

HINO

CSR Guidelines for Suppliers

Check Sheets

Hino Motors, Ltd.

Examples of Answers

- The self-inspection Check Sheets have been prepared in order to facilitate self-diagnoses and self-improvements of your CSR initiatives.

Please make full use of this Check Sheets.

* Questions may vary depending on the topics of CSR. Please read each question with attention before answering.

Question	Answer (Multiple-choice)	Answer (Points)
	Select the most appropriate answer, and enter the number in the answer box. Example: ①=1, ②=2, ③=3	
<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>
<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>
<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>
<p><Enlightenment></p> <p>Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>
<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>
<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>

Safety and Quality					
Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box	
		Select the most appropriate answer, and enter the number in the answer box. Example: ①=1, ②=2, ③=3		(Points)	
<Safety> You provide products and services fulfilling the safety standards set forth in each country and region.	<Laws and Regulations> Do you have the latest information of the laws and regulations?	① We always have all the latest information. ② We have almost all the important information. ③ We will get the latest information whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Organization> Do you designate a responsible department (or a responsible person)?	① It is clearly designated by company regulations. ② It is designated though there is no company regulation. ③ It will be designated whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Prevention> Do you have policies, systems, rules and procedures for the company's total internal prevention?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations. ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Enlightenment> Do you conduct enlightenment activities, including education to your employees?	① We regularly conduct enlightenment activities. ② We irregularly conduct them, or we conduct them for some employees. ③ We will conduct them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Actual Conditions> Are you aware of the actual conditions through internal investigations?	① We are always aware of the actual conditions through constant execution of internal investigations. ② We try to be aware of the actual conditions through execution of internal investigations. ③ We do not execute any internal investigation.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Risk Management> Do you have systems to cope with problems when they occur?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations in writing. ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	Subtotal <input type="text"/>
<Quality> You develop and utilize a company-wide system to ensure quality.	Do you configure and utilize a quality management system?	① It is clearly determined by company regulations. ② It is determined though there is no company regulation. ③ It will be determined whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	Subtotal <input type="text"/>

Safety and Quality, Total

Human Rights

Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box
<p><Respect for Human Rights></p> <p>You forbid any discrimination based on race, religion, gender, age and nationality, and any acts against the respect for human rights, such as child labor, forced labor and harassment, having a caring sentiment for colleagues in the workplace, and always trying to improve the workplace environment and human relationship.</p>	<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Enlightenmnet></p> <p>Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p> <p>Subtotal <input type="text"/></p>
<p><Pay></p> <p>You abide by the laws and regulations of each country and region relating to the minimum wage, overtime, payroll deduction, piece wage, other benefits , etc.</p>	<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Enlightenmnet></p> <p>Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p>
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary.</p>	<p>① {5 points}</p> <p>② {3 points}</p> <p>③ {1 point}</p>	<p><input type="text"/></p> <p>Subtotal <input type="text"/></p>

Human Rights

Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box	(Points)
<p><Working Hours> You abide by the laws and regulations of each country and region relating to the determination of working hours (including overtime) as well as the granting of holidays and annual paid leaves, etc. for your employees.</p>	<p><Laws and Regulations> Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information</p> <p>② We have almost all the important information</p> <p>③ We will get the latest information whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	
	<p><Organization> Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	
	<p><Prevention> Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	
	<p><Enlightenment> Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	
	<p><Actual Conditions> Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations</p> <p>③ We do not execute any internal investigation.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	
	<p><Risk Management> Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	Subtotal <input style="width: 40px; height: 20px;" type="text"/>
<p><Safe and Healthy Working Environment> You place a high priority in ensuring the vocational safety and health in order to have all employees work safely in the workplace, trying to prevent accidents and disasters, and help improve the health of employees through the provision of guidance, etc. for health promotion and disease prevention in the workplace.</p>	<p>Do you configure and utilize a company-wide system?</p>	<p>① It is clearly determined by company regulations.</p> <p>② It is determined though there is no company regulation.</p> <p>③ It will be determined whenever necessary.</p>	<p>①[5 points]</p> <p>②[3 points]</p> <p>③[1 point]</p>	▶ <input style="width: 40px; height: 20px;" type="text"/>	Subtotal <input style="width: 40px; height: 20px;" type="text"/>

Compliance, Total

Environment					
Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box	
		Select the most appropriate answer, and enter the number in the answer box. Example: ①=1, ②=2, ③=3		(Points)	
<Environment> You conduct environmental conservation activities in order to develop a system for continuous environment improvement.	Do you conduct environmental conservation activities in order to develop a system for continuous environment improvement.	① It is clearly determined by company regulations. ② It is determined though there is no company regulation. ③ It will be determined whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	Subtotal <input type="text"/>
<Environment> You are committed to the management and recycling of environmentally hazardous substances.	<Laws and Regulations> Do you have the latest information of the laws and regulations?	① We always have all the latest information. ② We have almost all the important information. ③ We will get the latest information whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	Subtotal <input type="text"/>
	<Organization> Do you designate a responsible department (or a responsible person)?	① It is clearly designated by company regulations. ② It is designated though there is no company regulation. ③ It will be designated whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Prevention> Do you have policies, systems, rules and procedures for the company's total internal prevention?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations. ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Enlightenment> Do you conduct enlightenment activities, including education to your employees?	① We regularly conduct enlightenment activities. ② We irregularly conduct them, or we conduct them for some employees. ③ We will conduct them whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Actual Conditions> Are you aware of the actual conditions through internal investigations?	① We are always aware of the actual conditions through constant execution of internal investigations ② We try to be aware of the actual conditions through irregular execution of internal investigations. ③ We do not execute any internal investigation.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Risk Management> Do you have systems to cope with problems when they occur?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations in writing ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Environment> You are engaged in environment improvement activities, such as the reduction of CO ₂ emissions and waste generated in business activities.	<Laws and Regulations> Do you have the latest information of the laws and regulations?	① We always have all the latest information. ② We have almost all the important information. ③ We will get the latest information whenever necessary	①[5 points] ②[3 points] ③[1 point]	
	<Organization> Do you designate a responsible department (or a responsible person)?	① It is clearly designated by company regulations. ② It is designated though there is no company regulation. ③ It will be designated whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Prevention> Do you have policies, systems, rules and procedures for the company's total internal prevention?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations. ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Enlightenment> Do you conduct enlightenment activities, including education to your employees?	① We regularly conduct enlightenment activities. ② We irregularly conduct them, or we conduct them for some employees. ③ We will conduct them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Actual Conditions> Are you aware of the actual conditions through internal investigations?	① We are always aware of the actual conditions through constant execution of internal investigations ② We try to be aware of the actual conditions through irregular execution of internal investigations. ③ We do not execute any internal investigation.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	
	<Risk Management> Do you have systems to cope with problems when they occur?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations in writing ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>	

Environment

Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box	
Select the most appropriate answer, and enter the number in the answer box. Example ①=1, ②=2, ③=3					
<Environment> You take to the reduction of CO ₂ emissions and packaging and wrapping materials generated in logistics.	<Laws and Regulations> Do you have the latest information of the laws and regulations?	① We always have all the latest information. ② We have almost all the important information. ③ We will get the latest information whenever necessary	①[5 points] ②[3 points] ③[1 point]	▶ <input type="text"/>	(Points) Subtotal <input type="text"/>
	<Organization> Do you designate a responsible department (or a responsible person)?	① It is clearly designated by company regulations. ② It is designated though there is no company regulation. ③ It will be designated whenever necessary	①[5 points] ②[3 points] ③[1 point]	▶ <input type="text"/>	
	<Prevention> Do you have policies, systems, rules and procedures for the company's total internal prevention?	① We have explicit regulations of policies, systems, rules and procedures in writing. ② We have them in practice though there is no explicit regulations. ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	▶ <input type="text"/>	
	<Enlightenment> Do you conduct enlightenment activities, including education to your employees?	① We regularly conduct enlightenment activities. ② We irregularly conduct them, or we conduct them for some employees. ③ We will conduct them whenever necessary	①[5 points] ②[3 points] ③[1 point]	▶ <input type="text"/>	
	<Actual Conditions> Are you aware of the actual conditions through internal investigations?	① We are always aware of the actual conditions through constant execution of internal investigations ② We try to be aware of the actual conditions through irregular execution of internal investigations. ③ We do not execute any internal investigation.	①[5 points] ②[3 points] ③[1 point]	▶ <input type="text"/>	
	<Risk Management> Do you have systems to cope with problems when they occur?	① We have explicit regulations of policies, systems, rules and procedures in writing ② We have them in practice though there is no explicit regulations in writing. ③ We will have them whenever necessary.	①[5 points] ②[3 points] ③[1 point]	▶ <input type="text"/>	

Environment, Total

Regional Contribution				
Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box
		Select the most appropriate answer, and enter the number in the answer box. Example: ①=1, ②=2, ③=3		(Points)
<Regional Contribution> You actively conduct social contribution activities as a corporate citizen in keeping with the CSR guidelines of the Hino Group in the local community in which you are doing business.	<Organization> Do you designate a responsible department (or a responsible person)?	① It is clearly designated by company regulations. ② It is designated though there is no company regulation. ③ It will be designated whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>
	<Enlightenment> Do you conduct enlightenment activities, including education to your employees?	① We regularly conduct enlightenment activities. ② We irregularly conduct them, or we conduct them for some employees. ③ We will conduct them whenever necessary	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>
	<Actual Conditions> Are you aware of the actual conditions through internal investigations?	① We are always aware of the actual conditions through constant execution of internal investigations ② We try to be aware of the actual conditions through irregular execution of internal investigations. ③ We do not execute any internal investigation.	①[5 points] ②[3 points] ③[1 point]	<input type="text"/>
Regional Contribution, Total				<input type="text"/>

Compliance

Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box	
		Select the most appropriate answer, and enter the number in the answer box. Example: ①=1, ②=2, ③=3	(Points)	(Points)	
<p><Compliance></p> <p>You develop and execute policies and systems, including action guidelines, reporting systems, education systems, etc. in order to achieve compliance</p>	<p>Do you configure and utilize a company-wide system?</p>	<p>① It is clearly determined by company regulations.</p> <p>② It is determined though there is no company regulation.</p> <p>③ It will be determined whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	<p>Subtotal <input type="text"/></p>
	<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
<p><Management and Protection of Confidential Information></p> <p>You are committed to the appropriate management and protection of your own business secrets and confidential information, as well as the confidential information received from your customers and partners.</p>	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Enlightenment></p> <p>Do you conduct enlightenment activities including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	<p>Subtotal <input type="text"/></p>
	<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
<p><Export Transaction Management></p> <p>You are committed to the strict management of exporting products and technologies, etc., including the preparation and submission of confirmation documents of regulated items abiding by the laws and regulations related to export transactions.</p>	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Enlightenment></p> <p>Do you conduct enlightenment activities including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>	<p>Subtotal <input type="text"/></p>

Compliance

Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box	
		Select the most appropriate answer, and enter the number in the answer box. Example: ①=1, ②=2, ③=3	(Points)	(Points)	
<p><Protection of Intellectual Property></p> <p>You protect intellectual property rights in possession or attributable to you from a third party, and refrain from violating a third party's intellectual property rights, including fraudulent obtainment and unauthorized use</p>	<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Enlightenment></p> <p>Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	Subtotal <input type="text"/>
<p><Corruption Prevention></p> <p>You are committed to no involvement in bribery, illegal payoff and illegal political donation in and outside the country, and to refraining from any actions that may mislead to collusion with political and administrative organizations, and to refraining from any entertaining activity, gift-giving, money transfer and donating face-to-face with partners for the purpose of acquisition and maintaining unjust profits and incentives.</p>	<p><Laws and Regulations></p> <p>Do you have the latest information of the laws and regulations?</p>	<p>① We always have all the latest information.</p> <p>② We have almost all the important information.</p> <p>③ We will get the latest information whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations.</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Enlightenment></p> <p>Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing.</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	▶ <input type="text"/>	Subtotal <input type="text"/>
				Compliance, Total	<input type="text"/>

Information Disclosure

Item	Question	Answer (Multiple-choice)	Answer (Points)	Answer Box
<p><Information Disclosure></p> <p>You are committed to the disclosure in a timely manner of the information related to management, finance, environment preservation, social contribution, etc. useful for stakeholders, and to maintaining and developing sound relations with the stakeholders through open and fair communication.</p>	<p><Organization></p> <p>Do you designate a responsible department (or a responsible person)?</p>	<p>① It is clearly designated by company regulations</p> <p>② It is designated though there is no company regulation.</p> <p>③ It will be designated whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>
	<p><Prevention></p> <p>Do you have policies, systems, rules and procedures for the company's total internal prevention?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations.</p> <p>③ We will have them whenever necessary</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>
	<p><Enlightenmet></p> <p>Do you conduct enlightenment activities, including education to your employees?</p>	<p>① We regularly conduct enlightenment activities.</p> <p>② We irregularly conduct them, or we conduct them for some employees.</p> <p>③ We will conduct them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>
	<p><Actual Conditions></p> <p>Are you aware of the actual conditions through internal investigations?</p>	<p>① We are always aware of the actual conditions through constant execution of internal investigations.</p> <p>② We try to be aware of the actual conditions through irregular execution of internal investigations.</p> <p>③ We do not execute any internal investigation.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>
	<p><Risk Management></p> <p>Do you have systems to cope with problems when they occur?</p>	<p>① We have explicit regulations of policies, systems, rules and procedures in writing.</p> <p>② We have them in practice though there is no explicit regulations in writing</p> <p>③ We will have them whenever necessary.</p>	<p>①{5 points}</p> <p>②{3 points}</p> <p>③{1 point}</p>	<p>▶ <input type="text"/></p>

Information Disclosure, Total



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