

## transcosmos Group Human Rights Policy

“people & technology” is the origin of our business, in other words, “people” have been an integral part of our business since our foundation. Under the transcosmos Fundamental Sustainability Policy, we also aim to enrich lives and happiness - the well-being of all our stakeholders through our business activities.

Based on the philosophy above, we respect human rights of all our stakeholders in everything we do and in all areas of our corporate activities, while positioning the philosophy as the foundation of all documents and standards related to our Group’s activities on human rights.

### 1. Upholding and Respecting International Human Rights Standards

We uphold the International Bill of Human Rights (the Universal Declaration of Human Rights and the International Covenants on Human Rights) - the international norm of human rights - the United Nations Guiding Principles on Business and Human Rights, as well as the ILO Declaration on Fundamental Principles and Rights at Work and the OECD Guidelines for Multinational Enterprises that stipulate fundamental rights of workers.

Supporting the United Nations Convention on the Rights of the Child and Child Rights and Business Principles that define fundamental principles of children’s rights, we respect children’s rights including their rights to be free from child labor.

We comply with applicable local, national and international laws and regulations in countries and regions where we operate. When national or regional laws conflict with internationally recognized human rights, we seek ways to honor the principles of internationally recognized human rights to the maximum extent possible.

### 2. Respecting Human Rights in our Corporate Activities

We respect the diversity of people in every country and region where we operate. Therefore, we prohibit all forms of human rights violations including discrimination on the basis of nationality, race, ethnic group, belief, religion, gender, age, sexual orientation, gender identity, disability, etc., all types of harassment including sexual harassment and maternity harassment – harassment against women due to pregnancy, childbirth, and taking childcare leave – as well as forced labor and child labor. We also recognize the importance of freedom of expression and privacy, and pay close attention to protect such rights.

We comply with applicable laws and regulations of each country and region where we operate, and respect freedom of association, the right to collective bargaining and action.

### 3. Scope of our Human Rights Policy

Our Human Rights Policy applies to all corporate activities, officers and employees of our Group. All people working at transcosmos Group, including officers and employees, are protected by our Human Rights Policy, and are acting on the policy.

Also, we encourage all our Group’s business partners and stakeholders to value our Human Rights Policy, and engage in initiatives to promote respect for human rights.

#### 4. Our Framework for Promoting Human Rights

At transcosmos, the Human Rights Promotion Committee discusses and submits proposals on human rights action policies and key initiatives to the transcosmos SDGs Committee. The transcosmos SDGs Committee then deliberates the proposals and makes a decision.

The Board of Directors is responsible for the oversight of human rights risk management, and carries out a continuous monitoring function to ensure the Group's commitment to, and compliance with the Human Rights Policy in its decision-making process on important human rights issues and initiatives.

#### 5. Offering Equal Employment Opportunity & Fair Working Conditions

We do not discriminate against applicants or employees on the grounds of personal characteristics, and take all appropriate measures to eliminate any form of discrimination to provide fair opportunity in every aspect of employment including, but not limited to, job advertisement, hiring, training and promotion.

In compliance with the laws and regulations related to occupational safety and health of each country/region, we strive to maintain a safe and healthy workplace environment, being mindful of each and every employee's physical and mental well-being.

We do not tolerate any form of forced labor or modern slavery.

In light of equal pay for equal work guidelines, we provide employees with a fair remuneration package that meets or exceeds the legal minimum standards in compliance with the applicable laws and regulations of each country/region where we operate.

Also, we address and reduce long working hours in line with the applicable laws and regulations of each country/region, and manage employees' work hours appropriately.

#### 6. Identifying Human Rights Challenges

We maintain a continuous dialogue with our stakeholders including third party experts, employees, suppliers and communities to identify and address human rights challenge specific to each party.

#### 7. Human Rights Due Diligence

We undertake human rights due diligence on an ongoing basis based on our Human Rights Policy to identify, prevent and mitigate adverse human rights impact associated with our corporate activities.

#### 8. Access to Remedy

transcosmos Group offers remedy mechanisms including hotlines. In situations where our Group's corporate activities may have caused an adverse human rights impact, we will take appropriate remedial action for affected persons and/or organizations.

#### 9. Education and Training

We provide our officers and employees across the Group with human rights education and training to promote their understanding of our Human Rights Policy and to ensure all our people put our Human

Rights Policy into practice throughout corporate activities.

#### 10. Reporting

We report our initiatives to promote respect for human rights and their progress through various reporting documents, our corporate website and other channels.

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