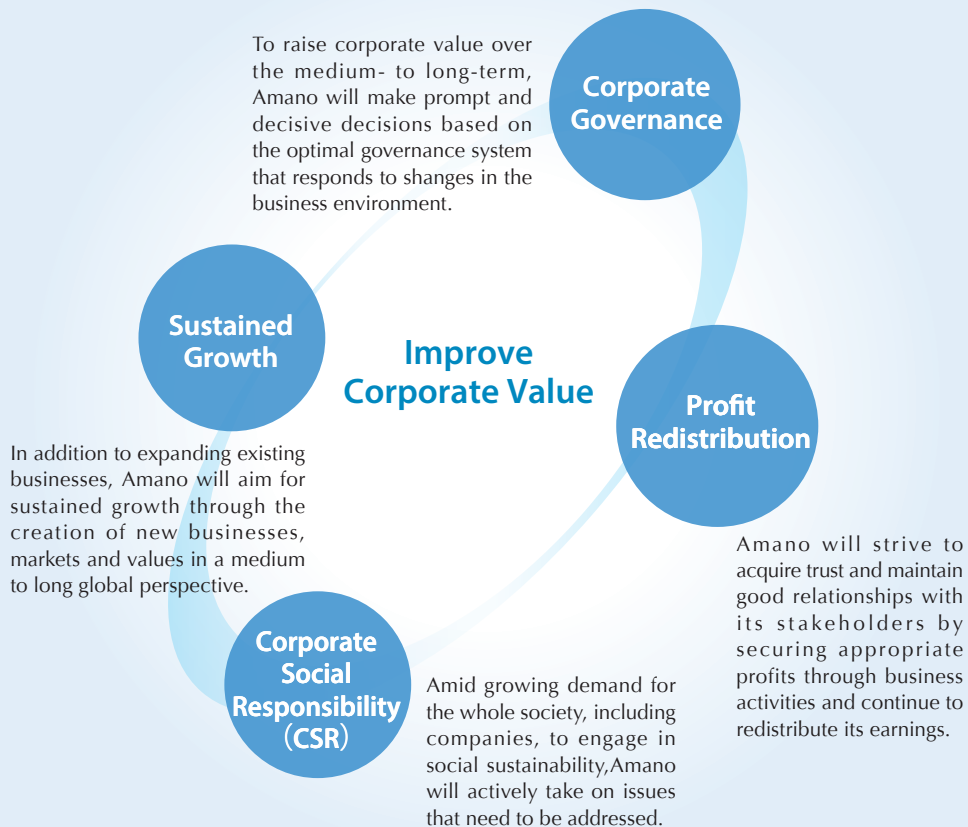


Sustainability Report 2022

Management Principle

In the field of "People & Time" and "People & Air", Amano will create new values and contribute to the realization of a safe, comfortable and wholesome society.

Management Guidelines



Slogan

Delivering the future of time and air.

Time and air surrounding people.

How can we make these elements better and more enriching.

Amano's history was built on relentless challenges to achieve just this.

Although our society has changed significantly, with the changing of times,

Our values remain unchanged since our founding.

Observe people thoroughly and listen carefully to what they say.

Based on the awareness gained from that,

We will create innovations that only we can do.

Visualize time and build a safe and comfortable society.

Create a comfortable global environment using the power of air.

Amano will continue to take on the challenges of improving the future.

And contribute to the realization of a sustainable society.

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Editorial Policy

The purpose of this report is to inform stakeholders about our basic sustainability philosophy and our ESG (Environmental, Social and Governance) performance in FY2021.

Reference Guidelines

GRI "Sustainability Reporting Standard"
Ministry of the Environment "Environmental Reporting Guidelines (2018 Edition)"

Target Reporting Period

FY2021 (April 1, 2021 to March 31, 2022)

It also includes some of the major past activities and updated information for FY2022.

Scope of Reporting

The scope is Amano on a non-consolidated basis, unless otherwise specified. For environmental reporting, the units are the head office, the Sagamihara Factory, the Hosoe Factory, and the national branches and sales offices.

The Amano Galaxy Building adjacent to the head office and Amano Agency Co., Ltd. located on the head office premises are included in the scope of this report as head office sites.

Date of Publication:

November 2022 (next publication scheduled for October 2023)

Contact

Amano Corporation Sustainability Committee Secretariat

E-mail : Sustainability@amano.co.jp

Amano Business Operations in Action

Ever since the launch of Japan's first time recorder, Amano has been a pioneering developer. Through "close-to-the-customer" sales operations, Amano will continue our ongoing efforts to adapt to a changing environment with speed and flexibility.

Information Systems and Time Management Products



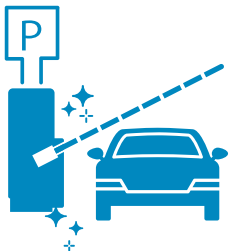
Amano's Information Systems and Time Management Products are extensively used in offices and businesses. For example, we provide workforce management systems that efficiently process employee information, payroll calculations along with employee notifications & applications. There are time recorders that compile Time & Attendance data and time stampers that authenticate various documents and transaction slips.

Environmental Systems



Dust collectors that securely trap dust and particles generated in diverse sites such as for manufacturing of precision equipment and electronic components, and foodstuff production, etc. Fume collectors trap noxious odors and the smoke generated from welding and laser machining. This energy-saving and low-cost equipment such as mist collectors that efficiently collect oily and water-soluble mist generated during machining and spray operations help to vastly improve the workplace environment.

Parking Systems



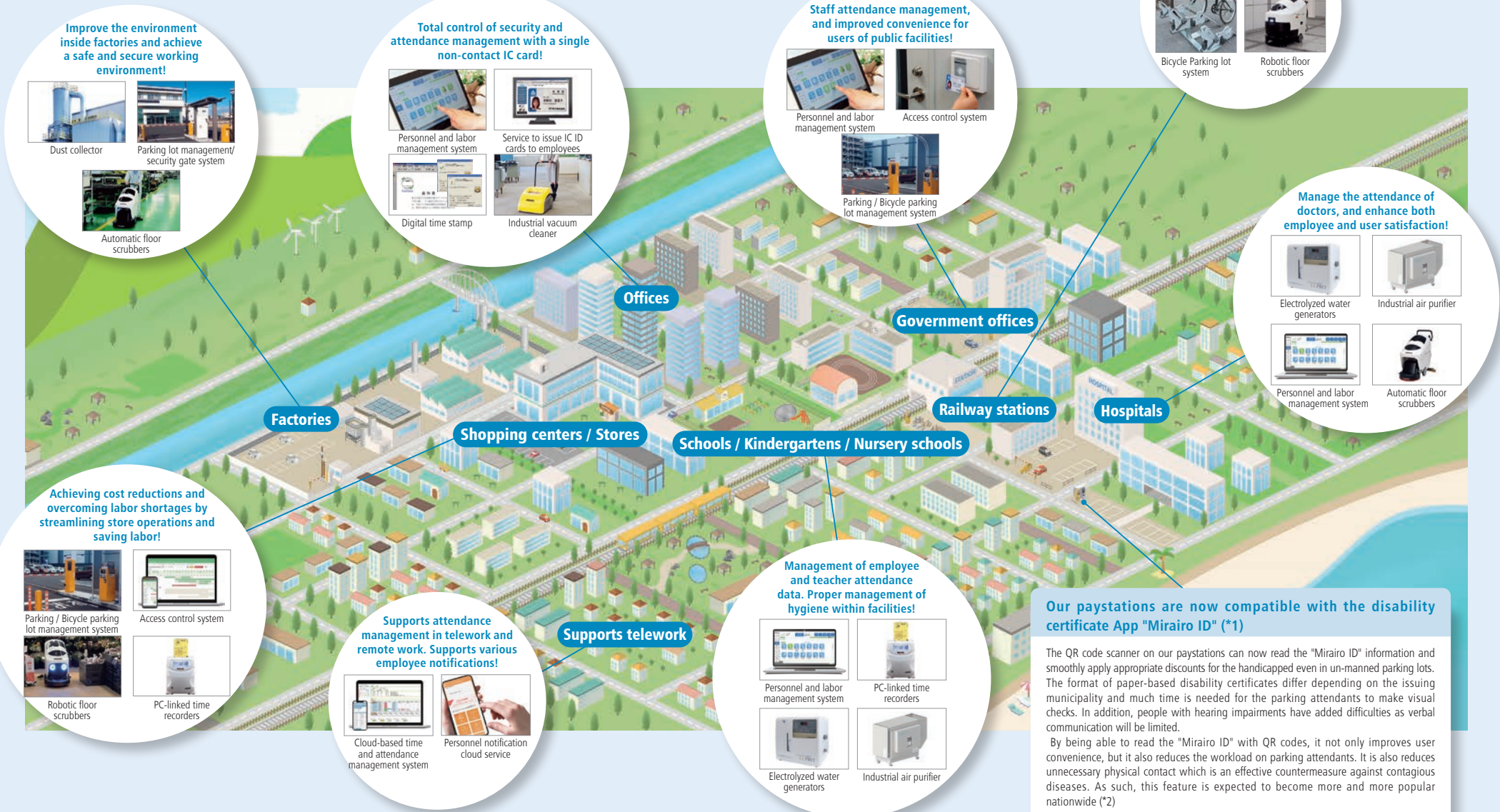
Our gate billing systems are used at a wide variety of parking facilities such as for shopping centers and hospitals. Our flaplock parking systems are frequently used for coin parking. Amano parking products are utilized in all types of locations around the city including bicycle parking lots in train station parking facilities. Amano contributes to a better world designed for both people and vehicles.

Clean Systems



Amano's robotic cleaners improve the quality and efficiency of cleaning work, and are an effective measure against labor shortages. Automatic scrubbers keep the floors of train stations, commercial facilities and factories clean. Carpet cleaners keep the carpets in hotels and offices clean. Road scrubbers that efficiently clean indoor and outdoor road surfaces. Amano's "sweeping," "washing," and "polishing" machines are helping to maintain cleanliness of the environment close to us.

Amano Products used in Society



Our paystations are now compatible with the disability certificate App "Mirairo ID" (*1)

The QR code scanner on our paystations can now read the "Mirairo ID" information and smoothly apply appropriate discounts for the handicapped even in un-manned parking lots. The format of paper-based disability certificates differ depending on the issuing municipality and much time is needed for the parking attendants to make visual checks. In addition, people with hearing impairments have added difficulties as verbal communication will be limited.

By being able to read the "Mirairo ID" with QR codes, it not only improves user convenience, but it also reduces the workload on parking attendants. It is also reduces unnecessary physical contact which is an effective countermeasure against contagious diseases. As such, this feature is expected to become more and more popular nationwide (*2)

(*1) A smartphone application operated by Mirairo Co., Ltd. (Osaka City, Osaka Prefecture) that can be used by registering the disability or rehabilitation certificate.
 (*2) As of August 2022, the system is available in 17 municipal parking lots in Hiroshima that are managed by Amano Management Services.*

Enriched Time and Air! We are creating what the future demands.

Company Overview

Corporate name

AMANO Corporation

Address of the Head office

275 Mamedocho, Kohoku-ku, Yokohama, Kanagawa
TEL: +8145-401-1441

Founded

November 3, 1931

Established

November 22, 1945

Representative

President & Representative Director Hiroyuki TSUDA

Capital

18,239.58 million yen (as of March, 2022)

Domestic factories (Production base)

Sagamihara Factory - Hosoe Factory

Consolidated subsidiaries

Total of 28 consolidated subsidiaries (manufacturing and sales companies both in Japan and overseas)

Non-consolidated subsidiaries

3 non-consolidated subsidiaries

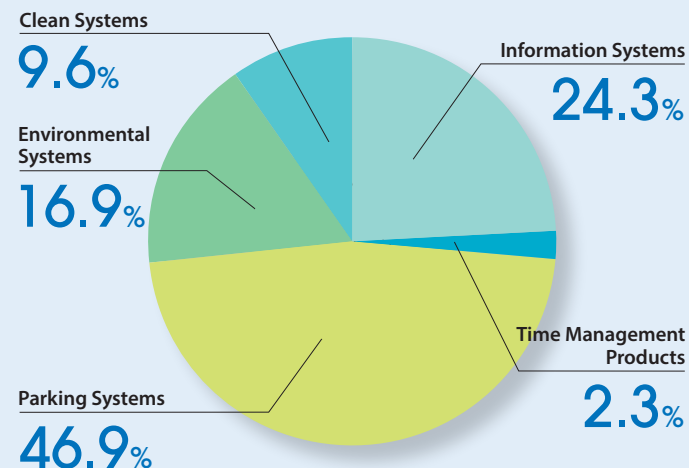
Affiliated company

1 affiliated company

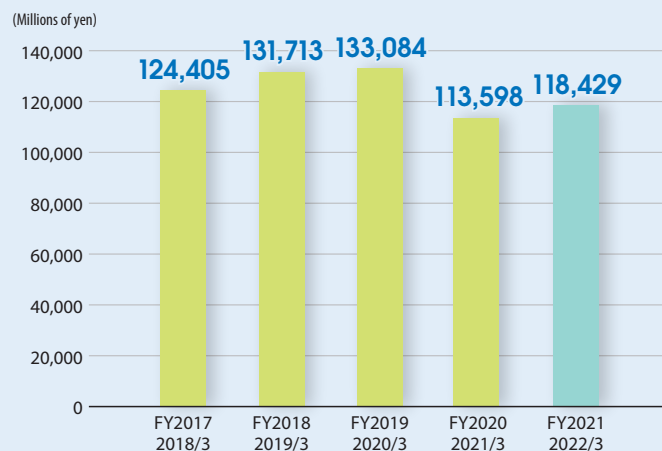
The Amano Group consists of Amano Corporation and 32 Group affiliates, and develops Information Systems, Time Management Products, Parking Systems, Environmental Systems, and Clean Systems.

The business sales ratio and consolidated sales are shown on the right.

Business Sales Ratio (Consolidated)



Consolidated net sales



Consolidated net sales

118,429
Millions of yen

(As of March 31, 2022)

Consolidated sales ratio by region

Japan **62.7%**
Overseas **37.3%**

(As of March 31, 2022)

Overseas (breakdown)

North America **12.6%**
Asia **16.5%**
Europe **8.2%**

Consolidated ordinary income

13,919
Millions of yen

(As of March 31, 2022)

No. of employees

Regular employees

Consolidated
4,786 people

Non-consolidated
2,088 people

Temporary employees

Non-consolidated
0 people

(As of March 31, 2022)

Number of employees by gender (non-consolidated)

Male **1,761** people
84.3%

Female **327** people
15.7%

(Excluding fixed-term and part-time employees, end of March 2022)

No. of production / sales / R&D bases

Japan
76 locations

Overseas
93 locations

(As of March 31, 2022)

CO₂ emission reduction rate

36.3%

(Vs. FY2013, As of March 31, 2022)
*Targets Scope 1+2

Average years of service

18.5 year

(As of March 31, 2022)

Childcare leave take-up rate

Male **3.3%**

Female **100%**

(Average for the last 3 years)

Waste plastic recycling rate

95.9%

(As of March 31, 2022)

PRTR substance handling volume reduction rate

8.3%

(March 31, 2022, compared to FY2020)

President's Message

In the fields of "People & Time" and "People & Air", Amano will create new values and work toward the realization of a sustainable society and enhanced corporate value.

Amano Corporation celebrated our 90th anniversary in November 2021. I believe that this business longevity is the result of the continued support from our customers and stakeholders. I would like to take this opportunity to thank you all very much.

We at Amano Group have revised our brand statement to coincide with the 90th anniversary and our management principle is now to create new value in the fields of "People & Time" and "People & Air", and to contribute to the realization of a safe, comfortable, and wholesome society.

Since the adoption of the SDGs by the UN General Assembly in 2015, the business environment has changed dramatically over the past few years, and efforts to realize a sustainable society, such as increasing awareness of human rights issues in addition to climate change and environmental issues, are making progress around the world.

For companies too, solving social problems through business and contributing to the SDGs have become essential, and the Amano Group must also look to the future while preserving the company's traditional philosophy and strive to improve ourselves further.

To respond to these environmental changes, in April 2022, we established the Sustainability Committee to implement an internal mechanism that promotes sustainability across the company, including our response to climate change, materiality formulation, in-house education, and information disclosure, which are all part of sustainability management.

The Amano Group aims to be a company that is trusted and appreciated by all stakeholders, including customers, business partners, shareholders, employees, and local communities, by contributing to building a sustainable society for the future by working to solve social issues from a medium- to long-term, global perspective, based on the Amano Group's long-term management vision of "Aiming to be a 100-Year Company", with a focus on our global Time Information Systems business (Information Systems, Time Management Products, Parking Systems) and Environment System business (Environmental Systems, Clean Systems).

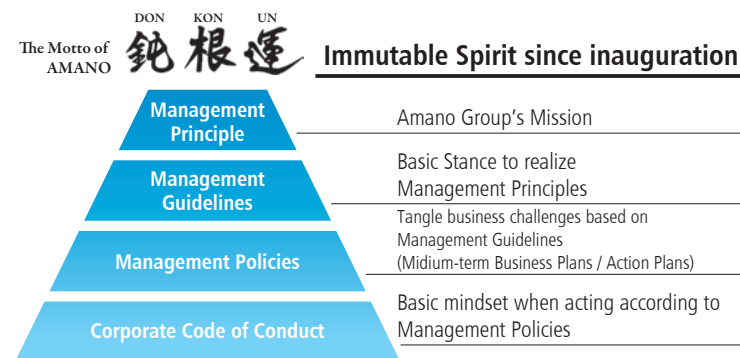
To visualize time and build a safe and comfortable society. To create a pleasant global environment with the power of air.

The Amano Group will continue to work to improve the future and contribute to the realization of a sustainable society.

President & Representative Director
Hiroyuki TSUDA




Basic Philosophy Structure



鈍 "Don" means to take proper action. You can demonstrate "don" by performing your work with honesty, transparency, respect for individuality, cooperation with others, and a commitment to excellent service.

根 "Kon" means to show patience and undertake unwavering efforts. You can demonstrate "kon" by performing your work with enthusiasm and seeking to improve in every aspect of your responsibilities.

運 "Un" means luck or good fortune. To succeed, we must not simply wait for "Un" (luck) to come our way. We believe that if we demonstrate "don" and "kon" in our work and lives, it will lead to un - good fortune.

The Amano Group's Sustainability System

Sustainability Basic Policy

The Amano Group's Management Principle is to create new value in the fields of "People & Time" and "People & Air" and contribute to the realization of a safe, comfortable, and wholesome society. We strive to realize society and improve corporate value.

Amid growing demand for the whole society, including companies, to engage in social sustainability, Amano will actively take on issues that need to be addressed, aiming to become a company that is trusted and appreciated by all stakeholders, including our customers, business partners, shareholders, employees, and local communities.

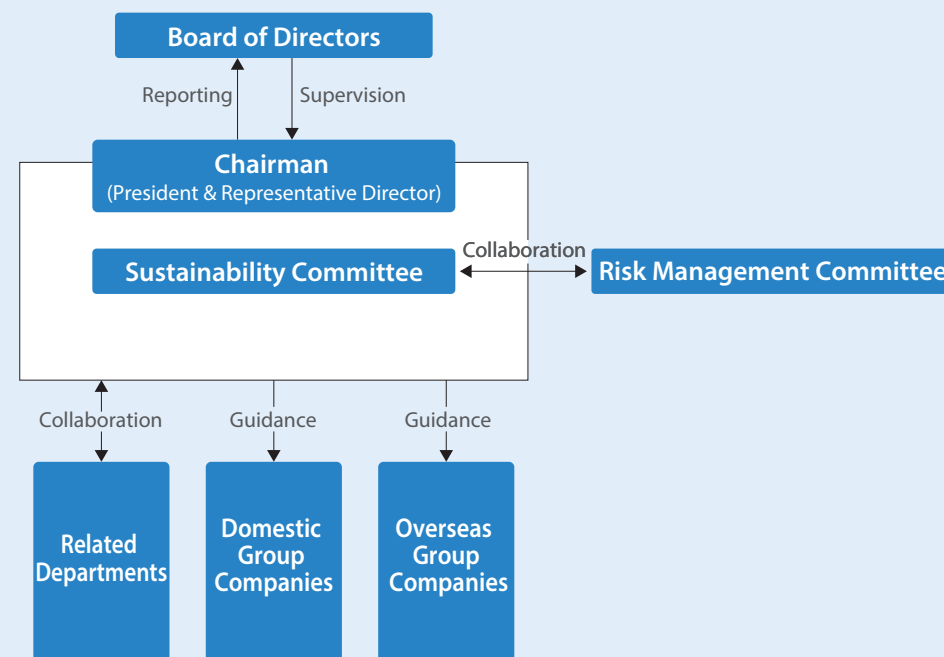
The Promotion of Sustainability and Involvement of the Board of Directors

In April 2022, the Amano Group established the Sustainability Committee in order to promote efforts to achieve a sustainable society and improve corporate value.

The Committee, chaired by the President & Representative Director, is responsible for the Amano Group's sustainability management response, materiality formulation, in-house education, and information disclosure functions. Specifically, in coordination with relevant departments and the Risk Management Committee, the Committee formulates the basic policy, activity goals, and implementation issues related to sustainability activities. The matters agreed by the Committee are then deployed to group companies.

In addition, the Board of Directors receives a report at least once a year on the basic policies and activity goals examined by the Committee regarding how our business contributes to the realization of a sustainable society, evaluates their progress, approves the effectiveness of the activity policies, and provides monitoring and supervision.

● Sustainability Promotion System



Materiality Formulation

The Amano Group is formulating materialities (key issues) to be focused on in sustainability management through the Sustainability Committee in order to promote efforts to achieve a sustainable society and improve corporate value.

Endorsement of the TCFD (Task Force on Climate-related Financial Disclosures)

Amano discloses our evaluation of the impact of climate change on our business in four areas: Governance, Strategy, Risk Management, and Metrics and Objectives, compliant with the TCFD Recommended Framework.

Considering the response to climate change to be an important issue, we expressed our endorsement of the TCFD recommendations in October 2022.

We will continue our efforts to address climate change and disclose information based on the TCFD recommendations.



External Initiatives

• Participation in the Electrical and Electronics Coordinating Committee for Global Warming Countermeasures

Amano recognizes the importance of activities in the industrial world and industry associations, and participates in the electrical and electronic global warming countermeasures liaison meeting. We utilize the policies and the latest trends related to climate change discussed at these meetings in the Amano Group's environmental management.

• Joined the Green Purchasing Network

Amano joined the Green Purchasing Network* in 2004.

* The Green Purchasing Network is a national network organization established in 1996 to promote green purchasing.

Engagement with Stakeholders


The Amano Group's business is built on a trusting relationship with its stakeholders, and we believe that understanding and meeting the requests and the expectations of a variety of stakeholders, including our customers, business partners, shareholders, employees, and local communities, will improve our corporate value. For this reason, we recognize the importance of dialogue with stakeholders, and the Amano Group conducts the activities listed in the table on the right.

Stakeholders	Main Contents	One Example of an Activity
Customers	The Development and Provision of Safe and Reliable Products and Services	The development and provision of Safe and Reliable products and services
		Thorough Quality Control
		Promotion of Production Meister Certification
	Responding to the Needs of Customers	Protection of Personal Information through Information Security Management
		Daily Contact with Customers through Direct Sales
	Creating Innovation	Holding and Participating in Exhibitions and Seminars
Implementing Open Innovation		
Business Partners	Sustainable Procurement	Participation in One-Stop ETC Social Experiments
		Formulation of Procurement Policies
		Promoting Green Procurement
		Implementing Human Rights Due Diligence
Shareholders	Appropriate Information Disclosure	Information Sharing with the Supply Chain
		General Shareholder's Meeting
		Sustainability Report
	Global	Timely Disclosure of IR Information on the Corporate Website
		Enhance English Corporate Website
Employees	Support for Diverse Human Resources Activities	Human Resource Development, Education & Training Programs (Select-type, Enroll-type)
		Initiatives for the Diverse Work Styles and Work-Life Balance
	Occupational Health and Safety and Mental Health Measures	Periodic Work Environment Measurements
		Disaster Prevention Training
		Medical Exams and Stress Checks
	Consultation Service	Setting-up the Amano Hotline
Local Communities	Understanding Opinions and Requests	Contact Point for Inquiries and Responses
		Beautyfication and Cleaning Activities in local area surroundings
	Community Contribution	Promoting Sporting Activities

SUSTAINABLE DEVELOPMENT GOALS



The Amano Group shares the principles of the Sustainable Development Goals (SDGs) advocated by the United Nations and contributes to the realization of a sustainable society through its business and social contribution activities.



E

Environment



Environmental Policy

Environmental Principle

Amano Corporation recognizes we have a social responsibility to contribute to the creation of a “sustainable society” that balances both the environment and economy under the theme of “People and Time” and “People and Air”. We will promote business activities and environmental management that always consider environmental conservation from a broad-ranging perspective.

Environmental Policy

Basic policy

Based on our "Environmental Principle", from research & development to production, sales and services, Amano will endeavor to achieve and maintain high environmental qualities across all levels of business activities.

Conduct guidelines

1. Amano will establish an environmental management system that will be continuously maintained and improved by restructuring our organization and operations to practice environment-conscious business activities.
2. All employees of the Amano Group will adhere to all environment related laws, regulations, and internal standards.
3. Effective use of resources environmentally friendly will be practiced by reducing, reusing and recycling, etc. We will promote efficiency and rationalization at all levels of business activities, namely, production, sales, and services.
4. Amano will endeavor to research, develop, and produce products, which are environmentally friendly to reduce environmental impact.
5. All employees of the Amano Group will be subject to environment education and will strive to raise environmental consciousness.
6. All employees of the Amano Group will be notified of this "Environmental Policy", and will be made available on demand by the public.

Established: March 10, 2004

Revised: April 26, 2022

Responding to Climate Change



Currently, natural disasters caused by climate change are on the rise around the world, and we are concerned about the financial impact of climate change on companies, along with the social impact.

The Amano Group has established an Environmental Policy in recognition of the fact that addressing environmental issues, including climate change, is one of the key management issues for improving corporate value in the medium- to long-term.

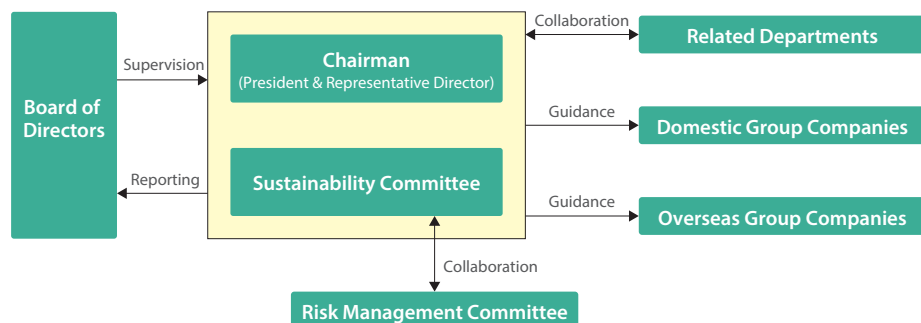
We will continue to strengthen our environmental conservation activities such as reducing CO₂ emissions and waste in all business activities from manufacturing to sales.

Corporate Governance

In order to respond to environmental issues such as climate change, the Amano Group has created an Environmental Management Committee and implemented initiatives such as reducing CO₂ emissions, etc. In addition, in April 2022, we created the Sustainability Committee to promote efforts to both achieve a sustainable society and improve corporate value.

The Committee, chaired by the President & Representative Director, is responsible for the Amano Group's sustainability management response to climate change, materiality formulation, in-house education, and information disclosure functions, etc. Specifically, in coordination with relevant departments and the Risk Management Committee, the Committee formulates the basic policy, activity goals, and implementation issues related to climate change response. The matters agreed by the Committee are then deployed to group companies. In addition, the Board of Directors receives a report at least once a year on the basic policies and activity goals examined by the Committee regarding how our business contributes to the realization of a sustainable society and environmental issues such as reductions of CO₂ emissions to respond to climate change, evaluates their progress, approves the effectiveness of the activity policies, and provides monitoring and supervision.

Climate Change Governance Structure



Strategy

At the Amano Group, the Sustainability Committee works to identify and evaluate climate change scenario analysis and the financial impact of risks and opportunities for each business. Currently, in the Group, which develops, manufactures, and sells products in Time Information System business and Environment System business, the risks and opportunities common to all businesses are identified as follows.

Risk

- With the introduction of environmental taxes and carbon taxes, there is a possibility that sales will decrease due to soaring raw material costs, rising product costs, and loss of sales opportunities
- Due to the intensification of disasters, there is a possibility that infrastructure damage and operational stoppages will occur at our sites, and a large amount of money will be required for recovery
- Production suspensions and delivery delays may occur due to supply chain disruption, etc., which may result in loss of sales opportunities

Opportunities

- New demand may be created such as the introduction of products that contribute to business efficiency with the aim of saving energy and manpower
- Improved price competitiveness by reducing costs through improving energy use efficiency
- Improved customer trust by improving the level of service and strengthening the support system that can be provided in the event of a disaster

Risk Management

In consultation with the relevant departments, the Sustainability Committee annually identifies sustainability risks, including climate-related risks, and conducts scenario analyses and financial impact assessments as appropriate. The Sustainability Committee and the Risk Management Committee that manage risks discuss and review the strategy for responding to the significant risks identified. The identified key risks and response policies are to be reported to the executives in charge of risk management via the Risk Management Committee for approval.

Metrics and Targets

We have selected CO₂ emissions as a metric for assessing climate change risks, and we disclose the target values and results on page 14 of this report, "Initiatives to Reduce our Environmental Burden," and on our website.

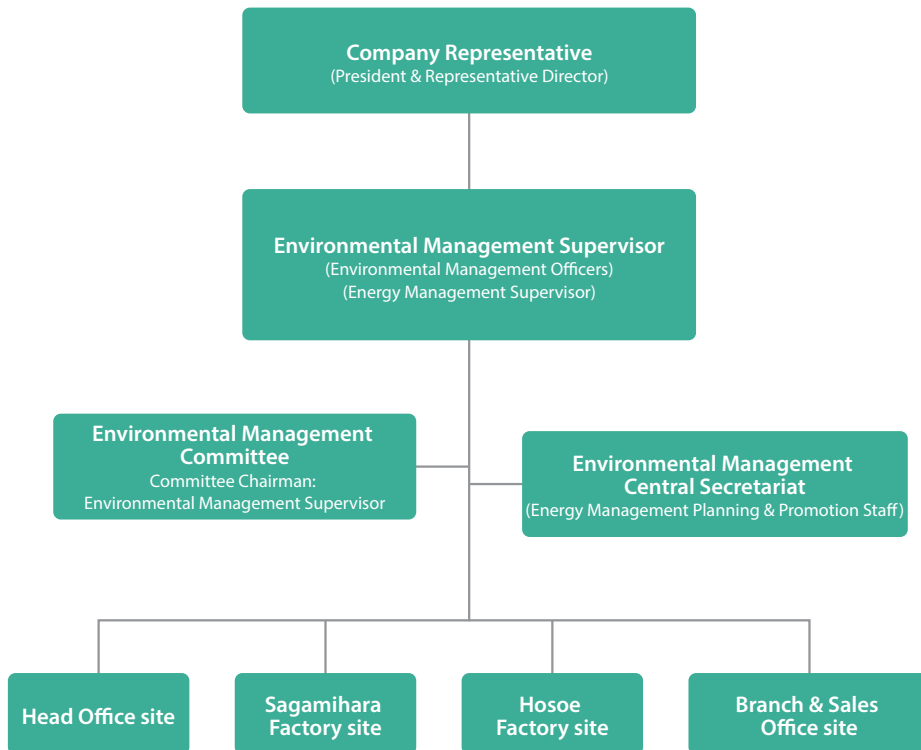
Items to be disclosed in the future

Disclosure of Scope 3 CO₂ emissions will be considered in the future.

Initiatives toward Environmental Management

Amano recognizes that our social responsibility is to contribute to the formation of a "sustainable society" that balances the environment and the economy. All business activities at Amano will always take into consideration environmental protection and will actively promote environmental management. In order to do this, we have acquired the international certification "ISO14001" for environmental management.

● Overall Company Environmental Management Structure



ISO14001 Certification

In August 1999, Hosoe Factory acquired the Certification, and in January 2000, Sagamiyara Factory acquired it. In April 2007, at that time former Miyakoda Factory and a group subsidiary, the Environmental Technology Co., Ltd. located at the same premises, acquired it. In April 2014, the Miyakoda Factory was integrated into Hosoe Factory, and currently Hosoe and Sagamiyara Factories have acquired the ISO14001:2004. In July 2017, Hosoe Factory renewed the ISO14001:2015 for "Mold design and manufacturing", "Research & Development of environmental products and cleaning system products", and "Measurements related to the working environment." And Sagamiyara Factory also renewed the ISO14001:2015 for "Environmental management and operations related to the manufacturing of Information Systems, Time Management Products, and Parking Systems".

● Certifications obtained at each factory

Factory	Certification standard	Certifying Institution	Examination registration No.	Initial registration date	Renewal date	Expiration date
Sagamiyara Factory	ISO14001:2015	SGS	JP00/017315	2000/01/24	2020/07/03	2023/07/03
Hosoe Factory	ISO14001:2015	SGS	JP99/016547	1999/08/13	2020/07/05	2023/07/05

Initiatives to Reduce our Environmental Burden



CO₂ Emission Reduction Targets

In December 2021, Amano formulated CO₂ emission reduction targets to help reduce greenhouse gas emissions. To prevent global warming, we will continue efforts to reduce CO₂ emissions.

CO₂ emission reduction targets: a 46% reduction in FY2030 compared with levels in FY2013.

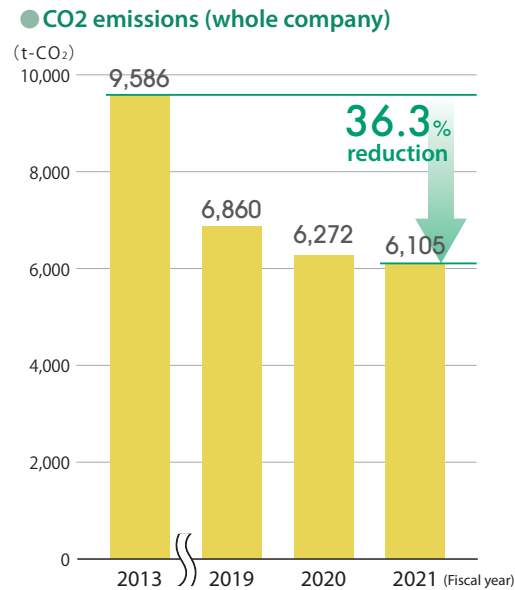
Note: These targets concern Scope 1 and 2 corporate emissions.

Energy Saving Initiatives

In order to reduce CO₂ emissions, Amano is promoting energy-saving activities at each business site. As reducing electricity and gasoline consumption is the most effective way to reduce energy consumption, to achieve this, each business site is making continuous efforts by sharing and applying ideas.

Energy reduction measures that are common among the sites are as follows:

- Appropriate air-conditioner temperature settings (implementation of Cool Biz and Warm Biz)
- LED lighting and power saving
- Reducing water consumption (Proper management of turning faucets on and off)
- Turning off unnecessary computers
- Implementation energy saving measures and modification facility equipment
- Change to energy-saving multifunctional copiers upon renewal intervals
- Give environmental lectures (garbage sorting, water draining, etc.) to cleaning contractors
- Promoting company-wide energy saving campaigns
- Reducing standby power consumption during long vacations



*Targets Scope 1 and 2



Renewed air conditioners (Head office)



Renewed reflow furnace (Sagamihiro Factory)



New LED lamps (Head office)



Renewal of substation facilities (Hosoe Factory)



New LED lamps (Hosoe Factory)



New LED lamps (Hosoe Factory)

Criteria for water

At the Hosoe Factory, we regularly measure the water quality of the wastewater and manage it so that it does not discharge outside the factory.

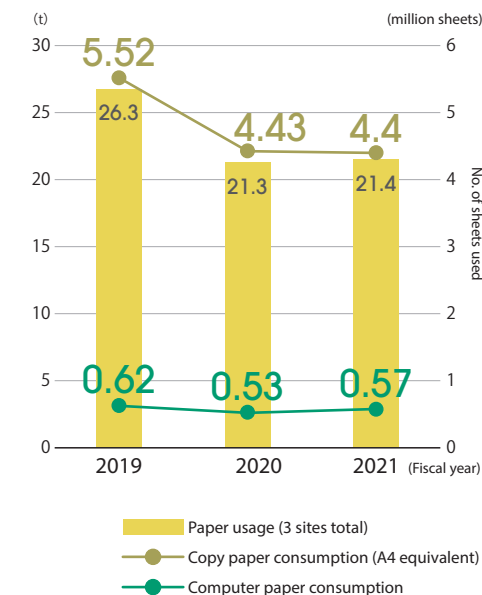
Item	Drainage reference value (mg/l)	Voluntary reference value (mg/l)	FY2021			
			Wastewater outlet 1(mg/l)	Wastewater outlet 2(mg/l)	Wastewater outlet 3(mg/l)	
pH	5.8 to 8.6	6.1 to 8.2	6.6 to 7.2	7.0 to 8.0	6.5 to 7.5	
BOD (maximum value)	30	27 (daily average 20)	18	Less than 2.0	16.0	
COD (maximum value)	30	27 (daily average 20)	19	Less than 6.0	11	
SS (maximum value)	40	36 (daily average 30)	11	1.6	23	
n-Hexane extractants (mineral oil content)	5.0	4.5	Less than 1.0	Less than 1.0	—	
Phenols	1	0.9	Less than 0.5	Less than 0.5	Less than 0.5	
Copper	1	0.9	Less than 0.1	Less than 0.1	Less than 0.1	
Zinc	2	1.8	Less than 0.20	Less than 0.2	—	
Total iron	10	9	Less than 0.30	Less than 0.3	—	
Total chromium	2	1.8	Less than 0.05	Less than 0.05	Less than 0.05	
Total nitrogen	120	108	17	19	81	
Total phosphorus	16	14.4	3	Less than 0.80	6.9	
Number of coliform bacteria	3,000	2,700	1,800	10	42	
Hazardous substances	Cadmium	0.002	0.0018	Less than 0.0002	Less than 0.0002	Less than 0.0002
	Cyanogen	1	0.9	Less than 0.1	Less than 0.1	Less than 0.1
	Organic phosphorus	0.1	0.09	Less than 0.01	Less than 0.01	Less than 0.01
	Lead and its compounds	0.1	0.09	Less than 0.01	Less than 0.01	Less than 0.01
	Fluorine compounds	8	7.2	Less than 0.80	Less than 0.80	Less than 0.80
	Arsenic and its compounds	0.001	0.0009	0.0005	Less than 0.0003	0.0006
	Trichloroethylene	0.3	0.27	Less than 0.005	Less than 0.005	Less than 0.005
	Tetrachloroethylene	0.1	0.09	Less than 0.005	Less than 0.005	Less than 0.005
	Dichloromethane	0.2	0.18	Less than 0.02	Less than 0.02	Less than 0.02

Reducing the Consumption of Copy Paper

In an effort to reduce the amount of paper used, the three sites (Head Office, Sagami Factory, and Hosoe Factory) are continuing their efforts to "not increase paper usage over the previous fiscal year", such as by reducing paper distribution by promoting paperless meetings using double-sided printing and projectors. In addition, we are upgrading our conventional printers and copiers to multifunction machines, and striving to reduce paper by digitizing documents. The amount of paper used in FY2021 increased by 0.5% compared to the previous fiscal year, but we will continue to carry out awareness activities such as poster displays, etc. and work on the effective use of resources.

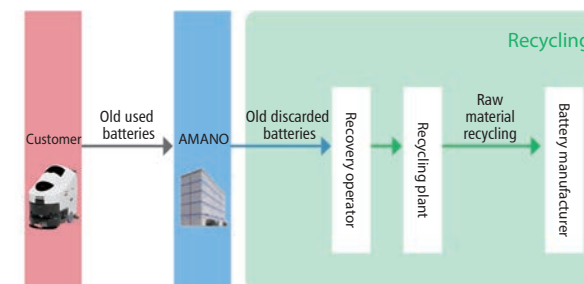


Paper usage(copy paper + computer paper)



Battery Recycling

Since December 2012, Amano has been promoting initiatives that contribute to the creation of a recycling-oriented society by recycling all the batteries extracted from cleaning products. In 2021, 104 tons (approximately 3710 batteries) were recycled.



Initiatives at Branches and Sales Offices



Energy-saving measures of Sales and Service offices

Since FY2007, Amano sales and service offices have begun collecting data on environmental burden (consumption of electricity, gas, gasoline and other fuel, and water, etc.) from each regional office.

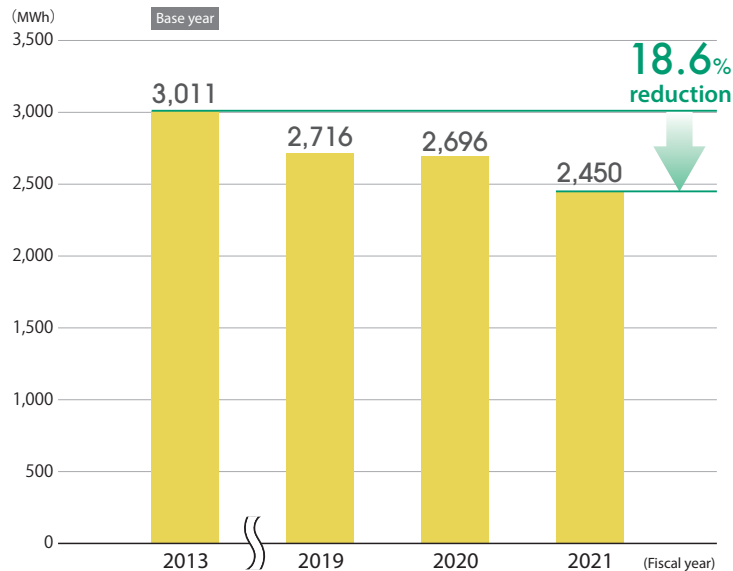
Since the ratio of electricity consumption to total energy consumption at branches and sales offices is the majority in terms of crude oil equivalent, we are implementing power saving and energy efficiency at these locations daily.

Initiatives for company Car Usage

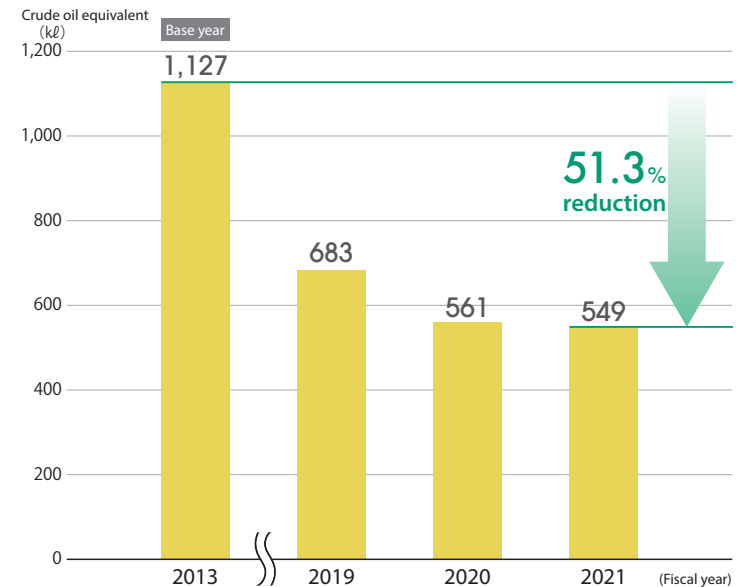
Regarding gasoline and diesel fuel for company vehicles running on public roads, the General Affairs division posts fuel prices on the electronic company bulletin board for all employees every month, in order to foster cost awareness. Since August 2018, we have begun introducing the telematics systems for approximately 700 company vehicles to visualize driving status such as rapid starts, sudden decelerations, and excessive speed, etc. aiming to improve driving manners (eliminate accidents) and to raise awareness of eco-driving. In particular, for eco-driving, we are also conducting educational activities by incorporating "10 eco-driving recommendations" into all employee training.

* Telematics: A system where the person in charge is able to remotely grasp the driving status of a vehicles through an electronic module equipped with GPS communication capability, which is installed in the vehicles

Purchased electrical power (total for all branches and sales offices operations)



Fuel consumption (total for all branches and sales offices)



Initiatives to Reduce Waste Material

Reducing the total amount of Industrial Waste

In FY2021, the total amount of industrial waste from our 3 sites (Head Office, Sagamihara Factory, and Hosoe Factory) amounted to 1779.6 tons, an increase of 6% from the previous year. The recycling rate stood at 98.5% owing to thorough sorting of waste, an improvement of 0.1% from the previous year. We will continue to practice appropriate waste sorting aiming to reduce waste emissions and improve the recycling rate.

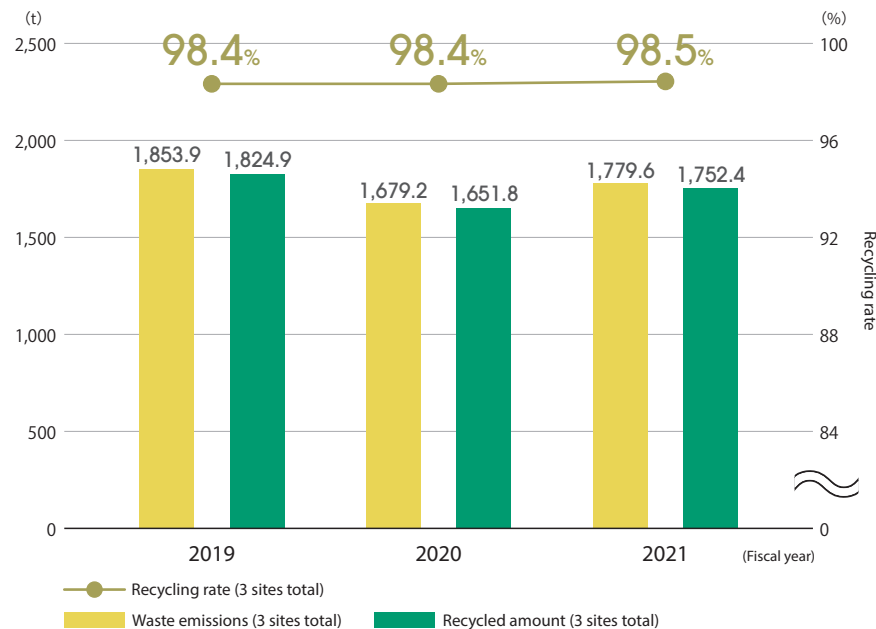


Subdivision of dry battery separation (Sagamihara)

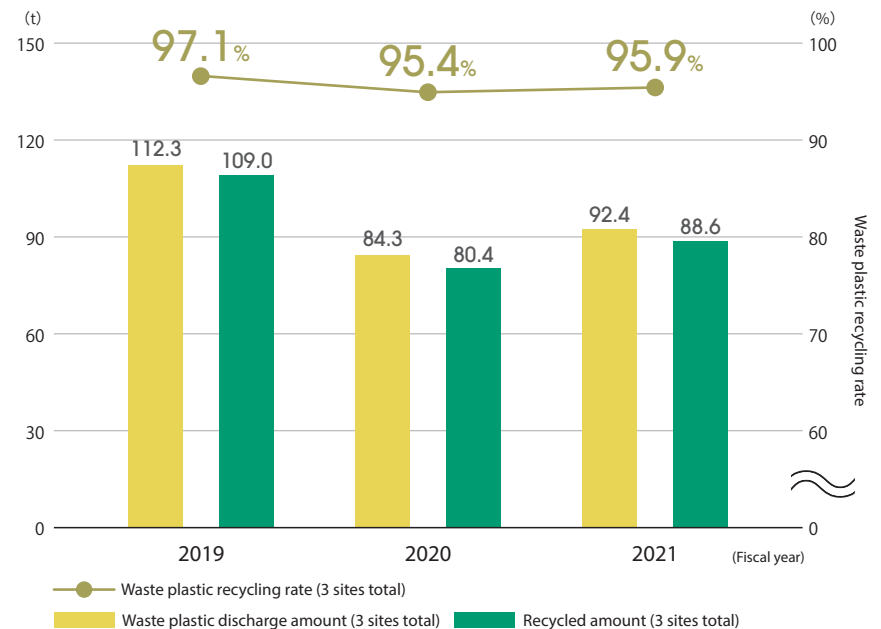
Promoting waste plastic recycling

In FY2021, the total amount of plastic waste from our 3 sites (Head Office, Sagamihara Factory, and Hosoe Factory) amounted to 92.4 tons, an increase of 9.6% from the previous year. The recycling rate stood at 95.9%, an improvement of 0.5% from the previous year. We will continue to strive to reduce waste plastic discharge and promote recycling through employee education, etc.

Total waste emissions and recycled amount



Total amount of plastic waste and recycled amount



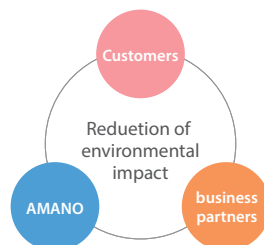
Green Procurement Initiatives



Promotion of Green Procurement (Green Procurement Guidelines)

We are advocating "promotion of green procurement" in line with the environmental management system "Environmental Action Guidelines". With a view to reducing environmental stress in our supply chain, we formulated the "Amano Corporation Green Procurement Guidelines." Based on these guidelines, we conduct surveys on raw & product materials, parts, and halffinished products including component units, delivered by our business partners to check whether they contain any substances that we designate as hazardous. We ask our suppliers to comply with the following requirements:

- Conduct a content test of regulated chemical substances for each batch of raw material and parts we procure. (submission of a chemSHERPA file)
- In our manufacturing processes, we do not use substances that Amano has designated as being banned from use in production processes. (submission of a certificate of non-use)



Green Purchasing and Procurement Activities

- Regarding the equipment and supplies managed by General Affairs Department, since 1999, Amano has been promoting the purchase of "eco-mark" products and energy saving equipment along with "green" office supplies. We are continuing to switch to "Green" products for stationery, office supplies, and other purchases. The "Green" products purchasing rate in FY2021 was 56.8% (among stationery office supplies).
- We will select and purchase products that have been adequately considered for recycling after disposal.
- For electronic devices with high energy consumption, such as multifunctional copiers, we will carefully compare the functionalities and energy consumption levels and select models that are superior in terms of cost performance. We will then promote device renewals.
- We repair usable equipment and supplies as much as possible to extend their lifetime in order to reduce disposals from simple renewals.
- When renewing machinery, materials and office equipment, we will select those which are environmentally friendly.
- When purchasing items for production, we implement measures to reduce waste, such as returning and reusing wooden frames and pallets for heavy parts, reusing packaging materials, and introducing returnable boxes, etc.
- We have improved traditional quotation methods (using paper forms) by promoting electronic quotations systems.



Simplify product packaging



Reuse of cushioning material

Initiatives for Biodiversity



Kanagawa Reforestation Partner System

In April 2020, Amano became a partner in a system sponsored by Kanagawa Prefecture that supports and cooperates with forest restoration and conservation projects through donations and forest volunteering by employees of partner companies. As part of the development of Kanagawa water resources, we provide public management and support of private forests (forests owned by forest cooperatives, etc.) in the target areas, mainly within the prefecture.



Green Fundraising

At the Sagamiyama Factory, we participate in green fundraising sponsored by the Kanagawa Trust Midori Foundation Prefectural North District Promotion Council. In FY2021, donations and sales of green products totaled 66,167 yen.



Purchasing Eco-friendly Uniforms

Amano has adopted an eco-marked unisex work wear that uses at least 50% recycled PET fiber. In addition, for each work wear purchased about two saplings are donated to the Green Belt Campaign to plant trees around the foothills of Kenya.



Compliance Management concerning Air Pollution and Wastewater Standards

Since 2016, Amano has not used heavy-oil-fired boilers at any sites. We have no facilities that fall under the Air Pollution Control Act. We have measured levels of water pollutants, and there are no reports of any legal or regulatory values being exceeded.

Environmentally Friendly Products



Amano is actively promoting environmentally friendly product designs by incorporating energy efficiency, resource efficiency (Reduce, Reuse, and Recycle), safety, and rigid control of environmentally burdensome substances when developing and modifying our products.

Electric Dust Collector "EM-8eIII"

The Electric dust collector "EM-8eIII" is used to collect oil mist generated during the metal cutting process. The "EM-8eIII" uses corona discharge to collect the oil mist, so it is filterless and hence nothing to be disposed. In addition, by changing the discharge part, which is the core of the electric dust collectors, from "needle type" to the "brush type", the discharge points have increased, thereby improving the durability of the electrodes and extending the product maintenance cycle.

Pressure-loss is low because the "EM-8eIII" is filterless and thus energy efficient.



Industrial Air Purifier "Amatsukaze"

The industrial air purifier "Amatsukaze" is equipped with a UV-C ultraviolet lamp for virus suppression.

By using an electro dust extraction system, unlike common filter-type air purifiers with comparable performance, it does not require large filters and large fans to send air.

Due to the highly efficient collection capability and low pressure-loss, the product is of high performance while being energy efficient. In addition, the collecting electrodes can be washed and reused. This product supports the creation of a safe environment even in facilities where many people gather, such as exhibition halls and event venues.



Ticketless Paystation (GT-4100)

Instead of using parking tickets, the "GT-4100" paystation uses license plates to control the vehicles and to settle parking fees. This is the so called "License Plate Recognition (LPR)" system which has no consumables such as paper tickets and ink-ribbons. Since there are no consumables, there is less waste.



Electrolyzed Water Generator

An electrolyzed water generator electrolyzes water by adding a small amount of salt and generates two types of water, hypochlorous acid water (acidic electrolyzed water) and alkaline electrolyzed water. When used properly, electrolyzed water has the following properties, and can be used to create a hygienic environment in consideration of people's safety and the environment.

- Properties:
 1. Hypochlorous acid water (acidic electrolyzed water) has a strong sterilization effect against various types of viruses and bacteria.
 2. It is highly safe to people, as it is generated from water and salt only.
 3. Wastewater does not generate CO₂, unlike when a surfactant is used.*1
 4. It contains no detergent, so river and marine pollution caused by effluents can be mitigated.

*1 Surfactants emit CO₂ in their treatment process.



α-Light Pro



α-CUTE

Chemical Management



RoHS2-Compliant Products

In January 2013, Europe enacted the RoHS2 Directive, which restricts the use of certain hazardous substances in electrical and electronic equipment in order to prevent adverse effects on people and the environment during the recycling and disposal of such equipment. Initially, 6 substances namely, cadmium, mercury, lead, hexavalent chromium, PBB (polybrominated biphenyls), and PBDE (polybrominated diphenyl ethers) were designated. In addition, since July 2019, the 4 Phthalate ester substances namely DEHP (bis-2-ethylhexyl phthalate), BBP (benzyl butyl phthalate), DBP (dibutyl phthalate), and DIBP (diisobutyl phthalate) have begun added. Amano is working toward the total abolition of the 10 target substances in line with RoHS2 product-level compliance.

We have also established "RoHS Regulation Management Provisions", etc, to be included in our Environmental in-house guidelines to monitor and confirm the progress towards RoHS2 compliancy.

*RoHS(Restriction of the use of certain Hazardous Substances in electrical and electronic equipment)

RoHS2-compliant products (partial)



The Management of PRTR Designated Chemical Substances

In accordance with the PRTR Act*1, we carefully monitor the types of notifiable chemical substances that are discharged and the amount handled, and aggregate the totals each month. In FY2021, the total amount handled by the three sites was 31.1 tons, a reduction of 8.3% from the previous year. We will continue to promote the reduction of emissions by replacing target substances and parts.

Of the target substances, the following three substances were notifiable substances under the PRTR Act and had a handling amount of 1 ton or more. We notified and reported these substances to the local government.

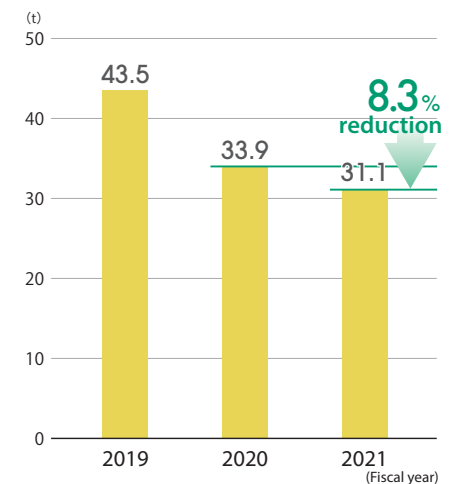
Substances subject to PRTR	FY2021 handling amount (t)
Xylene	9.7
Toluene	11.5
Ethylbenzene	7.6

With regard to the reduction of VOC*2, in FY2021, we continued to build and promote a system for proper ordering of organic paints and thinners (diversion of high repeatability bespoke paint through inventory management) and proper use (reduction in the number of paint color changes, reuse of thinners for cleaning).









*1 PRTR Act: "Act on the Assessment of Releases of Specified Chemical Substances in the Environment and the Promotion of Management Improvement". A law that requires companies to monitor and control the amount of harmful chemicals that are emitted and transferred.

*2 VOC: Volatile Organic Compounds

The trend of PRTR substances handled



History and Main Environmental Activities

1930s	1940s~50s	1960s~70s	1980s	1990s	1990s	1995	1999	2000s	2000s
<p>1931</p> <p>November: Established Amano Manufacturing (private management) in 2-21, Minamirokugo, Kamata-ku, Tokyo.</p>  <p>Time Recorder No. 1</p>	<p>1952</p> <p>May: Development and sale of Ligless (drain separator). (Started environmental business operation).</p>  <p>Ligless (Drain Separator)</p>	<p>1966</p> <p>June: Company name changed to Amano Corporation. Developed small dust collector "VS Series".</p>	<p>1970</p> <p>October: Developed large dust collector system. Established Pollution Division.</p>  <p>Large-sized Dust Collector</p>	<p>1990</p> <p>April: Completed and launched a high-temperature hazardous gas removal system.</p>  <p>Hazardous Gas Removal System</p>	<p>1992</p> <p>October: Completion of "Miyakoda Techno Factory" for mold production and environmental development in Miyakoda Technopolis, Hamamatsu.</p>	<p>1995</p> <p>April: Newly participates in functional water (electrolyzed water) business operation (Ecology business operation)</p>  <p>Electrodytic Water Generator</p>	<p>1999</p> <p>August: Acquired ISO14001-1996 certification for Hosoe Factory (Certified organizations: UKAS and JAB).</p>	<p>2000</p> <p>January: Acquired ISO14001-1996 certification for Tsukui Factory (Certified organizations: UKAS and JAB).</p> <p>February: Tsukui Factory is set as the "Environmental Management Operation" in Kanagawa Prefecture.</p>	<p>2003</p> <p>February: Appointed as manager of the Environmental Conservation Council "Kanagawa Prefecture Central - Tsukui District Subcommittee" (Tsukui Factory)</p> <p>2004</p> <p>March: Established Amano Environmental Policy.</p> <p>April: Joined Green Purchasing Network (GPN)</p>
<p>2005</p> <p>June: Launched the industry's first "RoHS Directive" compliant electronic time recorder CRX-200.</p>  <p>CRX-200</p> <p>August: Hosoe Factory ISO14001: 2004 Acquired and Renewed (Certification Body: UKAS and JAB)</p>	<p>2006</p> <p>January: Tsukui Factory ISO14001: 2004 certification acquisition and renewal (Certification bodies: UKAS and JAB)</p> <p>December: Issued Amano Environmental Report (No.1)</p>	<p>2007</p> <p>March: Granted the "Comfortable Workplace Promotion Office" certification from Ministry of Health, Labor and Welfare (Hosoe Factory)</p> <p>April: Miyakoda Factory and Environmental Technology Co., Ltd. acquired simultaneous ISO 14001: 2004 certification (Certification bodies: UKAS and JAB)</p>  <p>Comfortable Workplace</p>	<p>2008</p> <p>June: Received award from the Kanagawa Prefectural Center for Prefectural Government for pollution prevention and environmental conservation</p> <p>promotional activities (Tsukui Factory)</p>	<p>2010</p> <p>July: "Zeolite-enriched plasma catalytic oxidation-type VOC device" received the "Chairman's Award of The Japan Society of Industrial Machinery Manufacturers" at the 36th Excellent Environmental Device Award.</p> <p>October: Designated as a specified business operator (specified company No.0010631) in accordance with provisions of the "Revised Energy Conservation Law".</p>	<p>2012</p> <p>To save energy at Yokohama Factory, some air conditioning equipment was changed over to gas heat pump air conditioners.</p>	<p>2013</p> <p>August: Installed solar panels at Tsukui Factory and started electrical power generation.</p>  <p>Solar Power Generation</p>	<p>2014</p> <p>April: Merged Tsukui Factory with Yokohama Factory and changed the name to Sagamihara Factory. Merged Miyakoda Factory into Hosoe Factory.</p> <p>2015</p> <p>October: Installed solar panels at Hosoe Factory and started electrical power generation.</p>	<p>2016</p> <p>June: "Electric dust collectors for oil mist collection" won the "Chairman's Award of The Japan Society of Industrial Machinery Manufacturers" at the 42nd Excellent Environmental Equipment Award.</p> <p>2017</p> <p>March: Started investigating materials for content of 4 additional RoHS2 substances.</p> <p>July: Hosoe Factory and Sagamihara Factory ISO14001: 2015 Renewal</p>	<p>2019</p> <p>February: Commenced sequential response to the RoHS2 directive.</p> <p>2020</p> <p>April: Commenced sponsorship of the Kanagawa Reforestation Partner System.</p>

S

Social



Human Rights Policy

Human Rights Policy

Amano's Management Principle is to create new values in the field of "People & Time" and "People & Air", and Amano will contribute to the realization of a safe, comfortable, and wholesome society. We understand that creating an environment in which individual human rights and individuality are respected to enrich people's lives is a natural expectation towards companies.

We will fulfill our own responsibility to respect human rights, aiming to realize a society in which human rights are always respected. Through our activities, we will avoid causing or contributing to negative impacts on human rights in every way throughout the entire value chain. Furthermore, in the event such an effect occurs, we will immediately work to remedy it through appropriate procedures.

In addition, based on such consideration for human rights, we will strive to build an easy-to-work and rewarding company with a diverse environment where all employees can maximize their individual abilities and share diversified values.

Moreover, this policy has been formulated based on international human rights standards, including the International Bill of Human Rights and the "ILO Declaration on Fundamental Principles and Rights at Work" of the International Labour Organization (ILO).

To fulfill our Responsibilities

- We will respect the human rights of all employees in the Amano Group, including non-regular workers. In addition, we will encourage our suppliers and partners to support and adopt the contents of the Amano Group Human Rights Policy.
- We comply with the local laws and regulations in each region and country where we conduct business. In the event of a conflict between internationally recognized human rights and the local requirements, we will respect the principles of international human rights while giving due consideration to the laws and regulations of each country and region.
- We respect diversity and prohibit discrimination based on race, religion, age, gender, disability, political or other opinion, or any other factors unrelated to legitimate business interests.
- We do not allow any form of forced labor, child labor, or any form of modern slavery or human trafficking.
- We respect the workers' fundamental labor rights to organize, bargain collectively, and take collective action, and we adhere to fair compensation.
- We create a working environment where all Amano Group employees can work safely, securely, and comfortably and pleasantly.
- In order to protect the safety and health of those who use products produced by the Amano Group, we are committed to producing high quality products and work on accurate product descriptions without falsifications or misleading.
- In accordance with the United Nations Guiding Principles on Business and Human Rights, we have established and continue to implement a human rights due diligence mechanism.
- We encourage all employees to promptly report any violations (or potential violations) of laws, regulations, etc.
- To this end, we have established and maintain an internal whistleblowing system that is independent of the normal chain of command, including an external hotline that allows employees to report issues directly to lawyers. In addition, we maintain the anonymity of whistleblowers in order to ensure that employees who made the report are treated fairly.
- We will hold dialogue and consultation with relevant external stakeholders to address and ameliorate the negative impacts on human rights arising from our business activities.
- In order to comply with laws, regulations and principles related to human rights, we thoroughly educate and train appropriately all of our officers and employees so that this policy becomes an integral part of our business activities. We will also work to promote understanding of this policy among our suppliers and partners.
- The Amano Group has appointed a person in charge of implementing this policy (the Human Rights Policy Response Officer), who will be responsible for supervising compliance with this policy.

President & Representative Director



Established on 10 November, 2021
Revised on 7 November, 2022

Human Resource Development Policy / Policies to Enhance the Workplace Environment

Human Resource Development Policy

Aiming for "both company and individual growth," the Amano Group has a human resource development program to support and develop self-motivated employees who can think and act on their own.

Policies to Enhance the Workplace Environment

The Amano Group values the independence and creativity of each employee, as well as the coexistence and co-prosperity with each employee, and will protect workplace safety and physical and mental health, respect human rights, and strives to ensure a healthy work environment without discrimination.

• Respecting for Personality and Individuality

The Amano Group endeavors to maintain a lively and rewarding workplace environment while respecting the personality and individuality of each employee, fostering an open and energetic corporate culture where employees do not fear innovation. In addition, we will conduct objective and fair personnel evaluations based on achievements and business performance, and develop unique human resources with abundant expertise and creativity.

We also ensure a healthy work environment free of harassment and discrimination arising from differing ideas, beliefs, religions, nationalities, races, genders, physical characteristics, property, and place of birth, etc.

• Privacy Protection

The Amano Group obtains and manages the personal information of employees in a proper manner, complies with relevant laws and regulations in our handling, and pays careful and meticulous attention to protecting employee privacy.

• Safe and Healthy Workplace Environment

The Amano Group places the highest priority on ensuring people's safety and health in all business activities.

In particular, sexual harassment, the abuse of authority towards subordinates, pregnancy and gender discrimination, and psychological harassment are all acts that infringe on human rights and damage the workplace environment. We prohibit such conduct and do not overlook such behavior in others.

In the event of such cases, we will investigate the facts in a prompt manner and take decisive action and prevent reoccurrence.

Relationship with Employees



Corporate Stance

Amano has been and will continue to be a company that grows with the people while nurturing them.

Amano's company insignia, the triangle, which is comprised of the steadfast three arches, is a representation of the letter "A" of AMANO. "A" being the first letter of the alphabet and also the highest score, reflects Amano's concepts such as "frontier spirit", "No.1 philosophy" and "wisdom & creativity". It represents Amano's corporate stance to leap forward globally in the fields of "People & Time" and "People & Air" with a challenging spirit armed with a focus on the market and state-of-the-art technology. Furthermore, inside the triangle, the three arches emboss the kanji character "人 hito" which means person, expresses Amano's philosophy that "human resources" are "human assets" emphasizing the importance of people. In other words, while each of the 3 sides of the triangle represents "an environment to nurture employees", "free and open culture" and "the spirit to make the effort", the harmony of these elements will nurture the employees and hence the company. In addition, we have a "spirit in which people support and compete with other people for infinite possibilities and strive to help themselves", which is precisely a corporate culture centered on "人 hito".



Human Resource Development / Education & Training Program (Application type)

Application type training is human resource development training to support and nurture self-learning and motivate employees. It helps develop skills based on individual abilities and issues. We offer three types of training including group training (online training), e-learning, and correspondence study, depending on the study purpose and environment.



The People Amano Desires

Amano wishes to be an attractive company that prosper and share the prosperity with all the people and societies that support our business activities.

Amano aims to continually be a company that is attractive to both customers and employees. To realize this, we will endeavor to be a group of people that is full of vigor and vitality who can challenge new things. We would like to be sensitive to the changes in the times and capable of self adapting, and be able to think and act independently.



Human Resource Development / Education & Training Program (Selection type)

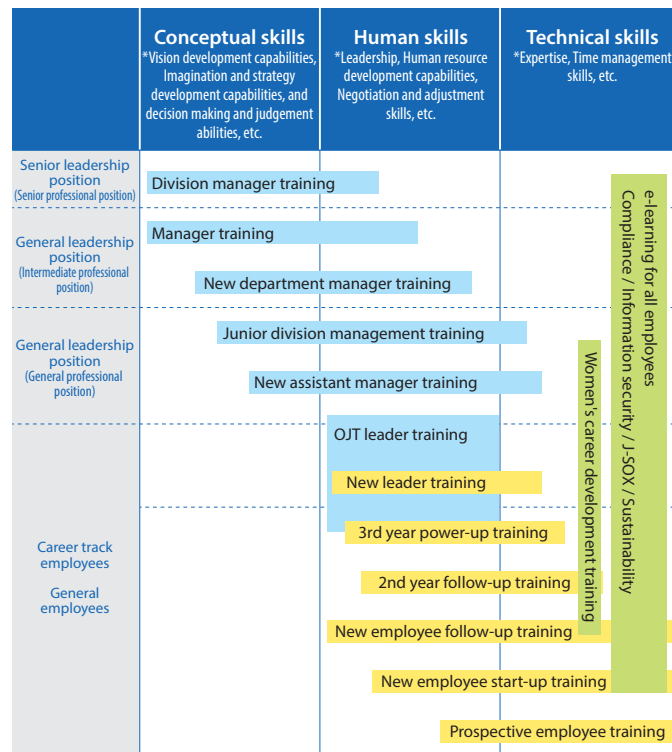
Amano provides various educational and training programs designed to develop the skills and abilities of employees to execute their jobs, believing that this is important for the continued growth of Amano in the future. In level-based training among the selection type training, employees learn thinking and skills required for promotion, and in function-based training, they learn professional skills required for their individual work to improve their expertise.



● Selection type training

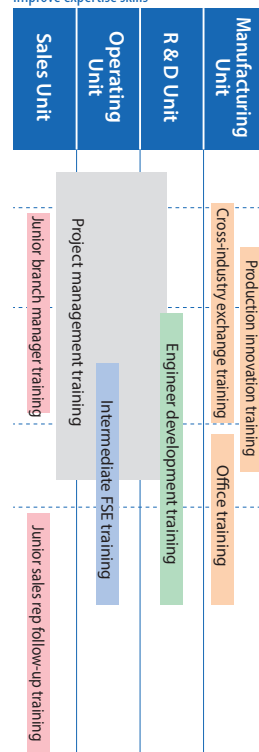
[Level-based training]

Enhance organizational capabilities/Improve individual capabilities/Internal control



[Function-based training]

Enhance business strategies/Improve expertise skills



Young Employee Development and New Graduate Turnover Rate

Young employee development

Amano puts efforts into developing employees in their first year to third year, with the aim of having employees learn the necessary business skills in three years.

In the first year, we provide activities combining OJT and Off-JT under the main

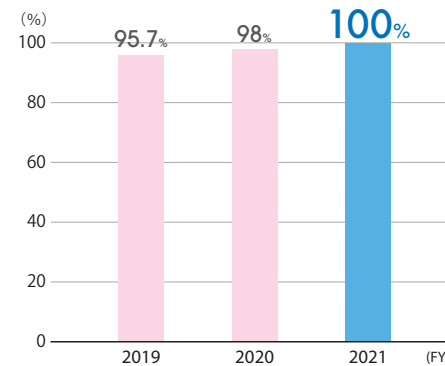
theme of employee learning and business skill review. In the second year, employees learn more advanced business skills in addition to reflecting on their work processes. In the third year, they reflect on their past activities and think about their future careers.



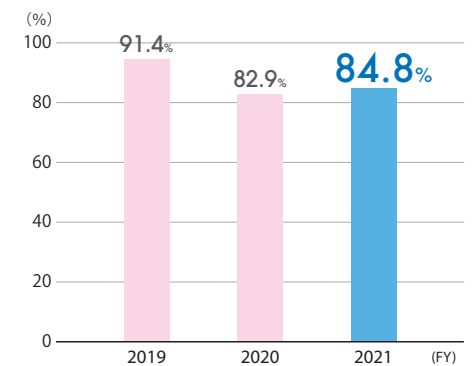
New employee turnover rate

Amano's new employee turnover rates are as follows. We provide training for OJT leaders (new employee trainers) so that new employees can work and develop themselves free from anxiety. We also provide new employees with follow-up training on a regular basis.

● New Graduate first-year turnover rate



● New Graduate third-year turnover rate



① Number and rate of new hires in FY2021

		FY2021 (People)		
		Male	Female	Total
		36	27	63
All employees	New employment rate by gender	57.1%	42.9%	100%
All employees	Number of new graduates	33	7	40
	Number of mid-career recruits	3	20	23

② Breakdown of employee turnover by number and gender in FY2021

		FY2021 (People)		
		Male	Female	Total
	Number of people leaving company	76	27	103
	Personal reasons	47	20	67
	Retirement age	5	2	7
	End of contract	24	5	29

* Retirement age means retirement at age of 60 or part-time retirement age
* End of contract means the end of a commission contract, or the end of a part-time contract

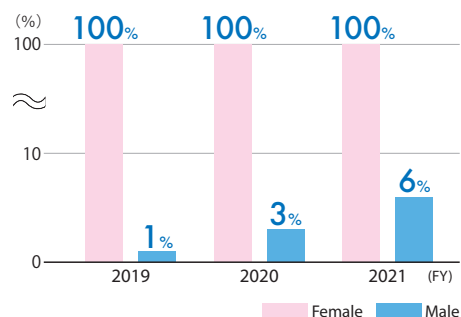
Efforts for Diverse Working Styles and Work-Life Balance

As demand for various values and working styles increases along with employee life events including childbirth, childcare, and nursing care of family members, Amano is working to allow employees to have options for efficient working styles and help them achieve work-life balance, according to the type of work and based on proper labor management.

Childcare Leave System

In the past few years, the rate of childcare leave taken by women has been 100%, but it has been low at 1% for men in FY2019 and 3% in FY2020. Therefore, we have made active announcements such as releasing information on the differences between the childcare leave system for men and women. As an action plan based on the Act on the Promotion of Women's Active Engagement in Professional Life, we set a target of at least 5% male childcare leave, and achieved 6% in FY2021. The amendment of the Act on Childcare Leave, which has been in force since April 2022, is also supporting these efforts, and we are further focusing on awareness-raising activities and aiming to improve the rate of men who take childcare leave.

Acquisition rates of childcare leave



Reduced Working Hours System

Most employees use the reduced working hours system after returning from childcare leave. More people now use the system to not only balance work and childcare, but also for nursing care of family members, and it is becoming one of the flexible working styles that suit employee life events.

Hourly Paid Leave System

Amano has set the annual number of days of leave to 127 days and provides consecutive holidays including the yearend and New Year holidays, as well as Golden Week and Obon holidays, based on the corporate calendar. Employees are entitled to special leave such as anniversary holiday (1 day), refresh holidays (up to 10 days), paid leave and other types of leave. In addition, paid leave can be taken not only by the day or half-day, but also by the hour, and is widely used for hospital visits, including support for their family members, and participation in children's school events, etc.

Average number of days of paid leave taken in FY2021

Male	8.6 days
Female	10.4 days
Total	8.9 days

Freedom of Association

We respect workers' fundamental labor rights that recognize their right to solidarity, collective bargaining, and collective action. Based on mutual honesty and trust, we work with the trade union to establish labor-management relationships through collective bargaining and other means, and to communicate effectively for the lasting development of the company.

Employment of Foreign Nationals

We recruit new graduates and mid-career professionals regardless of nationality, and this has led to revitalization through intercultural exchanges.

In addition, after joining the company, we provide support not only for work, but also to ensure that foreign national employees can live with peace of mind in Japan. We also hire foreign national executives and strive to develop a company with a global perspective.

Expanding Work Opportunities

Due to our company structure consisting of product planning to development, manufacturing, sales, and maintenance, there are many job opportunities available. We are currently working to expand opportunities even further with the aim

of enhancing employee's careers and optimizing our workforce. This is a new initiative that will enable employees to use their skills and proactively take the initiative to advance their careers.

Telework

In response to the spread of COVID-19 since around February 2020, we are working on flexible ways of working remotely, such as working from home. In addition, for positions where working from home is not possible, we have also devised work styles to stagger working hours, such as introducing shift work. Since April 2022, onsite work has increased slightly due to the lifting of restrictions on movement, but it continues to be one of the diverse ways in which our employees work.

Social Support Services

As a part of welfare services, Amano has a business outsourcing contract with a social services office to provide employees with "Social Support Services" that help create a worker-friendly work environment and support the comfortable lives of employees. It is a consultation service where employees can consult experts about caring for their parents, as well as retirement plans, helping to facilitate a work-life balance.

Internships

We offer internships for students to help deepen their understanding of company work, business companies, the industry, and society. Several courses are available, including oneday courses to deepen understanding of companies and hands-on courses for several days of practical work.

The following Experiential Courses are held:

- Software Development Course
- Parking Product Development Course
- Production Technology Course
- Plant Design Engineering Course
- Customer Engineering Course
- Systems Engineering Course
- Group Discussion Course

* Available courses are changed every year.



Women's Career Development

Amano makes the following efforts with the aim of expanding the job roles for women and developing a female worker-friendly work environment.

Efforts based on the Act on the Promotion of Women's Active Engagement in Professional Life

We have developed and made public our action plan based on the Act of Promotion of Women's Participation and Advancement in the Workplace since FY2016. In the first period, we set and achieved our target to hire 70 female employees by the end of FY2020, and in FY2021 we developed the second period action plan and have been working on it since then.

target 1: Raise the percentage of female workers in the workforce to 16%.

target 2: Raise the childcare leave rate of male workers to over 5%.

* We are considering setting the current target at 30% in FY2022.

Career training for female employees

We provide "Women's Career Development Training" to develop human resources who can think of their careers and utilize their skills for their work in the future. Both female and male employees can take part in this training. The numbers of trainees are as follows.

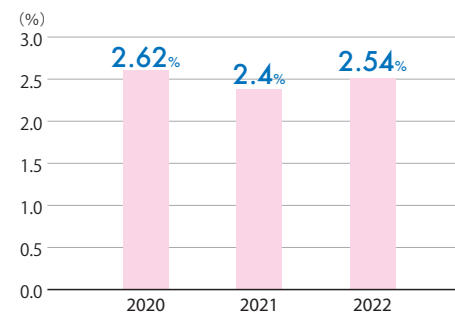
- FY2018: 23 trainees
- FY2019: 18 trainees
- FY2020: 15 trainees
- FY2021: 21 trainees



Employee Diversity

Amano respects the personality and individuality of each employee and ensures a sound workplace environment free from harassment and discrimination because of ideology, beliefs, religion, nationality, race, sex, disability, property and place of origin.

● Employment rate of people with disabilities



Abilympics

(Skill competition for the people with disabilities)

We participate in the Abilympics in order for employees with disabilities to improve their skills and motivation. We have participated in the Games for 10 years since 2010 and won a bronze medal (third place) at the "electronic equipment assembly" event in the 2020 national competition.

*Abilympics ... Held for people with disabilities to compete against each other using skills developed through everyday work to improve vocational abilities, and to help companies and the public have an in-depth understanding and awareness of people with disabilities, while promoting their employment.



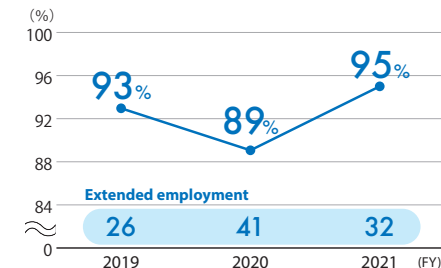
Abilympics

Employment opportunities for senior workers

When our employees wish to continue working after reaching the mandatory retirement age (at the end of the fiscal year of their 60th birthday), we extend their employment as part-time contract workers (until the end of the fiscal year of their 65th birthday). About 90% of our compulsory retirees are rehired every year and contribute to corporate growth and the development of younger workers.

We also provide employees who end their part-time contracts after reaching 65 years of age with reemployment opportunities in parking lot management (customer service and replenishment of change and expendable supplies) at our Group company (Amano Management Service) to prepare them for new opportunities to use their knowledge, skills, and experience.

● Extended employment rate of senior workers



Specialist Development System

Amano has introduced the Specialist Development System to nurture specialist resources with highly-specialized skills. We accredit them as specialists regardless of their position (leadership role, professional position, etc.). They contribute to improving corporate performance by utilizing their skills and creating new things. They also endeavor to pursue self-improvement and improve their expertise as pioneers in their fields.

Occupational Safety and Labor Hygiene / Disaster Prevention Measures



Occupational Safety and Labor Hygiene

To ensure that all employees feel safe, secure, and comfortable at work, we educate them on the basics of safety and labor hygiene when they join the company, and raise awareness about occupational safety and labor hygiene for everyone.

We periodically take environmental measurements (noise, dust, organic solvents, heat stroke index) of each work site in accordance to their characteristics and monthly patrols are made by the members at each site appointed by the Safety and Hygiene Committee. We also actively promote traffic safety workshops and the holding of first-aid courses hosted by the Japanese Red Cross Society. During the “National Safety Week”, as part of the awareness campaign, we will hold a contest for safety slogans and safety posters / coloring-in pages inviting entries from employees and their families, in which the best works are exhibited in the employee cafeteria. During the “National Occupational Health Week”, various lectures on the subject are held thereby ensuring awareness all year round.



Safety training



Tip-over prevention measures

Emergency Drills

The head office and Sagamihara Factory conduct fire drills assuming an outbreak of a fire caused by an earthquake and likewise, Hosoe Factory conducts a disaster drill assuming that tidal waves (tsunami) had occur. We carry out evacuation drills, fire drills, etc. based on the designated roles of the firefighting team, rescue team, information communication team, and evacuation guidance team, etc. in the event of a disaster. From the viewpoint of infectious disease countermeasures, in FY2021, we reduced the scale of training. We conducted training assuming a dust collector fire in the workplace, simulation training assuming water leakage in the event of an earthquake, and simulation training assuming a fire in each workplace. We held small-scale evacuation drills in order to check how to evacuate in the event of an actual fire, organized evacuation routes, determined whether there were any obstacles, and decided how to judge the situation when something unexpected occurs, in order to be prepared to take action and implement countermeasures in the event of a disaster.

Safety and Disaster Prevention Initiatives

Each site has established action guidelines to cope with disasters. The guidelines assumes various situations such as spillage of hazardous substances due to an earthquake and /or factory fires, etc., and regularly conducts emergency response drills along with employee training sessions.

• Action guidelines for responding to earthquakes

In order to prepare for major earthquakes, Amano has established “Action Guidelines for Responding to Earthquakes” for all employees to ensure that basic policy and action standards in the event of disasters are fully understood and observed. Each site has prepared their own “Disaster Prevention Manual” which gives more specific and detailed instructions on how to act during emergencies.

• Employee safety confirmation system

In order to prepare as part of our Business Continuity Plan (BCP), for emergencies Amano has introduced an "Employee Safety Confirmation System" that can promptly and accurately confirm the safety of all employees including those of domestic group companies. We regularly conduct operational training.

• Initial response checklist

Amano has prepared and operated an “Initial Response Checklist” to promptly secure the safety of visitors, employees, and company equipment.



Emergency Drills

Health Care and Mental Health

At the Amano group, employee health care is viewed from a business management perspective, and in order to strategically promote “Health Management”, we have established a “Health Management Declaration”. In addition, dedicated industrial physicians and nurses have been assigned to take care of the employees

1. Regular medical checkups, and lung, stomach, and colon cancer screening (introduced checkups for lifestyle-related diseases such as metabolic syndrome for employees over the age of 30)
2. Health promotion support for employees including their dependants (medical checkups, breast cancer, and uterine cancer screening, and bone density measurement)
3. Employee support through regular health guidance and consultation (individual consultations via interviews, telephone, and e-mails including branches)
4. The provision of health information and education via inhouse electronic bulletin boards at each site
5. Consultations and support via interviews and telephone by health staff for mental health care, liaison with medical institutions, and back-to-work support.
6. Safety & Health support activities by the Safety and Health Committee
7. Seminars by external instructors (physical & mental health, nutrition guidance, and first aid methods, etc.)
8. Affiliation with sports clubs to promote mental & physical health
9. Influenza vaccinations are available for all employees
10. Conduct stress checks on all employees regardless of the size of their office

Online "Quit Smoking" Program

In order to improve employee healthcare, Amano offers a free online "quit smoking" program to help employees to quit smoking. This program allows smokers who wish to quit to easily access doctors online at a convenient location and time. The program also includes long-term periodic support and check-up calls via telephone and e-mails, which have proven effective to maintain a high rate of success.

Implementation of Stress Checks

From a stress management and mental health perspective, we conduct stress checks for all employees once a year. Each individual receives an analysis of their results and feedback, and we provide self-care training as needed. For employees with high stress, we recommend individual consultation with a doctor, which is provided by the consigned party that executes the test. In addition, the analysis results are fed back in the form of a report for each workplace unit, so that improvements can be made at that level. We also collaborate with industrial physicians to also help us improve the work environment.

Health and Productivity Management Organization 2022

Under the “Health Management Excellent Company Certification Program” run by the Ministry of Economy, Trade & Industry (METI) and the Japan Health Council, Amano has been certified as an excellent company in the large corporation category for 2022. This certification is awarded to companies which strategically promotes employee health management from a business management perspective. We gained official recognition in February 2022.



Health Management Declaration

Based on the philosophy that “Companies are People” fostered since foundation, Amano considers that the physical and mental health of its employees is of utmost importance and hereby declares that Amano will promote the various activities by the company, health insurance association and employees as a united force in order to practice “Health Management”.

September 2017
AMANO Corporation
Health management supervisor

Furthermore, Hosoe Factory has received certification from the Hamamatsu City Work-Life Balance Promotion Office, which promotes work-style reforms such as supporting employees' work-life balance (FY2017-FY2024). Yokohama Head Office has also received a class "AAA certification" as a "Yokohama Health Management Certification 2022 Certified Business" that promotes "health management" by strategically engaging employee health initiatives from a management perspective.



- **Ministry of Economy, Health and Productivity Management Organization**
<https://www.meti.go.jp/press/2021/03/20220309002/20220309002.html>
- **Amano Corporation - Health Management Declaration**
<https://www.amano.co.jp/corp/healthmanagement.html>
- **Hamamatsu City Work-Life Balance Promotion Workplace**
<https://www.city.hamamatsu.shizuoka.jp/sangyosomu/2017worklife.html>
- **Yokohama Health and Productivity 2022 Certified Workplace**
https://www.city.yokohama.lg.jp/kurashi/kenko-iryō/kenkozukuri/kakushu/life_style/ninsho/kenkoukeiei2022.html

Delivering Health Information (health literacy)

We deliver health information to our employees. We distribute monthly information such as how to utilize the results of medical examinations, anger management, and mindfulness to consciously create a mental state where one can concentrate only on the present moment, etc. We prioritize the physical and mental health of our employees and their families. This not only improves job performance but enhances their private lives.

Distribution of Disaster Prevention Helmets

As part of our BCP-related efforts, we have distributed disaster helmets to our head office and factories. We also plan to distribute them to our branches. The helmets are a fold-up type and are easy to wear. In order to be able to wear it quickly in the event of an earthquake or fire, etc., each employee keeps their own helmet, for example by hanging it on a hook next to their desk. Similar helmets are always provided in the reception rooms used by visitors. In this way, we are highly conscious of disaster prevention and are prepared for emergencies.



Introduction of mini Convenience Store (snack sales service)

In the Amano Galaxy Building adjacent to the head office, we introduced a service that allows the purchase snacks and light meals using beverage a vending machine. Payments can be made at the vending machine along with beverages. Even during lunchtime or on rainy days, employees can use the store when they want to shop in the same building without having to go to a nearby store or convenience store, thus enhancing their break time.



Installation and hands-on Training of AEDs (Automated External Defibrillators)

Amano has installed AEDs at all offices, to provide against medical emergencies in case that they occur to a company guests or visitors, local residents or employees. Training is also provided on cardiopulmonary resuscitation and the use of the AED to ensure it can be used promptly and properly when necessary.



COVID-19 Preparedness

We give top priority to the safety and health of our employees. We strive to prevent infection. We encourage telework and promote the use of web conferencing. At each site, non-contact thermometers and items necessary for disinfection are at the ready. We have installed partitions on our tables to prevent droplet spread. We divide up the times the cafeteria can be used and try to avoid crowding. We apply antibacterial coatings to each table, chair, and tea dispenser. We have installed our own "Amatsukaze" industrial air purifiers to not only clean the air in wide spaces but also trap and suppress viruses, to provide a space where people can enjoy meals with peace of mind. In addition, in order to reduce the burden on the community and accelerate vaccinations, Amano Group employees (including nonregular employees and temporary employees) had the option to be vaccinated at the company premises.



Quality and Customer Satisfaction

Amano Quality Activities (Quality Management Systems)

The social responsibility of any manufacturer is to provide its customers high quality products, systems, and services which are safe and reassuring.

In order to maintain maximum customer satisfaction, Amano has been certified under the international quality management system ISO9001 for “Design, development and manufacture of parking lot management systems” and “Design, development and manufacture of time information equipment and time recorders” at Sagamihara Factory and Head Office, and “Design and manufacture of dust collectors, pneumatic conveyors and cleaning equipment” at Hosoe Factory. Each workplace is committed to maintaining and continuously improving the PDCA cycle in accordance with ISO9001 so that we can always provide our customers with the best products and services.

● Certifications obtained at each Factory

Business operations	Certification Standard	Certifying Institution	Examination registration No.	Initial registration date	Renewal date	Expiration date
Head office and Sagamihara Factory	ISO9001:2015	SGS	JP98/011884	1998/01/08	2020/07/03	2023/07/03
Hosoe Factory	ISO9001:2015	SGS	JP99/015829	1999/03/25	2020/07/05	2023/07/05

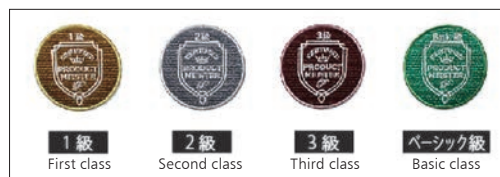
Production Meister Certification

For the personnel involved in the “making of things”, the Production Meister Certification is a program which judges, certifies, and authenticates the degree of knowledge and skills of the managers, frontline supervisors, group leaders and production line personnel in aspects pertaining to Role, Quality, Cost, Delivery, Safety and Environment (R, Q, C, D, S, E). In addition, it also measures the degree of knowledge and skills in production management and their roles in innovative production in their respective job positions.

Amano is seeking to further improve quality by promoting our workers to obtain this Production Meister Certificate (formerly known as Efficiency Expert).

Production Meister original badges

We distribute Amano original Production Meister badges to qualified personnel to wear for the purpose of showing their skills and sharpening other workers desire to acquire such skills.



Improvement Proposal Activities

All of our factories have adopted improvement proposal activities and allow anyone to submit proposals, which helps to improve manufacturing efficiency and product quality. In addition, if inferior or faulty products are found, we make a thorough diagnosis using “Near Miss incident” and “Five Whys” analysis to find the true cause of the problem. In this way, we are taking effective steps to prevent occurrence and recurrence. In addition, we implement small group activities aimed at solving common problems. While aiming to solve problems, we also seek to develop independent and problem-solving human resources and revitalize the organization.



Small group presentation

Customer Support System

Amano’s basic stance is that “The manufacturer is responsible for providing appropriate services from the installation of products and systems through to after-sales service”.

Adhering to our “Customer First” basic policy, which implies “listen to your customers”, all business activities are geared to obtain customer satisfaction and through this, we will continue to pursue the quality and cost effectiveness that meet the market so as to provide our customers with the products, solutions, and services that they need.

Nationwide Customer Service Network

From the northern Hokkaido to the southern Okinawa, Amano has branches, sales offices, representative offices, sales & marketing divisions (71), system centers (23), and sales & service stations that cover the entire country. In addition, Amano along with our 7 domestic group companies, which engage in state-of-the-art R&D and various service operations, can provide consistent and reliable services to customers.

Social Contribution Activities



Kids' Eco Club

Japan Environment Association (JEA) offices across Japan provide programs and opportunities for the environmental activities conducted by the Kids' Eco Club with the support and cooperation of local communities, companies, and organizations. We support the Kids' Eco Club project as a project partner. The project is aimed at promoting children's environmental conservation activities and their environmental education, encouraging children to be friendly to the environment and helping children to develop the ability to think for themselves in acting to resolve environmental problems. It is also intended to expand the local network for environmental conservation activities.



Children's Eco Club homepage screen
<http://www.j-ecoclub.jp/>

Blood Donations

Amano employees regularly participate in blood drives at each of our offices. Blood donations are important to saving the precious lives of patients who need a blood transfusion due to an illness or injury. At Amano, we understand this philosophy and intend to continue cooperating with the Japanese Red Cross Society.



Local Production for Local Consumption at Sagamihara Factory cafeteria

As an initiative to revitalize local agriculture and related industries, we have begun "local production for local consumption" at the Sagamihara Factory cafeteria since July 2020. On the first and third Fridays of every month, we offer a menu using ingredients grown in Nagatake, Midori-ku, in Sagamihara.



Orders to Facilities for People with Disabilities

As an initiative to support the independence of people with disabilities, we are ordering packing of timecards and labels for employees from a social welfare corporation in Sagamihara City.



Introduction of The Nippon Foundation Charity Vending Machines

Amano operates the Nippon Foundation charity vending machines at our head office, factories, and some branches. For each can, we donate 10 yen to social contribution projects run by the Nippon Foundation, which makes our employees' commitment to social contribution activities more accessible.



Accepting Tours of Local Elementary School Students (Hosoe Factory)

Amano accepts elementary school students at our Hosoe Factory as part of their off-campus learning and educational field trip. In FY2021, 5th graders from an elementary school in Hamamatsu City came to the Hosoe Factory to study "environmental" and "SDGs" initiatives at our factory for the assignment "Thinking about creating an environmentally friendly and comfortable city".

Sponsorship of "Theatre of the Heart"

Amano has started sponsoring the "Theatre of the Heart", a social contribution project organized by the BUTAIGEIJUTSU CENTER and the Shiki Theatre Company. Aiming to realize a spiritually rich society, we support the project to bring the excitement of theater to children throughout Japan who watch the performances as a sponsor of the event in Kanagawa and Shizuoka prefectures.



From a past performance

* In FY2022, the performances will be held online to avoid the spread of COVID-19

Donating "Amatsukaze"

As part of a project to commemorate the 90th anniversary of Amano Corporation, we donated "Amatsukaze" industrial air purifiers to the Kanagawa Prefectural Government and children's cafeterias in Kanagawa and Shizuoka Prefectures. Unlike typical air purifiers, "Amatsukaze" is an industrial air purifier, which powerfully sucks and collects fine particles containing viruses and suppresses them by UV-C lamp irradiation. In this way, we contribute to creating spaces where people can feel safe and secure, even in places where many people gather.



Donation of polisher to Saitama Prefectural Kawaguchi Technical High School Cleaning Club

As part of Amano's 90th anniversary commemorative project, we donated a polisher to the cleaning club of Saitama Prefectural Kawaguchi Technical High School. Kawaguchi Technical High School has a cleaning club, which is rare in Japan, and the club had been using an old polisher manufactured by Amano Musashi Electric Corporation of our group.



We donated new items, repaired and modified the old one, and gave a lecture to members of the cleaning club on how to use it and its tips.

was founded in 2012 based on the concept of contributing to the creation of people, towns, and the vitality of Japan through soccer, and has been participating in the "WE LEAGUE" since 2021.

Local Football Club: Supporting the activities of "Mamedo FC (Football Club)"

Amano supports Mamedo FC (football club), a football club based in Mamedo, Kohoku Ward, Yokohama City (the location of our head office), as an official club partner. "Mamedo FC" is a strong team with approximately 400 elementary and junior high school students and has participated in the Club Youth Championship Kanto Tournament multiple times. In addition, they are also actively involved in activities that contribute to the community and support the growth of children.



Canoeing: Supporting the activities of the Sagami-hara Canoe Association

Amano supports the Sagami-hara Canoe Association, which is based at Doshi River in Sagami-hara City, near our Sagami-hara Factory, as a sponsor. The Doshi River has a "slalom" competition area where canoeists dive through 18 to 25 gates in a predetermined order on a 250 to 400-meter rapid course, competing for their skills to pass through the gates and reaching the goal in the quickest possible time.



Beach Soccer: Supporting the activities of the beach soccer Team "Harectio Okayama"

Amano supports "Harectio Okayama", a beach soccer team managed by the Shibukawa Marine Activity Association that promotes tourism in Okayama Prefecture, as a sponsor.

Beach soccer is a sport that always starts with a beach cleanup activity before the game, as it is played barefoot. Therefore, the more activities such as competitions and daily practice occur, the more beautiful the coast becomes. As a result, a beach soccer is also called a "good sport for the global environment".



Amano Sporting Club Activities: Rifle Shooting Club

In hopes that a local athlete will compete in the global arena, since April 2019, we have formally established the Amano Rifle Shooting Club. We are determined to contribute to the development of rifle shooting competitions by strengthening and developing affiliated shooters.



Sports Promotion

Women's Professional Golf:

Sponsoring a professional golf player Ms. Yumiko YOSHIDA

Amano is supporting Ms. Yumiko Yoshida, a professional on the Japanese LPGA Tour golfer from Kanagawa Prefecture, the same one where Amano's headquarters is located, as an athlete belonging to our company. We will continue to support Ms. Yoshida as we believe that her attitude is in line with our corporate stance as she continues to grow and develop on the tour with the skills she has built up and her natural cheerfulness and strong spirit in the highly competitive world of women's professional golf.



Women's (Nadeshiko) Soccer League:

Supporting the activities of "NOJIMA STELLA KANAGAWA SAGAMIHARA"

Amano supports "NOJIMA STELLA KANAGAWA SAGAMIHARA," a team in the Japan Women's Soccer League (WE LEAGUE) as their sponsor. "NOJIMA STELLA KANAGAWA SAGAMIHARA"



G

Governance

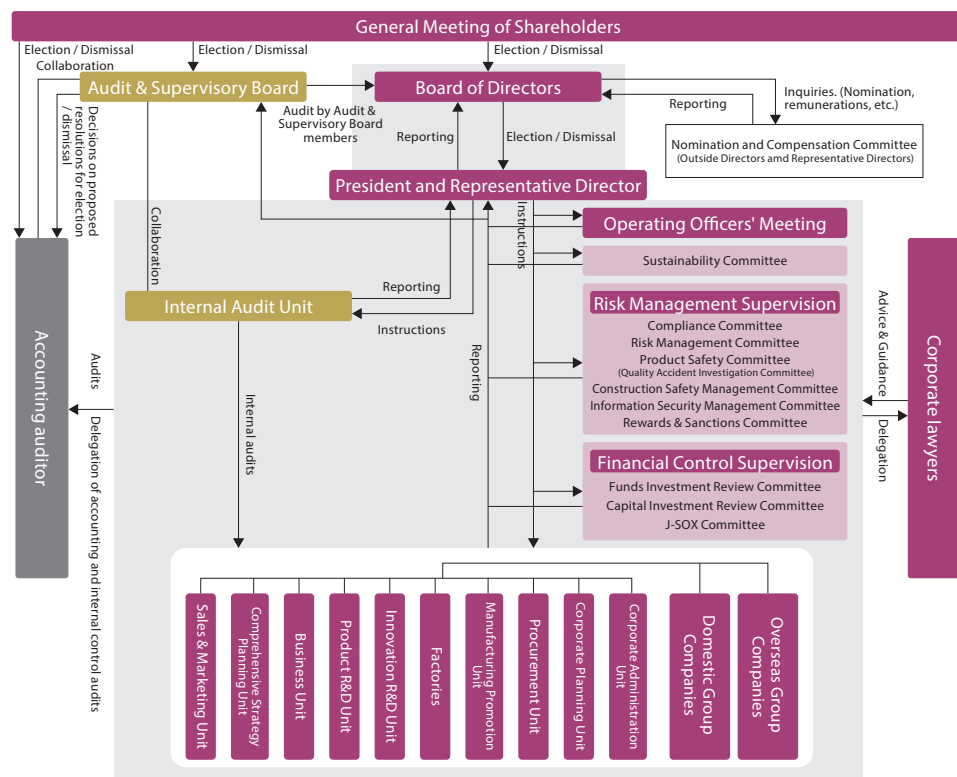
Corporate Governance



The Basic Concept

The Amano Group positions the importance of corporate ethics and the soundness of management as important management issues. By structuring the organization and establishing management systems to promote and tackle these issues, we are ensuring that our corporate officers take a leading role in the promotion of legally compliant business activities which are also in adherence to corporate ethics. Through such efforts, we are raising the effectiveness of corporate governance to realize a fair and transparent management so as to become an even more trustworthy company.

Amano Corporate Governance System



Corporate Governance



Board of Directors

The Board of Directors consists of 9 directors, including 3 part-time outside directors. In addition to regular meetings, the board flexibly convenes ad hoc meetings as required to deliberate and decide upon important matters concerning management as well as to report business progress. Thus, we have put in place a system to facilitate swift managerial decision-making. At present, Outside Directors account for a third of the Directors, and one Outside Director is a woman.



Operating Officer System

In order to clearly define the functions and responsibilities of management and for business performance as well as to ensure swift decision-making and achieve greater management efficiency, we have introduced the operating officer system since April 2005. Of the 16 operating officers, 4 concurrently serve as directors.



Audit & Supervisory Board

The Audit & Supervisory Board consists of four members, including two part-time outside members. In addition to monitoring the execution of directors' duties, they work with the Internal Audit Unit to more effectively supervise business performance. One of the two outside corporate auditors is a woman.



Nomination & Compensation Committee

In order to strengthen fairness, transparency, and objectivity of procedures related to nomination and remuneration of the Board of Directors and to further enhance corporate governance, we have set up the Nomination and Compensation Committee, which consists of Outside Directors and Representative Directors. The Committee, a voluntary committee, discusses important matters and report to the Board of Directors, such as appointments and dismissals of executives, their remuneration and successor training plan from the perspective of Outside Directors based on their independence, by making use of their extensive experience and technical knowledge.



Group Companies

In addition, we convene sessions of the Domestic Strategy Conference (for group companies in Japan) and the Global Strategy Conference (for group companies overseas) as required in order to grasp group companies' management statuses. In this way, we are enhancing our management monitoring capabilities to ensure that corporate ethics permeate the entire group to realize more effective corporate governance.

Board of Directors



Corporate Governance System Summary Table

(As of June 29, 2022)

Number of Directors (of which, Outside Directors)	<p>9 people</p> <p>Outside Directors 3 people</p>
Number of Audit & Supervisory Board Members (of which, Outside Audit & Supervisory Board Members)	<p>4 people</p> <p>Outside Audit & Supervisory Board Members 2 people</p>
Term of Office of Directors	2 years
Adoption of Operating Officer System	Yes
Discretionary Bodies of the Board of Directors	Nomination and Compensation Committee
Accounting Auditor	Ernst & Young ShinNihon LLC.

Compensation Policy for Directors

Amano has decided by resolution of the Board of Directors on the decision policy pertaining to the content of compensation, etc. for individual directors (hereinafter referred to as “Decision Policy”).

When deciding on the content of compensation, etc. for individual directors, the Board of Directors will respect the report of the Nomination and Compensation Committee with regard to the compensation proposal prepared by the Representative Director within the upper limit approved by the General Shareholders’ Meeting. Furthermore, since the Board of Directors has made this decision, it has been determined that the content is in line with the Decision Policy. An overview of the Decision Policy is shown below.

Overview of Decision Policy pertaining to the content of individual directors’ compensation, etc.

1) Basic Policy

Compensation of our Directors shall be based on a compensation system that is linked to interests of shareholder so as to fully serve as an incentive for the sustainable increase of corporate value, and the basic policy shall be to set an appropriate level based on the responsibilities of each director when deciding the compensation of individual directors.

Specifically, the compensation of internal directors shall be “Basic Compensation” as fixed compensation (including “Compensation for the Acquiring Company Shares”) and “Short-Term Performance-Linked Compensation (Bonus)” (hereinafter referred to as “Short-Term Bonus”) and “Medium- to Long-Term Performance-Linked Compensation (Performance-Linked Stock Compensation)” (hereinafter referred to as “Medium- to Long-Term Stock Compensation”) as performance-linked compensation, and for Outside Directors, shall be “Basic Compensation” (excluding “Compensation for the Acquiring Company Shares”) and “Short-Term Bonus” in view of their duties.

2) Policy for determining the amount of Basic Compensation (monetary compensation), etc. for individual directors (include determining the time and conditions for awarding compensation).

Our Directors shall be paid the amount of “Basic Compensation” monthly as fixed compensation. For internal directors, a certain percentage of monthly

compensation will be paid as “Compensation for the Acquiring Company Shares,” and contributing such shares to the executive stock ownership association. Shares purchased through the “Compensation for the Acquiring Company Shares” shall be held during the term of office.

The amount of compensation for each individual pertaining to “Basic Compensation” shall be determined by comprehensively taking into consideration the compensation level of other companies, the performance and the level of employee salaries of Amano according to the position, duties, the number of years of office.

3) Policy for determining the calculation method for the content, amount, and number of performance-linked compensation, etc. and non-monetary compensation, etc. (include determining the timing and conditions for awarding compensation, etc.)

Performance-linked compensation shall consist of “Short-Term Bonus” and “Medium- to Long-Term Stock Compensation”. “Short-Term Bonus” shall be paid annually at a fixed period of time in an amount calculated according to the results of each fiscal year.

Key Performance Indicators (KPIs) (hereinafter referred to as “KPIs”) shall use consolidated operating profit and shall be reviewed as appropriate, based on report from the Nomination and Compensation Committee in response to changes in the environment for business. In addition to performance-linked compensation, as part of “Medium- to Long-Term Stock Compensation”, the Directors’ compensation BIP (Board Incentive Plan) Trust system

shall be introduced as non-monetary compensation. Based on the results of the KPIs linked to the Medium-Term Business Plan, eligible internal directors shall be awarded points each year corresponding to their position based on the “Stock Distribution Rules”, and Company shares, etc. shall be issued in accordance with the accumulated value of points when the eligible internal director leaves office.

The KPIs and their values shall be set at the time of the formulation of the Medium-Term Business Plan, and shall be reviewed as appropriate, based on report from the Nomination and Compensation Committee in response to changes in the environment for business.

4) Policy for determining the ratio of fixed compensation, performance-linked compensation, etc., and non-monetary compensation, etc. within an individual director’s compensation, etc.

The compensation of internal directors shall be comprised of “Basic Compensation” (including “Compensation for the Acquiring Company Shares”), “Short-Term Bonus” and “Medium- to Long-Term Stock Compensation”, and the compensation of outside directors shall be comprised of “Basic Compensation” (excluding “Compensation for the Acquiring Company Shares”) and “Short-Term Bonus”.

These payment ratios shall be determined by comprehensively taking into consideration the position, duties, number of years of office, the performance of Amano, the attainment level for goal, and the company scale.

Total Amount of Compensation for the Current Business Year

Officer classification	Total amount of compensation (Millions of yen)	Total amount by type of compensation (Millions of yen)				Number of eligible officers (People)
		Basic Compensation	Short-Term Performance Linked Compensation (Bonus)	Retirement Bonus	Medium- to Long-Term Performance-Linked Compensation (Performance-Linked Stock Compensation)	
Directors (excluding Outside Directors)	271	200	38	—	32	6
Audit & Supervisory Board Members (excluding Outside Audit & Supervisory Board Members)	46	42	4	—	—	2
Outside Officers	39	30	9	—	—	7

Diversity of the Board of Directors (Skills Matrix)

		Matters concerning Outside Directors		Sales and Operations	Manufacturing and Development	Legal Affairs	Financial, Accounting and Tax	Global	Diversity & Inclusion
		Independence	Corporate Management						
Izumi NAKAJIMA	Chairman & Representative Director	—	—	○				○	
Hiroyuki TSUDA	President & Representative Director	—	—	○					
Kunihiro IHARA	Director & Managing Operating Officer	—	—				○	○	
Manabu YAMAZAKI	Director & Managing Operating Officer	—	—	○				○	
Fujinori TAZO	Director & Operating Officer	—	—		○			○	
Yoshihiko HATA	Director & Operating Officer	—	—	○				○	
Kiyoshi KAWASHIMA	(Outside) Director	○				○			
Michinobu OMORI	(Outside) Director	○	○				○		
Sumie WATANABE	(Outside) Director	○	○	○					○

Independent Criteria of Outside Director and Outside Audit & Supervisory Board Member

Outside Director and Outside Audit & Supervisory Board Member shall be considered independent from Amano if none of the following apply for the past 10 years, to the candidates or to the candidate's relatives up to the second degree of kinship.

1. A major business counterparty of Amano (Note1) or a person executing the business.
2. A consultant, an accounting expert, or a legal expert, etc. who receives substantial amounts of money, etc. in addition to the officers' remuneration from Amano (if the recipient of such rewards is a corporation, or other organizations such as unions etc., then this implies the person who belongs to such organizations); (Note2)
3. A person executing the business of Amano or our subsidiaries;
4. A director of Amano's subsidiaries who does not execute the business of our subsidiaries (only the case that Outside Audit & Supervisory Board Member is designated as an independent officer is approved);
5. A major shareholder of Amano or a person executing the business of the major shareholder; (Note3)
6. A person who was once a Director or Audit & Supervisory Board Member of Amano or our subsidiaries at any point during the past 10 years prior to this nomination.

(Note) 1. Business counterparty with annual transaction amount that exceeds 2% of the consolidated sales of Amano and our business counterparty in the most recent business year.

2. Substantial amount of money is defined as actual amounts exceeding 10 million yen per year.

3. A major shareholder means that a shareholder who holds more than 10% of the voting rights of Amano.

Effectiveness Evaluation of the Board of Directors

During the fiscal year 2021, Amano conducted a questionnaire survey on 13 officers, including 9 directors (including 3 outside directors) and 4 Audit & Supervisory Board members (including 2 outside members). Based on the results of the survey, the Board of Directors has determined that the overall effectiveness of the Board of Directors is properly secured.

Question	Evaluation Results
Structure of the Board of Directors	The Board of Directors consists of talent from within Amano with extensive experience in actual business and highly independent outside directors with specialized knowledge of financial and legal affairs, etc., thereby the knowledge, experience, and abilities are well balanced as a whole and secured appropriately. Furthermore, to further reinforce governance, the ratio of outside directors at the Board of Directors is now at one third. In addition, two female officers, outside director and outside Audit & Supervisory Board member, have been appointed to promote diversity.
Operation of the Board of Directors	The frequency of the current Board of Directors is frequent enough to carry out appropriate decision making in a timely manner. The attendance rate of directors stands at 100% (that of outside directors stands at 100%). The information and materials on proposed agenda and resolutions are provided to all directors in advance, and sufficient time is allocated for them to examine the contents.
Agenda of the Board of Directors, etc.	Regarding the contents of agenda and resolutions, the Amano Group's important information (both quantitative and qualitative) is shared with all directors on a monthly basis, and other important matters are discussed as agenda items at meetings of the Board of Directors as necessary before making decisions.
Structure to support the Board of Directors	Opportunities for seeking the provision of information are appropriately secured to directors and Audit & Supervisory Board members, and coordination between the Internal Audit Unit and directors and Audit & Supervisory Board members is secured. In addition, Corporate Planning personnel, etc., provide support as required to furnish necessary information to outside officers in a timely manner. In respect of training for officers, opportunities are given to fully understand the roles and responsibilities that executives are expected to fulfill, through measures including holding periodic seminars for executives.
Further enhancement of effectiveness	During the analysis and evaluation of the Board of Directors Meetings, the directors suggested how to address sustainability initiatives and increasing exposure to cutting-edge technologies, etc. Based on such opinions and discussions, we will strive to further improve the effectiveness of the Board of Directors Meetings by ensuring that all relevant issues are thoroughly recognized and shared among the members.

Executives



Directors

Chairman & Representative Director Izumi NAKAJIMA

Apr. 1978	Joined the Company
Mar. 1995	President & Representative Director of Amano Time & Air Singapore Pte. Ltd.
Apr. 1999	General Manager of Parking Business Unit of the Company
Jun. 2001	Director of the Company
Apr. 2005	Operating Officer of the Company
Apr. 2005	General Manager of Tokyo Metropolitan Sales & Marketing Unit and Metropolitan Area Parking Sales & Marketing Unit of the Company
Jun. 2005	Resigned from the Director of the Company
Apr. 2008	Managing Operating Officer of the Company
Apr. 2008	General Manager of Comprehensive Strategy Planning Unit of the Company
Jun. 2009	Director of the Company
Apr. 2011	President & Representative Director of the Company
Jun. 2017	Chairman & Representative Director of the Company (current position)

President & Representative Director Hiroyuki TSUDA

Apr. 1982	Joined the Company
Apr. 2007	General Manager of Kanto Regional Sales & Marketing Unit of the Company
Apr. 2011	General Manager of Chubu Regional Sales & Marketing Unit of the Company
Apr. 2013	Operating Officer of the Company
Apr. 2014	Resigned from the Operating Officer of the Company
Apr. 2014	President & Representative Director of Amano Management Service Corporation
Apr. 2016	Operating Officer of the Company
Apr. 2016	Business Supervisory of the Company
Jun. 2017	President & Representative Director of the Company (current position)

Director & Managing Operating Officer, General Manager Corporate Planning / (Outside) Director CREO Co. Ltd. Kunihiro IHARA

Apr. 2004	Deputy General Manager of Loan Department of the Dai-ichi Mutual Life Insurance Company (currently, the Dai-ichi Life Insurance Company, Limited)
Apr. 2007	Joined the Company
Apr. 2009	Division Manager of Accounting Division of the Company
Apr. 2010	Operating Officer of the Company
Apr. 2013	Deputy General Manager of Corporate Administration Unit of the Company
Apr. 2015	General Manager of Corporate Administration Unit and Division Manager of Human Resources Division of the Company
Apr. 2016	General Manager of Corporate Planning Unit of the Company (current position)
Jun. 2016	Director of CREO CO., LTD. (current position)
Jun. 2016	Director of the Company (current position)
Apr. 2021	Managing Operating Officer of the Company (current position)

Director & Managing Operating Officer, Sales & Marketing Supervisory / Business Supervisory Manabu YAMAZAKI

Apr. 1986	Joined the Company
Apr. 2013	General Manager of Chugoku & Shikoku Regional Sales & Marketing Unit of the Company
Apr. 2014	General Manager of Comprehensive Planning Unit of the Company
Apr. 2015	General Manager of Time Information Business Unit of the Company
Apr. 2016	Operating Officer of the Company
Apr. 2016	Division Manager of Comprehensive Strategy Planning Division and Deputy General Manager of Corporate Planning Unit of the Company
Apr. 2017	Business Supervisory and Division Manager of Comprehensive Strategy Planning Division of the Company
Jun. 2017	Director of the Company (current position)
Apr. 2018	Chairman of Amano USA Holdings Inc.
Oct. 2018	Chairman & President of Amano USA Holdings Inc.
Feb. 2020	Domestic Group Company Supervisory of the Company
Apr. 2020	Corporate Administration Supervisory and General Manager of Corporate Administration Unit and Domestic Group Company Supervisory of the Company
Apr. 2021	Managing Operating Officer of the Company (current position)
Apr. 2021	Corporate Administration Supervisory and General Manager of Corporate Administration Unit of the Company
Apr. 2022	Sales & Marketing Supervisory / Business Supervisory of the Company (current position)

Director & Operating Officer, R&D Supervisory / General Manager Product R&D / General Manager Innovation R&D Fujinori TAZO

Apr. 1987	Joined the Company
Apr. 2016	Deputy General Manager of R&D Unit and Division Manager of Technology R&D Division of the Company
Apr. 2018	Deputy General Manager of R&D Unit and Division Manager of Innovation R&D Division of the Company
Apr. 2019	Operating Officer of the Company (current position)
Apr. 2019	General Manager of R&D Unit of the Company and Technology Desk of Amano USA Holdings, Inc.
Apr. 2020	R&D Supervisory / General Manager of R&D Unit and Domestic & Overseas R&D Supervisory of the Company
Jun. 2020	Director of the Company (current position)
Apr. 2022	R&D Supervisory / General Manager Product R&D / General Manager Innovation R&D (current position)

Director & Operating Officer, Corporate Administration Supervisory / General Manager Corporate Administration Yoshihiko HATA

Apr. 1987	Joined the Company
Apr. 2011	General Manager of Kanto Regional Sales & Marketing Unit of the Company
Apr. 2014	General Manager of Parking Business Unit of the Company
Apr. 2017	Operating Officer of the Company (current position)
Apr. 2018	General Manager of Parking Business Unit of the Company and President & Representative Director of AMANO Management Service Corporation
Apr. 2019	Executive Vice President AMANO USA HOLDINGS, INC. and Executive Vice President AMANO McGann, INC.
Apr. 2021	Business Supervisory and Domestic Group Company Supervisory of the Company
Apr. 2022	Corporate Administration Supervisory and General Manager of Corporate Administration Unit of the Company (current position)
Jun. 2022	Director of the Company (current position)

(Outside) Director Kiyoshi KAWASHIMA

Apr. 1979	Registered as an attorney at law (with Daini Tokyo Bar Association)
May. 1984	Kawashima Law Office (Kanagawa Bar Association) (current position)
Apr. 1995	Legal Training and Research Professor of Defense in Civil Cases, Institute in the Supreme Court of Japan
Apr. 2004	Professor of Yokohama National University Law School
Apr. 2011	Guest Professor of the Open University of Japan (current position)
Jun. 2012	Director of Fuji Furukawa Engineering & Construction Co., Ltd. (current position)
Nov. 2013	Director of Kanagawa Gakuen, an incorporated Educational Institution (current position)
Jun. 2015	Director of the Company (current position)
May 2017	Audit & Supervisory Board Member of YOKOHAMA IMPORTMART INC.
Jun. 2021	Audit & Supervisory Board Member of Yokohama-Kawasaki International Port Corporation (current position)

(Outside) Director Michinobu OMORI

Apr. 1981	Joined the Ministry of Finance
Jul. 1997	Deputy Commissioner of Criminal Investigation Department Tokyo Regional Taxation Bureau
Jul. 1999	Director of Tobacco and Salt Industries Office, Planning and Administration Division, Financial Bureau
Jul. 2002	Director of Local Financial Department, Kinki Local Financial Bureau
Jul. 2003	Counselor of Office for Industrial Revitalization Corporation of Japan, Cabinet Office
Jul. 2005	Director of Customs Clearance Division, Customs and Tariff Bureau
Jul. 2006	Director of Personnel Division, Customs and Tariff Bureau
Jul. 2007	Director General of Hokuriku Local Finance Bureau
Aug. 2009	Officer of Nippon Automated Cargo And Port Consolidated System, Inc.
May 2010	Director of Treasury Department, Deposit Insurance Corporation of Japan
Jul. 2011	Director of Inspection Department, Deposit Insurance Corporation of Japan
Jun. 2012	Audit & Supervisory Board Member of The Shoko Chukin Bank, Ltd.
Jun. 2016	Director General of Tokyo Customs
Jul. 2017	Resigned from the Ministry of Finance
Jan. 2018	Advisor of Mitsubishi Heavy Industries Thermal Systems, Ltd.
Jun. 2019	Director of the Company (current position)
Jun. 2020	Director of Japan Credit Information Reference Center Corp. (current position)

(Outside) Director Sumie WATANABE

Aug. 1980	Joined The Dai-ichi Mutual Life Insurance Company (currently, the Dai-ichi Life Insurance Company, Limited)
Apr. 2008	Division Manager of FP Sales Division of the same company
Apr. 2010	Division Manager of FP Consulting Division of The Dai-ichi Life Insurance Company, Limited
Apr. 2015	Adjunct of the same company
Apr. 2016	Operating Officer of the same company
Oct. 2016	Operating Officer of Dai-ichi Life Holdings, Inc.
Oct. 2016	Operating Officer of The Dai-ichi Life Insurance Company, Limited
Apr. 2021	Chairman & Director of Dai-ichi Life Challenged Co., Ltd. (current position)
Jun. 2021	Director of the Company (current position)

Audit & Supervisory Board Members

(Full-time) Audit & Supervisory Board Member Masahiko MORITA

Apr. 1982	Joined the Company
Apr. 2007	Division Manager of Corporate Administration Division of the Company
Apr. 2013	Operating Officer of the Company
Apr. 2013	Division Manager of the Accounting Division of the Company
Apr. 2019	General Manager of Internal Audit of the Company
Jun. 2020	Audit & Supervisory Board Member of the Company (current position)

(Full-time) Audit & Supervisory Board Member Yasuhiro SASAYA

Apr. 1981	Joined the Company
Apr. 2003	General Manager of Kanto Regional Sales & Marketing Unit of the Company
Apr. 2007	General Manager of Kanagawa & Shizuoka Regional Sales & Marketing Unit of the Company
Apr. 2011	General Manager of Tohoku & Hokkaido Regional Sales & Marketing Unit of the Company
Apr. 2013	Operating Officer of the Company
Apr. 2013	General Manager of Time Information Business Unit of the Company
Apr. 2015	General Manager of Tokyo Metropolitan Sales & Marketing Unit of the Company
Jun. 2015	Director of the Company
Apr. 2018	Managing Operating Officer of the Company
Apr. 2018	Sales & Marketing Supervisory / Business Supervisory and Domestic Group Company Supervisory of the Company
Feb. 2020	Sales & Marketing Supervisory / Business Supervisory of the Company
Jun. 2020	Audit & Supervisory Board Member of the Company (current position)

(Outside) Audit & Supervisory Board Member Hanae NAKAYA

Jun. 1989	Joined Chuo Shinko Audit Corporation (Chuo Aoyama Audit Corporation)
Aug. 1990	Registered as Certified Public Accountant
Oct. 2003	Retired from Chuo Aoyama Audit Corporation
Oct. 2003	Assistant Section Manager, Corporate Disclosure Counselor's Office, Market Division, General Affairs and Planning Bureau, Financial Services Agency
Apr. 2004	Chief Certified Public Accountant Audit Inspector, Certified Public Accountants and Audit Review Board, Financial Services Agency
Aug. 2007	Certified Public Accountant, opened Nakaya Accounting Office, Representative
Apr. 2008	Chief Securities Investigator, Disclosure Inspection Division, Secretariat of the Securities and Exchange Surveillance Commission, Financial Services Agency
Aug. 2013	Registered Certified Public Accountant/Tax Accountant, renamed Nakaya Accounting Office, Representative (current position)
Apr. 2015	Auditor, National Institute of Special Needs Education, Incorporated Administrative Agency (current position)
Jun. 2015	Yokohama Audit Committee Member
Jun. 2015	Executive Director, Yokohama Central Branch, Tokyo-Chiho Certified Public Tax Accountants Association (current position)
Jun. 2016	Executive Director, Japanese Institute of Certified Public Accountants Kanagawa Prefecture
Aug. 2016	Partner, Tachibana Limited Liability Company (current position)
Jun. 2019	Audit & Supervisory Board Member of the Company (current position)
Jul. 2019	Vice-President, Japanese Institute of Certified Public Accountants Kanagawa Prefecture (current position)

(Outside) Audit & Supervisory Board Member Naofumi NAGAKAWA

Apr. 1989	Joined TOKYU LAND CORPORATION
Apr. 1993	Housing Business Unit of the same company
Apr. 1996	Kansai branch of the same company
Oct. 2009	Temporarily assigned to Tokyu Land Capital Management Inc.
Oct. 2019	Chairman of Fujimigaoka-Gakuen, an incorporated educational institution (current position)
Jun. 2021	Audit & Supervisory Board Member of the Company (current position)

Code of Conduct & Compliance



The Code of Conduct

The Amano Group has established our “Employee Code of Conduct” in April 2014.

This code of conduct outlines the 12 items that we especially value and respect among the corporate culture and good traditions developed over our long history. The six items on the left are the “standards for basic attitudes”, and the six items on the right are the “standards for work” and provide guidance to each employee when making various judgments and how to behave in various situations. We make diverse group-wide efforts to deepen understanding of the code of conduct so that employees can make the appropriate judgments and behave accordingly.



The Company Website

All of our employees are able to check the code of conduct, together with a chart of basic corporate principles, corporate guidelines, and corporate philosophy on our website.

Basic philosophy

<https://www.amano.co.jp/English/corp/philosophy.html>

Code of Conduct

<https://www.amano.co.jp/English/corp/management.html>

Compliance

The Amano Group has established our own “Basic Policy of Compliance” and “Compliance Rules”, and is working on a variety of activities to promote and raise awareness of compliance and its thorough practice among all employees.

The Code of Ethics

In June 2015, the Amano Group distributed a revised version of our “Corporate Code of Ethics” (booklet) to all of our employees to ensure their understanding of basic policy of internal control, corporate code of ethics and to encourage their thorough compliance to the corporate standards of behavior.



Compliance Training Programs

Various legal information which all employees should or need to know are informed and regular compliance training programs (e-learning) are conducted to ensure this. In order to deepen understanding of compliance, the questions in the Q&A are specific based on actual situations.



The Internal Whistle-blowing System

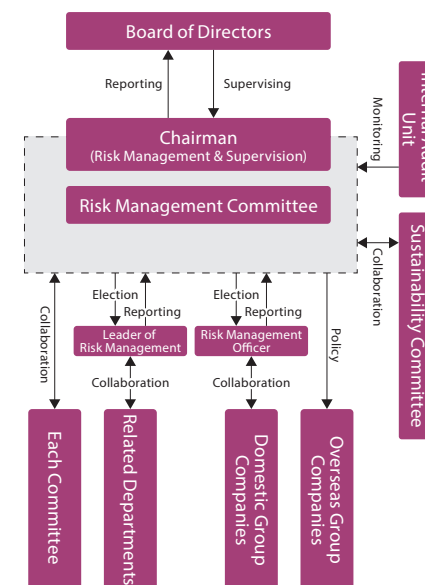
The Amano Group has established the “Amano Group Hotline Rules” to receive “whistle-blowing” complaints and opinions from all Amano Group employees. There are three hotlines in operation; the “Corporate Ethics Hotline”, the “HR Hotline”, and the “Amano External Hotline”.



Risk Management

The Amano group recognizes that in a business environment where risks are becoming increasingly complex and diversified, the formation and the operation of appropriate internal controls along with risk management structures are vital for gaining each stakeholder confidence. Under this recognition, we regard the activities of our various committees as being the core of CSR (Corporate Social Responsibility) and along with the risk management framework, form the foundation to achieve our management policy. We will continue to strive to enhance these committees and risk management. The details of their activities are reported to Representative Directors as required and to the Board of Directors when necessary.

Risk Management System



Information Security / Personal Information Protection



The Amano Group recognizes that one of our important management issues is to ensure that all information related to our business activities is shared and utilized appropriately under secure and reliable management, and has established the "Information Security Basic Policy" as part of the strengthening of internal controls.

Amano Information Security Basic Policy

As a company that provides products, solutions, and services related to time and air, Amano Corporation is committed to information security measures to ensure that our products and services are used safely and securely while creating new value through the use of information.

To this end, all of our officers, employees, and all others who handle information at our company will deepen their awareness of the importance of information security in the environment, people, equipment, and cyberspace involved in the process of creating and continuing to provide products and services to our customers, and will strive to prevent and correct information leaks, etc. and maintain and improve social credibility and business continuity based on the following "Information Security Basic Policy".

Scope of Application

This policy applies to all tangible and intangible information that Amano handles. In addition, we will instruct third parties other than Amano to comply with this policy when handling information handled by Amano.

Information Security System

Based on the "Basic Compliance Policy," Amano will establish a companywide system for information security by preparing information security-related regulations and appointing information managers in each department.

Compliance with Laws and Regulations, etc.

Amano will comply with laws, regulations, and other norms related to information security, including personal information protection, as well as customer contracts.

Information Asset Management

Amano takes measures to maintain the confidentiality, integrity, and availability of our information assets.

1. Confidentiality : Limit access to information assets to authorized individuals only.
2. Integrity : Protect the accuracy and completeness of information assets.
3. Availability : Ensure that information is available in a timely manner when needed.

Prevention and Response to Information Security Incidents

Amano will take all possible measures to prevent information security incidents. In the unlikely event of an accident, Amano will take appropriate measures to prevent recurrence.

Information Security Education

Amano provides all officers and employees with training and education on information security in order to deepen their understanding of the importance of information security and to improve their skills.

Continuous Improvement

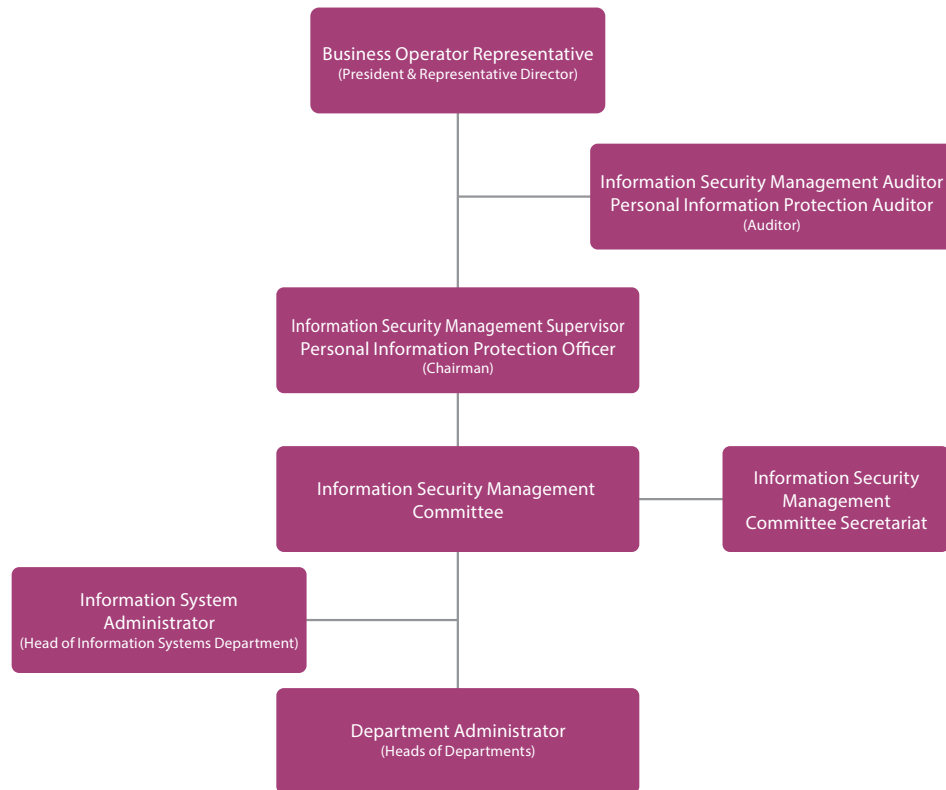
Amano will continuously review and improve the Information Security Basic Policy and the regulations related to information security.

Enacted: March 24, 2008

Last revision: March 9, 2020

Information Security Management/ Personal Information Protection System Diagram

Amano is committed to strengthening information security through the following system.



Information Security Management System

Amano continuously runs the PDCA cycle related to information security management and personal information protection in accordance with the "Information Security Basic Policy" and the "Personal Information Protection Policy".



Personal Information Protection

Since Amano thinks that it is our social responsibility to properly protect all personal information, we have established a "Personal Information Protection Policy". We operate a personal information protection management system based on this "Personal Information Protection Policy" to ensure the proper handling and protection of personal information. In addition, in February 2014, we received the PrivacyMark System, a third-party certification for the protection of personal information, and have continued to receive this certification since then.

Privacy Policy

<https://www.amano.co.jp/English/privacy.html>



Information Security/Personal Information Protection Education

To protect information security and safeguard personal and confidential information, everyone needs to be aware of the risks and act on their own initiative. Amano regularly conducts education (e-learning) on information security management and personal information protection for all officers and employees.

The educational materials are reviewed annually, and are composed of information on information security based on changes in the social environment and case studies of accidents, so as to raise awareness of the latest information security risks and improve the effectiveness of incident prevention. In addition, Amano provides annual education to employees in charge of Individual Number as nicknamed "My Number", as well as hierarchy-based education for managers.



Supply Chain Management



Basic Procurement Policy

1. Fair, equitable, and open procurement

We provide open, fair, and equitable trading opportunities to our business partners without judging them solely on the size of their companies or the presence or absence of transaction histories.

When selecting business partners, in addition to QCD balance, we will carefully consider stability, technology / development capabilities, transparency of information disclosure, and their compliance with laws and social norms, etc.

2. Mutual development based on a relationship of trust

Through procurement transactions for materials, we will strive for coexistence, co-prosperity, and mutual development with our business partners.

To achieve this goal, we will maintain and improve relationships of trust with our business partners, based on long-term mutual understanding.

3. Compliance with laws, regulations, and social norms

We will comply with related laws and regulations such as the Subcontract Act, the Worker Dispatch Act, and social norms in our material procurement activities.

We call on all of our business partners to comply with the relevant laws and social norms in the regions where they are doing business.

4. Green procurement that gives consideration to the environment

We promote environmentally friendly development, design, and production.

To that end, we will continue to improve environmental conservation in collaboration with our business partners by procuring materials that have a low environmental impact from environmentally friendly businesses.

5. Proper information management

We will properly manage and protect the confidential and personal information of our business partners that we gather in the course of our transactions.

Established on 1st April, 2020

Human Rights Due Diligence Initiatives

We are working to build human rights due diligence with the advice of external experts. Specifically, we divided our business activities into Time Information Systems business and Environment Systems business, investigated potential human rights risks, and drew up a list of important human rights themes that needed to be addressed.

As a result of identifying human rights risks in the value chain, we decided to prioritize addressing human rights risks at our suppliers.

We conduct surveys on the status of human rights initiatives for key primary suppliers and conduct web-based interviews based on the responses.

We will continue to conduct regular surveys and work to reduce human rights risks for vulnerable stakeholders.

Goals and Activity Results

○...Goal achieved △...Goal not achieved

FY2021 Goals	FY2021 Activity Results	Self-assessment	FY2022 Goals
Maintaining the environmental management systems			
Renewal and maintenance of the ISO 14001 certification (responding to examinations)	Maintenance Review Completed	○	Renewal and maintenance of the ISO 14001 certification (responding to examinations)
Reduce greenhouse gas emissions (meticulous energy and power saving)			
Reduce CO ₂ emissions by 46% in FY2030 compared to FY2013 standard	36.3% reduction	○	Reduce CO ₂ emissions by 46% in FY2030 compared to FY2013 standard
Revised Energy Conservation Law: Reduce rate of energy consumption by 1% or more	101.6%	△	Revised Energy Conservation Law: Reduce rate of energy consumption by 1% or more
Corporate vehicle fuel (gasoline and light fuel) : Reduce from the previous fiscal year	2.1% reduction	○	Corporate vehicle fuel (gasoline and light fuel) : Reduce from the previous fiscal year
Factory fuel (kerosene, gas, etc.) : Reduce from the previous fiscal year	10.9% reduction	○	Factory fuel (kerosene, gas, etc.) : Reduce from the previous fiscal year
Water consumption : Reduce from the previous fiscal year	14% increase	△	Water consumption : Reduce from the previous fiscal year
Conducted statutory environmental measurements (no violation of regulatory limits) -Air emission assessment (Air Pollution Control Law, prefectural ordinance) -Odor assessment (Odor Control Law) -Water quality assessment (Water Pollution Control Law, prefectural ordinance) -Noise/ vibration assessment (prefectural ordinance)	Conducted (no violation of regulatory limits)	○	Conducted statutory environmental measurements (no violation of regulatory limits) -Air emission assessment (Air Pollution Control Law, prefectural ordinance) -Odor assessment (Odor Control Law) -Water quality assessment (Water Pollution Control Law, prefectural ordinance) -Noise/ vibration assessment (prefectural ordinance)
Reduce industrial waste output and improve recycling rate			
Paper usage : No increase from the previous fiscal year	0.5% increase	△	Paper usage : No increase from the previous fiscal year
Total waste output : Reduce from the previous fiscal year	6% increase	△	Total waste output : Reduce from the previous fiscal year
Waste recycling rate : Improve from the previous fiscal year	0.1% improvement	○	Waste recycling rate : Improve from the previous fiscal year
Total amount of waste plastic output : Reduce from the previous fiscal year	9.6% increase	△	Total amount of waste plastic output : Reduce from the previous fiscal year
Waste plastic recycling rate : Improve from the previous fiscal year	0.5% improvement	○	Waste plastic recycling rate : Improve from the previous fiscal year
Effective management of hazardous chemicals and the reduction of amounts used			
Amount of PRTR-designated chemicals handled : Reduce from the previous fiscal year	8.3% reduction	○	Amount of PRTR-designated chemicals handled : Reduce from the previous fiscal year

FY2021 Goals	FY2021 Activity Results	Self-assessment	FY2022 Goals
Investigated substances of very high concern in European REACH regulations	Ongoing	○	Investigated substances of very high concern in European REACH regulations
New products : RoHS2 compliant EU products : RoHS 2 and WEEE compliant	Ongoing	○	New products : RoHS2 compliant. EU products : RoHS 2 and WEEE compliant
Promotion of green purchases and green procurement			
Purchasing of parts that conform with Green Procurement Guidelines : Continue	Ongoing	○	Purchasing of parts that conform with Green Procurement Guidelines : Continue
The digitalization of paper documents : Strongly promoted	Ongoing	△	The digitalization of paper documents : Strongly promoted
Green purchasing of office supplies : Continue to promote	Ongoing	○	Green purchasing of office supplies : Continue to promote
	Purchasing rate 56.80%		
Conduct environmental education			
Encouraged the acquisition of environmental qualifications and conducted environmental education for all employees	Ongoing	○	Encouraged the acquisition of environmental qualifications and conducted environmental education for all employees
Perform social contribution activities (participation in local environmental conservation organizations)			
Collaborated with the Children's Eco Club as a partner member	Ongoing	○	Collaborated with the Children's Eco Club as a partner member
Continued participation in the illegal dumping eradication campaign and continued cooperation in the green fundraising <<Sagamihara Office>> Participation in Lake Hamana Cleanup Operation <<Hosoe Office>>	Outside activities were discontinued to prevent infection the green fundraising implemented	△	Continued participation in the illegal dumping eradication campaign and continued cooperation in the green fundraising <<Sagamihara Office>> Participation in Lake Hamana Cleanup Operation <<Hosoe Office>>
Introduction of charity vending machines	Ongoing	○	Introduction of charity vending machines
Response to emergencies			
Comprehensive disaster prevention drill <<Head Office / Sagamihara Office / Hosoe Office>>	Scaled down to prevent infection	○	Comprehensive disaster prevention drill <<Head Office / Sagamihara Office / Hosoe Office>>
Promotion of women's advancement			
The percentage of female workers : Increase to 16%	15.6%	△	The percentage of female workers : Increase to 16%
The percentage of male employees taking childcare leave : Increase to 5% or higher	6%	○	The percentage of male employees taking childcare leave : Increase to 5% or higher
Employee diversity			
Participation in the Abilympics by employees with disabilities	4 participants	○	Participation in the Abilympics by employees with disabilities



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