

Eat Well, Live Well.



**AGP**

Ajinomoto Group Policies

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## Message from the President & CEO

At the Ajinomoto Group, our purpose is “contributing to the well-being of all human beings, our society and our planet with ‘AminoScience’.” That’s why we pursue ASV (Ajinomoto Group Creating Shared Value) initiatives—our unique approach to resolving social issues through our business and improving economic value by creating shared value with society and local communities.

Pursuing ASV requires collaboration with various stakeholders, and this collaboration is only possible if each of us at the Group increases our awareness of compliance and works hard to earn the trust of society. Fostering integrity—with individual employees taking ownership of their approach and attitude, thinking independently, making sound judgments, and acting with sincerity—encourages ASV management, and the foundation for this integrity lies with the Ajinomoto Group Policies (AGP). Each Ajinomoto Group employee, guided by the principles set out in the AGP and using their individual judgment to act with integrity—what we refer to as “Think Well, Do Well”—strengthens our organizational culture and creates Ajinomoto Group shared values.

The AGP illustrate the beliefs and behaviors which the companies in the Group and each of us who work there should uphold and apply to all of our activities and provide a written commitment to all of our stakeholders that we will uphold them. Our goal is to contribute to the well-being of all human beings, our society and our planet in a way that earns trust by upholding the AGP in everything we do.



*Shigeo Nakamura*

Director  
Representative Executive Officer  
President & Chief Executive Officer  
Ajinomoto Co., Inc.

## What are the Ajinomoto Group Policies (AGP)?

The AGP set out the beliefs and behaviors to which all Ajinomoto Group companies and each of us who works there are committed. The AGP serve as a written pledge to all of our stakeholders that we will work earnestly to uphold these beliefs and behaviors.

The AGP consist of 12 Basic Principles and a series of Group Policies associated with them.

The AGP were enacted by the Board of Directors of Ajinomoto Co., Inc. on May 30, 2018, based on the Ajinomoto Group Code of Conduct established in April 2000, and subsequently revised in 2009, 2014, and 2017. The AGP have been revised as necessary since then.

## Scope of application

The AGP apply to all Ajinomoto Group companies and their officers and employees.

Ajinomoto also encourages suppliers and other business partners in its value chain to uphold the spirit of the AGP in their actions.

## Corporate responsibility

- Ajinomoto Group companies ensure that all officers and employees are familiar with the AGP and comply with all applicable laws, and regulations, and the AGP.
- Ajinomoto Group companies do not ask officers and employees to disregard the AGP. Further, Ajinomoto Group companies ensure that no officer or employee is adversely affected for complying with the AGP.
- Top management of each Ajinomoto Group company recognizes its own role in complying with the AGP and sets an example of compliance. Top management also ensures compliance within its company and establishes effective internal systems incorporating opinions from both inside and outside its company.
- When there is a serious infringement of the AGP, such as a violation of a law or regulation, top management makes its stance clear to stakeholders on resolving the issue and takes the necessary steps to determine the cause and prevent any recurrence.

## Basic Principles

### Foundation of Governance and Trust

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#### 1. Establishment and Implementation of Good Governance

- 1.1 We comply with relevant laws and regulations as well as act in accordance with the AGP as our own code of conduct.
- 1.2 We establish governance systems centered on appropriate delegation of authority and accountability and manage the Group in a fair, transparent, and efficient manner to continuously increase our corporate value.
- 1.3 We implement strategic risk management and organized crisis management to ensure preparedness for political, economic, and social concerns such as terrorism, cyber-attacks, and natural disasters.
- 1.4 We speak up if we become aware of fraud or violation of laws and regulations or the AGP in the workplace and in business. We consult with appropriate managers and use our whistle-blowing system to bring to light concerns and problems.
- 1.5 We strictly avoid any involvement with organized antisocial forces, which pose a threat to civic order and safety. Moreover, we stand resolutely against organized antisocial forces and refuse any and all inappropriate demands.

#### Group Shared Policies

- Group Shared Policy on Governance
- Group Shared Policy on Risk Management
- Group Shared Policy on Accounting
- Group Shared Policy on Fraud and Defalcation Prevention
- Group Shared Policy on Whistle-blowing

## Corporate Social Mission and Value Provision

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### 2. Approach to Human Rights

- 2.1 We conduct business activities based on an understanding of internationally recognized human rights and respect for international codes of conduct concerning human rights.
- 2.2 We work together with a wide array of stakeholders and conduct human rights due diligence to ensure that we do not take part in, or contribute to, human rights violations. Furthermore, if it becomes evident that we have caused or contributed to an adverse impact on human rights, we will make efforts to promptly implement corrective and remedial measures.
- 2.3 We respect the laws and culture of each country and region where we do business. We prohibit discrimination and harassment against anyone on the basis of race, ethnic group, nationality, religion, belief, birthplace, gender, age, disability, sexual orientation, gender identity, or any other factor.
- 2.4 We are committed to eliminating child and forced labor and to ensuring safe, healthy, and comfortable work environments. We respect fundamental rights at work, including freedom of association, freedom to organize, and the right to collective bargaining.

#### Group Shared Policies

- Group Shared Policy on Human Rights

### 3. Initiatives on Health and Nutrition

- 3.1 We contribute to healthier eating and lifestyles by deeply understanding consumers' needs and providing balanced products, information, and services at appropriate prices and in accessible forms.
- 3.2 We enhance well-being not only by ensuring appropriate nutrients, but also through delicious flavors, diverse dietary options, communal dining, smart cooking solutions, and consideration for the global environment.
- 3.3 We provide nutritional and healthcare products, information, and services that address a broad spectrum of health needs—from prevention to treatment—helping people live longer, healthier lives.

#### Group Shared Policies and Guidelines

- Group Shared Policy on Nutrition
- Ajinomoto Group Nutrition Strategy Guideline
- Group Shared Policy on Product Accessibility

#### 4. Contribution to the Global Environment and Sustainability

- 4.1 By providing our products and services and through other business activities, we work with communities and customers to coexist harmoniously with the earth and to bring about sustainable "recycling-oriented societies" that balance greenhouse gas emissions and absorption to help build a world of net-zero emissions. Furthermore, we implement nature-positive initiatives to avoid or mitigate the loss of, and/or restore and regenerate, essential natural capital and biodiversity, which are indispensable foundations for our business activities.
- 4.2 We encourage all individuals to use resources and energy more efficiently and pursue environmentally responsible lifestyles.

##### Group Shared Policies and Guidelines

- Group Shared Policy on the Environment
- Ajinomoto Group Biodiversity Guidelines
- Group Shared Policy on Animal Welfare

## Responsibilities to Stakeholders

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#### 5. Customers: Provision of Safe, High-Quality Products and Services

- 5.1 We constantly aim to put the customer first and, through advanced technology and creativity, develop and provide safe, high-quality products and services.
- 5.2 We provide accurate and helpful information about our products and services in order to earn and maintain the trust of our customers, to meet their expectations, and to ensure their satisfaction.
- 5.3 We ensure that all of our marketing and advertising is done interactively with our customers and in a responsible manner, especially when directed at children.

##### Group Shared Policies

- Group Shared Policy on Quality
- Group Shared Policy on Food Safety
- Group Shared Policy on Marketing Communications
- Group Shared Policy on Package Description

## 6. Business Partners: Fair and Transparent Transactions

- 6.1 We are dedicated to fairness and transparency in all of our transactions and maintain fair business practices, recognizing our valuable business partners.
- 6.2 We take steps to ensure a thorough understanding of and compliance with antitrust and other laws and rules related to competition in each country where we do business. We do not engage in collusion with competitors to fix prices or sales/production volume to limit competition (cartels), or in bid-rigging. We do not employ unfair means to eliminate competitors from or block entry into the market.
- 6.3 When selecting subcontractors and suppliers, we make decisions by fairly comparing and evaluating terms such as price, quality and service. We do not engage in conduct that results in any disadvantage to our business partners by abusing our dominant position.
- 6.4 We involve our subcontractors and suppliers in our efforts to fulfill our social responsibilities, including environmental preservation and protection of human rights, and we work with suppliers to contribute to responsible procurement and the sustainability of communities along the entire supply chain.
- 6.5 In dealing with our customers and business partners, we act with good judgment and do not engage in inappropriate conduct such as offering improper gifts, entertainment, or money.

### Group Shared Policies and Guidelines

- Group Shared Policy on Procurement
- Ajinomoto Group Paper Procurement Guidelines
- Ajinomoto Group Palm Oil Procurement Guidelines
- Ajinomoto Group Coffee Procurement Guidelines
- Ajinomoto Group Soy Procurement Guidelines
- Ajinomoto Group Sugarcane Procurement Guidelines
- Ajinomoto Group Beef Procurement Guidelines
- Group Shared Policy for Suppliers
- Guidelines for Group Shared Policy for Suppliers

## 7. Investors and Shareholders: Trust and Responsibility

- 7.1 We make every effort to employ sound management practices, to provide appropriate returns to shareholders, and to achieve continuous increases in corporate value.
- 7.2 We disclose information in a timely and appropriate manner to our diverse stakeholders, and we respond fairly and faithfully to the expectations and trust placed in us.
- 7.3 We build relationships of trust and promote collaboration by engaging in ongoing two-way dialogue with our diverse stakeholders.
- 7.4 We maintain and operate a framework of appropriate internal controls to ensure the credibility and accuracy of the financial information disclosed to stakeholders.
- 7.5 We do not engage in illegal activities such as insider trading, which includes trading in stocks or other investment vehicles using nonpublic information for Ajinomoto Group companies and/or business partners.
- 7.6 We fulfill our social responsibility by complying with tax laws and paying appropriate taxes in each country in which we operate, while managing appropriately tax risks.

### Group Shared Policies and Guidelines

- Group Shared Policy on Global Tax
- Group Shared Policy on Information Sharing with Stakeholders
- Guidelines for Prevention of Insider Trading

## 8. Local Communities: Working with the Community

- 8.1 We strive to make positive social contributions to create healthy communities where we do business and across broader society. We focus on economic, cultural and educational development of each community where we do business.
- 8.2 If the Company makes donations to any organizations, we clearly identify the purpose and social significance, make all decisions in accordance with internal rules, follow all required procedures, and ensure compliance with applicable laws and transparency.
- 8.3 As members of local communities, we are encouraged as individuals to participate in social contribution activities.
- 8.4 We recognize that each and every one of us as a Group employee represents the Ajinomoto Group whenever we interact with the public, and as such, our actions are governed at all times by an awareness of social etiquette.

### Group Shared Policies

- Group Shared Policy on Local Community Enhancement

## 9. Politicians and Governments: Transparent Relationships

- 9.1 When engaging in political activities as individuals taking a personal stance, we do so only outside of working hours and outside company in order to avoid any misunderstanding that such activities represent the Company's position.
- 9.2 We do not provide gifts, entertainment, money or other benefits that constitute bribes to domestic or foreign public officials or persons equivalent to them, regardless of the means. We maintain sound and normal relations with governments and officials.
- 9.3 If the Company participates in political activities or interacts with administrative or public bodies through lobbying or other activities, we clearly identify the purpose, necessity, appropriateness, and social significance, take all actions in accordance with internal rules to decide whether to proceed, follow all required procedures, and ensure compliance with applicable laws and transparency.

### Group Shared Policies

- Group Shared Policy on Bribery Prevention
- Group Shared Policy on Political Activities and Political Contributions
- Group Shared Policy on Lobbying Activities

## 10. Employees: Human Resources Training and Ensuring Safety

- 10.1 We provide equal employment opportunities in workplace environments that respect the human rights of every individual and that allow our employees to develop and fully utilize their skills, capabilities, experiences, and maximize their motivations in a manner that respects their diversity, character and individuality.
- 10.2 We take a global perspective on our work, demonstrate teamwork, exercise creativity, value a pioneering spirit, and contribute to the development of the Ajinomoto Group.
- 10.3 We support employees' efforts to enjoy fulfilling lives and contribute to the prosperity of society through the continuous development of the Ajinomoto Group. To this end, we constantly improve ourselves through new initiatives and programs.
- 10.4 We aim for a workplace climate that improves our job satisfaction and promotes high productivity.
- 10.5 We build and maintain positive workplaces, based on open communication, that are free from discrimination and harassment, where people respect one another's human dignity.
- 10.6 We believe the foundation for the continuous growth of the Ajinomoto Group lies in the physical and mental well-being of our employees. We work with our officers and employees to maintain and improve the health of our team.
- 10.7 We act based on the principle that "We must give priority to the safety protecting life" and keep improving occupational safety and health through the participation of all officers and employees to ensure the safety of all personnel who work for the Group.

### Group Shared Policies

- Group Shared Policy on Human Resources
- Group Shared Policy on Occupational Safety and Health

## Internal Sustainability and Personal Conduct Standards

### 11. Protection and Management of Corporate Assets and Information

- 11.1 We strictly protect and manage tangible and intangible company assets, including the Company's data, trade secrets and intellectual property (including brands).
- 11.2 We recognize the importance of protecting privacy and personal information and obtain, use and provide personal information only in appropriate ways. We strictly manage all personal information to prevent leaks to external parties, loss, or damage, and we respect the privacy of all stakeholders.
- 11.3 We leverage our intellectual property rights to create high value-added products and services, further enhance their value, and contribute to societal development.
- 11.4 We respect the legitimate intellectual property of third parties.
- 11.5 We regard information security as a critical priority in our corporate activities and strive to protect information from all threats, including external attacks.

#### Group Shared Policies

- Group Shared Policy on Information Security
- Group Shared Policy on Privacy
- Group Shared Policy on Intellectual Property

### 12. Clear Separation of Business and Personal Affairs

- 12.1 We take steps to ensure that the interests of employees, including their families, and the interests of Ajinomoto Group companies do not conflict.
- 12.2 We do not take or disclose Company assets or information outside the Company without permission. We use them only for business purposes and not for the pursuit of private interests.
- 12.3 We do not allow any personal gain through Company work, such as using Company funds for private purposes, or any acts that could raise such suspicion, regardless of the amount.
- 12.4 We understand that business relationships established by employees belong to the Company even after the retirement of the employees.
- 12.5 We clearly distinguish between corporate public posts and individual personal posts with regard to information on social media. We are conscious of our roles and responsibilities as members of the Ajinomoto Group, even when posting information as an individual, and do not commit acts that could damage the Ajinomoto Group, its reputation, or any of its other assets.

## Hotline

- Ajinomoto Group companies set up ways for employees to report violations and problems in accordance with our “Group Shared Policy on Whistle-blowing,” described in Chapter 1.
- Personal information will be protected, and privacy will be respected. No whistleblower will be adversely treated solely for having made a report.
- In addition to the hotlines established at individual companies, reports may also be made through the channel below.

### Ajinomoto Group Hotline

WEB: <https://ml.helpline.jp/g-hotline/>

ID: hotline PW: ajinomoto

\* Accessible 24 hours a day, 365 days a year, in 22 languages

\* If the report directly involves a director or officer, please select the Hotline to Audit Committee.



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**AJINOMOTO.**

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