated) 186.9 billion yen (January 1, 2022 to December 31, 2022, consolidated)

# The PLUS Network

PLUS Corporation and our group companies operate in the stationery business field, furniture business field, distribution business field and logistics/service business field. Our companies have an impact on one another, sometimes as network companies and sometimes as good rivals. In order to create customer satisfaction with our original methods, we are developing a unique business based on the flexible approach of undergoing various transformations in response to social changes and customer needs.



Our Vision for the PLUS Group  
Satisfaction for Workers  
Satisfaction for Society  
Satisfaction for the Global Environment  
Build a Strong and Resilient Organization  
Corporate Governance/Corporate Information