Guidelines for Prevention of Recruitment Harassment

1. Introduction

In accordance with the Kissei Group Human Rights Policy, the Kissei Group (“we,” “our”) positions respect for human rights as the foundation of its business activities. We believe that it is our important responsibility to ensure fairness, transparency, and honesty in recruitment activities, to protect the character and dignity of job seekers, etc. (this includes applicants for recruitment selection, internship participants, alumni visitors, and all others involved in job-hunting activities), and to ensure an environment in which they can conduct their job-hunting activities with peace of mind.

Based on this belief, we are thorough in our efforts to prevent recruitment harassment against job seekers, etc. and conduct recruitment activities based on the following guidelines.

2. Basic Policy

We do not tolerate harassment or other conduct that harms the character or dignity of job seekers, etc. in our recruitment activities.

In our recruitment activities, we conduct selection fairly and equally, based on each applicant’s suitability, abilities, experience, motivation, and other factors necessary for the performance of duties. We do not treat applicants unfairly on the grounds of gender, age, race, religion, creed, sexual orientation or gender identity, disability, nationality, social status, family origin, or other characteristics not directly related to their ability to perform their duties.

We also comply with the Act on Equal Opportunity and Treatment between Men and Women in Employment; the Act on Comprehensively Advancing Labor Measures, and Stabilizing the Employment of Workers, and Enriching Workers' Vocational Lives; the Employment Security Act; the Act on the Protection of Personal Information; and other relevant laws and regulations; as well as any applicable guidelines established by the Ministry of Health, Labour and Welfare, and strive to create an environment in which job seekers, etc. can participate in the selection process, etc. with peace of mind.

3. Initiatives of the Kissei Group

1. Fair and equal recruitment selection and acquisition of appropriate information

In the recruitment selection process, we make fair and equitable judgments on the basis of the applicant's suitability, abilities, experience, motivation, and other factors necessary for the performance of their duties. In the recruitment selection process, we do not use as a basis for decision-making any matters for which the individual is not responsible, matters that are not necessary for making hiring decisions, matters that should be freely determined by the individual, or matters that are not directly related to the applicant’s ability to perform their duties. We ensure that such information is not collected through application documents, interviews, essays, questionnaires, or any other means.

In particular, we do not collect information or ask questions regarding matters that may lead to discriminatory screening, such as the applicant’s legal domicile and place of birth; family members; housing conditions; living environment; religion; ideologies or beliefs; political party preferences; membership in labor unions; social activism; preferences regarding newspapers, magazines, or books; role models; or physical appearance, unless there is a reasonable and objective necessity to do so in accordance with laws and regulations or for occupational reasons.

2. Prohibition of sexual harassment and other inappropriate behavior during recruitment activities, etc.

In addition to taking measures to prevent problems arising from sexual remarks or conduct during recruitment activities, etc., we prohibit acts of the following nature that would undermine the character and dignity of job seekers, etc.:

- Sexual remarks or conduct, requests for a sexual relationship, and unnecessary physical contact;
- Inappropriate statements regarding appearance, age, gender, sexual orientation, gender identity, etc.;
- Unnecessary questions regarding relationship status, marriage plans, pregnancy/childbirth plans, or other aspects of private life;
- Personal contact or inappropriate communications using social media, email, telephone, etc.;
- Intimidating or coercive remarks or conduct, and statements that denigrate a person's character;
- Inappropriate demands or invitations that exploit a position of power in the recruitment selection process, and remarks or conduct that suggest such matters could influence the hiring decision;
- Any conduct that places undue pressure on an applicant to end their job-hunting activities, withdraw from other companies' selection processes, accept a job offer, or make other career choices; and
- Any other conduct that would cause psychological distress or disadvantage to job seekers, etc.

3. Appropriate meetings and interviews

To ensure transparency and safety in our recruitment activities, we adhere to the following principles:

- Interviews and meetings are conducted online, at business premises of the Group, or at other appropriate locations during business hours in principle. However, if there are justifiable reasons, such as the convenience of job seekers, etc., interviews and meetings may be conducted outside of business hours after clarifying the purpose, participants, venue, and time and method of communication and ensuring transparency and safety.
- During interviews and meetings, no questions are to be asked regarding aspects of applicants' private life that are unrelated to their suitability or abilities, matters for which the applicant is not responsible, or matters that should be left to their individual determination.
- Alumni visits, recruiter interviews, internships, company information sessions, events for job offer recipients, and other points of contact related to recruitment are to be appropriately managed in accordance with these Guidelines.
- Personal social media accounts or private contact information are not to be exchanged, and private meetings with job seekers, etc. are not to be conducted. Communications necessary for recruitment activities are to be conducted via methods designated or approved by the Company.
- Meetings involving dining or other interactions that have the potential to cause misunderstandings are not to be conducted without first confirming the operational necessity, and transparency and safety of such meetings.
- There are to be no other remarks or conduct, or inappropriate demands that would impose a psychological burden on job seekers, etc.

4. Establishment of consultation helpline

We will establish a consultation helpline for the benefit of job seekers, etc. who have experienced or are at risk of experiencing sexual harassment, etc. in our recruitment activities. We will publicize the availability of this consultation helpline through our recruitment-related materials, our recruitment website, and other methods that are easily accessible to job seekers, etc.

When a consultation is received, we will promptly and accurately check the facts of the matter by hearing from the person seeking consultation, the alleged perpetrator, and other relevant parties, while taking into consideration the wishes and physical and psychological state of the person seeking consultation. We will then take any necessary and appropriate measures, including providing consideration for the victim, taking action against the perpetrator, and implementing measures to prevent a recurrence.

Further, in addition to protecting the privacy of the person seeking consultation and other relevant parties, we will not subject them to any disadvantage in the recruitment selection process, withdrawal of a job

offer, or any other unfair treatment on the grounds of their having sought consultation, made a report, or cooperated in the confirmation of the facts. We will also not subject officers and employees who cooperate in the confirmation of facts to any disadvantageous treatment.

Recruitment harassment consultation helpline
If you have experienced inappropriate remarks or conduct, harassment, etc. by any officer or employee of the Kissei Group during recruitment activities, please contact the consultation helpline below.

Consultation Helpline
Kissei Group Whistleblowing and Consultation Helpline for External Stakeholders – Kissei Hotline
Website: https://koueki-tsuhou.com/customer/kfRmZP4RQAmS/
(Japanese only)
*The details of your consultation will be kept strictly confidential.

5. Handling of personal information
Personal information obtained through recruitment activities and the consultation helpline will be acquired, used, stored, and managed by fair and lawful means within the scope necessary to achieve the purpose of use, including recruitment selection, responding to consultations, fact-checking, and preventing recurrence, after first clearly specifying or publicizing the purpose of use in advance.

As a general rule, we will not obtain personal information that is prohibited from being collected under the Employment Security Act and related guidelines, except in cases where there is a special occupational necessity or other justifiable reason. This includes but is not limited to information regarding race, ethnicity, social status, family origin, registered domicile, place of birth, ideologies and beliefs, religion, and labor union membership status.

Except in cases based on laws and regulations or for other justifiable reasons, we will not provide personal information to third parties without the consent of the individual concerned.

6. Actions against violators
If any officer or employee of the Group is found to have violated these Guidelines or engaged in harassment or other inappropriate conduct toward job seekers, etc., after checking the facts, we will take strict action against such individuals under the employment regulations and other internal rules. This will include necessary disciplinary actions, guidance, education, and other measures.

7. Education and awareness-raising
We will continuously implement education and training regarding matters such as the thorough dissemination of these Guidelines, fair recruitment selection, protection of personal information, the prevention of sexual harassment during recruitment activities, etc., and appropriate communication and interview rules for officers and employees involved in recruitment activities, interviewers, recruiters, employees who respond to alumni visit requests, internship host departments, and any other parties who have contact with job seekers, etc.

Established and implemented October 1, 2026