

Hitachi High-Tech Guidelines for Procurement Activities

These guidelines define business transaction standards which shall be applied to all Hitachi High-Tech executives and employees in connection with their activities purchasing necessary materials, products, services, and information from outside source.

1. Overall procurement activities of Hitachi High-Tech shall adhere to the “Hitachi High-Tech Company Conduct Standards”
2. Hitachi High-Tech shall maintain proper partnerships, mutual understanding and reliable relationships with suppliers a view to long term results.
 - (1) Hitachi High-Tech shall treat all suppliers impartially and be prohibited from favoritism such as giving unfair priority to any specific suppliers.
 - (2) Hitachi High-Tech respects fair business dealings with suppliers and will avoid any improper act which might cause a loss to a supplier apart from normal and customary business transactions.
 - (3) Hitachi High-Tech shall keep suppliers’ trade secrets strictly confidential and prevent them from being revealed or improperly used.
3. Hitachi High-Tech develops suppliers to maintain competitiveness from a worldwide point of view.
 - (1) Hitachi High-Tech responds to all supplier’s’ offers sincerely, and is always willing to offer the information necessary for suppliers to complete on an even playing field.
 - (2) Hitachi High-Tech shall periodically check and review suppliers’ performance and will consider offering more advantageous business opportunities when comparison with other resources allows.
4. Through a designated selection process, suppliers shall be evaluated by product quality, reliability, delivery, price, suppliers’ business stability, technical development ability, fair and transparent information release, compliance with societies’ rules, regulation compliance, respect for human right, elimination of discrimination in respect of employment and occupation, elimination of all forms of forced and compulsory labor, environmental preservation activities, social contributions, good working environment, and recognition of social responsibilities with business partners.
 - (1) Hitachi High-Tech shall not request quotations from suppliers whom there is no intention to enter into a future business relationship.
 - (2) In accordance with specified internal procedures, the role and responsibility for specifications, terms and conditions, product acceptance and inspection belongs to each Requester, Procurement Department and Inspection Department.
 - (3) Procurement Departments shall be a representative of Hitachi High-Tech when contracting with suppliers.
5. Hitachi High-Tech members are prohibited from receiving any personal gifts or offers from suppliers.