

## Compliance

### Activities to raise awareness of compliance

#### Guidelines on Compliance with Social Responsibility

Aisin has formulated the Guidelines on Compliance with Social Responsibility to provide concrete behavioral standards for achieving the AISIN Group Principles of Corporate Behavior. The company takes various measures, including distributing handbooks, posting information on the intranet, and conducting training, to have the contents of the Guidelines thoroughly understood by all employees.

For group companies overseas, each regional holding company formulates action guidelines that reflect local laws, regulations and customs and works to familiarize employees with the guidelines.

#### Various training and awareness-raising activities

Aisin carries out various training and awareness-raising activities so that compliance is the default state of mind for every employee. In fiscal year 2022, 92.4% of our employees both in Japan and overseas participated in training or awareness-raising activities related to compliance.

Training takes the form of group training and e-learning for each level, role and area of work, both in Japan and overseas. On-demand training videos are also made available on the intranet.

For awareness-raising, we carry out activities such as providing the latest information in monthly reports issued by the Legal Affairs Department and distributing discussion sheets about familiar themes, including mistakes.

Furthermore, the general manager of each department serves as the compliance manager, who is responsible for leading activities to promote compliance among all employees within the department.

List of training and awareness-raising activities

Category	Training/tool	Executives	Management	Employees	Main details	Frequency	
Education	Training for new executives	○			Responsibilities and key themes for executives	Upon appointment	
	Compliance seminars for executives	○			Latest compliance topics	Once a year	
	Specific levels	Compliance training for general managers		○		The importance of compliance, roles	Once a year
		CSR management training		○		The importance of compliance	Upon promotion to management
	Training for new plant managers			○	The importance of compliance, roles	Upon appointment of plant manager	
	Training for new hires		○	○	Basic compliance, charters, codes of conduct	Upon joining the company	
	Training for compliance managers	○	○		Roles and key themes for managers	Once a year	
	Training for export managers		○		Laws and company rules	Once a year	
	Specific roles	Pre-departure training for employees posted overseas	○	○	○	The importance of compliance and key themes	Upon assignment
		Training for top management overseas	○	○		The importance of compliance and key themes	Upon appointment
Training for whistleblowing service personnel		○	○	Investigation methods and points of caution	Once a year		
Specific themes	Antitrust compliance training		○	○	Laws, company policies, guides	As needed	
	Anti-corruption training		○	○	Laws, company policies, guides	As needed	
	Training on prevention of insider trading		○	○	Laws and company rules	As needed	
Awareness-raising	Awareness-raising materials	Economic Security Information	○	○	○	Laws and regulations, latest trends	Once a month
		Legal News from Group Head Office	○	○	○	Laws and regulations, familiar compliance cases, initiatives by Legal Affairs Dept.	Once a month
	Comics	Workplace discussion sheets	○	○	○	Explanations and points of caution for specific themes	Once a month

#### Main points in on-demand training

- Antimonopoly Act
- Harassment
- Regulations against insider trading
- Clear communication
- Act against Delay in Payment, etc. to Subcontractors
- Fraud contract
- Product liability
- Labor
- Prevention of bribery and corruption
- Copyrights
- Export trading management
- Contracts, etc.