



Common Items

- Process to regularly monitor national and regional laws
- Process to communicate the Global Human Rights Policy to all applicable workers
- Training, education, or learning opportunities to managers and supervisors on company policies and processes, including prohibited actions, legal rights of workers, and rules or regulations to be complied with.

Forced Labor

- Policies, rules, and/or regulations including:
 - ✓ Prohibition of forcing any workers to work or provide services by threatening or use of physical violence, psychological coercion, restrictions on the freedom of workers.
 - ✓ Prohibition of forcing termination by threat of punishment, fines, violence, or withholding wages.
 - ✓ Prohibition of levies, recruiting, hiring or placement fees or costs to be paid by workers.
 - ✓ Prohibition of deposits, mandatory saving, or any other financial obligation to be paid by workers to obtain or to keep a job.
 - ✓ Prohibition of restricting or denying workers' access to their original personal identification documents, such as passports, work permits, identity, or travel papers
 - ✓ Prohibition of control of or restricting access to workers' banking or financial accounts except for direct deposit.
- Policies, rules, regulations, procedures or processes for:
 - ✓ Providing employment conditions to all migrant workers in a language that they understand prior to departing from their country of origin
 - ✓ Providing employment conditions to all workers in a language that they understand prior to start of their employment

Child Labor

- Defined minimum working age in compliance with national and regional laws but never below 15
- Policies, rules, and/or regulations defining and prohibiting child labor that harms children's well-being, physical and mental health; deprives them of their childhood, their potential and dignity; and hinders their education
- Policies, rules, and/or regulations defining young workers' working conditions and prohibiting hazardous types of labor
- Procedures or processes to verify the age of all applicable workers upon hire, using IDs issued by authorized agencies or methods defined by local law
- Procedures or processes to respond to identified cases of child labor

Non-Discrimination and DE&I

- Policies, rules, and/or regulations that define and prohibit discrimination in all stages of employment, including:
 - ✓ Discrimination based on race, color, national origin, mental or physical disability, religion, ancestry, age,

sexual orientation, gender/sex, gender identity and/or expression, pregnancy, childbirth, or related medical conditions, marital status, family care status, creed, citizenship status, genetic information or any other characteristics protected by national and regional laws.

- ✓ Discrimination in all stages of employment including in hiring, promotions, demotions, or transfers, layoffs, recalls, terminations, rates of pay or other forms of compensation, selection for training, including apprenticeship, and recruitment or recruitment advertising.
- ✓ Unlawful physical exams and medical testing for pregnancy, virginity, and HIV/AIDs and use of contraception.
- Recruitment procedures or processes defining and providing the essential functions of the position including but not limited to the core responsibilities, a list of the essential skills, knowledge, experience, and qualifications required when advertising jobs on public platforms.
- Relevant internal documentation to ensure using consistent and objective selection criteria and to avoid asking questions or making references to any personal or protected characteristics

Workplace Violence and Harassment

- Policies, rules, regulations, procedures and/or processes defining and prohibiting all forms of violence and harassment as well as any behavior that is discriminatory, harassing, disrespectful, or otherwise degrading to individual dignity.

Working Hours

- Policies, rules, regulations, procedures and/or processes defining:
 - ✓ Standard working hours, rest days, meal and rest breaks, sick leave allowance, holidays, leave/vacation allowance, and paternity/ maternity leave.
 - ✓ Legal limits on working hours, consecutive working days, overtime, and night work and its consecutive working hours.
 - ✓ Reasonable accommodation for workers with disabilities, religious practices, caregiving, breast feeding, etc.
- Policies, processes or system to:
 - ✓ Record days, time and overtime worked by all applicable workers to ensure conformance with company policies and processes
 - ✓ Monitor actual performance and actively adjust and control working hours including overtime and days worked to ensure conformance to our company policies.

Wages and Benefits

- Policies, rules, regulations, procedures and/or processes defining:
 - ✓ Wages that are at least the higher among the wage agreed in the worker's employment contract or the collective bargaining agreement, and the legally mandated wage.

- ✓ A clear definition of the wage calculation method.
- ✓ Overtime premium and other compensation and benefits on top of the required wages for regular hours in compliance with national and regional law.
- ✓ Prohibition of unlawful deductions to payments.
- Procedures or processes for:
 - ✓ Maintaining payment records.
 - ✓ Receiving, reviewing, and addressing workers' concerns regarding pay.
 - ✓ Regularly monitoring legal and market competitive wages and reviewing company policies.
- Procedures or processes for providing all applicable workers with information on how wages are calculated and what to expect when they receive payment, at the time of hire or start of contract.
- Policies, rules, regulations, procedures and/or processes to:
 - ✓ Ensure that wages, benefits, and overtime are calculated accurately.
 - ✓ Provide all applicable workers with pay slips/receipts that are easy to understand and allow for workers to “validate” that their pay is accurate

Freedom of Association and Collective Bargaining

- Policies, rules, and/or regulations that define:
 - ✓ Prohibition of interference, restraint, or coercion of workers in exercise of their legal right to individually or collectively to express, promote, pursue, and defend their concerns or ideas or to refrain from doing so.
 - ✓ Prohibition of inflicting fear of discrimination, reprisal, intimidation, or harassment on workers and/or their representatives to prevent them from openly communicating and sharing ideas and concerns with management regarding terms and conditions of employment and management practices.
 - ✓ Respecting the legal rights of all workers to form or enroll in a worker representation body as well as to bargain collectively, or refrain from doing so, and to peacefully assemble.
 - ✓ Prohibition of the dismissal, disciplining, or threatening of workers as a result of exercising their legal right to freedom of association.
- Mutually agreed process between the company and workers to facilitate regular discussion on matters of mutual concern.
- Company management conducts regular sessions with workers to discuss their issues or concerns.
- Processes to get worker feedback as to how communications might be improved between them and management and adjust.
- Procedures or processes to implement all terms and conditions agreed in collective bargaining agreements (if applicable).

Grievance Mechanism and Addressing Policy Violations

- Information on how to use Bridgeline is provided to all workers in a language they can understand.
- Policies, rules, regulations, procedures and/or processes defining:
 - ✓ Prohibited actions which are subject to disciplinary actions.
 - ✓ Disciplinary and corrective actions, measures, and processes.
 - ✓ Recording reports and carry out investigations into violations of our company policies.
 - ✓ Recording results and actions, including disciplinary actions and remedies, that result from investigations.
 - ✓ Protecting the privacy of complainants, victims, witnesses, and whistleblowers (to the greatest extent possible), and to prevent retaliation against all involved parties.
- Communication about disciplinary policies and procedures, including prohibited actions and expected standards of conduct to all applicable workers.
- Training, education, or learning opportunities for managers and supervisors, including:
 - ✓ Company policies and processes regarding disciplinary actions for policy violations.
 - ✓ How to handle complaints and protect the privacy of the parties involved without compromising the transparency and fairness of the investigation.
 - ✓ How to handle reports and incidents regarding gender-based violence, sexual harassment, and abuse in a neutral and gender-responsive way.
- Procedures or processes for addressing grievance reports, including:
 - ✓ Providing affected workers with appropriate and effective remedies in compliance with national or regional laws.
 - ✓ Monitoring and reviewing any results, actions, disciplinary actions, and remedies that result from investigations.
 - ✓ Regularly checking own locations/operational sites' compliance with the Bridgestone Group's Global Human Rights Policy and company policies.
 - ✓ Keeping results of Human Rights Risk Assessment Survey (HRRAS) and records of mitigation/improvement measures