

Labour Policy

Introduction

iiyama is one of the world's leading manufacturers of computer monitors. Efficiency, performance, reliability, and user comfort are all key to the development of iiyama products.

iiyama is committed to being a responsible company striving for customer satisfaction, innovation, and operational excellence. This requires the implementation of sustainability programs across our entire supply chain. This policy is established to protect our employees as best as possible. iiyama provides a healthy and safe work environment and ensures that employees are not exposed to harassment, discrimination, hazardous working conditions, and forced compulsory labor and overtime.

Scope

This policy applies to all employees and business partners such as subcontractors, agents, and consultants working with iiyama.

Key areas and targets

iiyama aims to commit to the following:

1. Safe and Healthy Work Environment

It is our responsibility to ensure that all employees and stakeholders working at our premises are safe and healthy. Therefore, iiyama has implemented the following measures:

- Provision of health and safety training for employees
- Provision of ergonomic office equipment as well as noise-canceling headphones upon request

iiyama aims to:

- 100% of our employees to receive training on Health and Safety by 2023
- Achieve 0 reported injuries on our premises every year

2. Performance and Career Management

Employees are appraised based on their performance and contributions at iiyama. Employees are recommended to have formal or informal discussions with their managers to discuss working progress, goals, and development. Employees are encouraged to suggest topics for training programs they would like to receive. Therefore, iiyama has implemented the following actions:

- Conduct ongoing one-on-one meetings between managers and their staff
- Conduct annual performance reviews for employees
- Reward employees based on various factors such as individual performance by setting performance criteria, company performance, subsidiary performance, and individual's overall earnings for the year.
- Provide appropriate skills development training to employees

iiyama aims to:

- Achieve an average of 5 training hours per employee every year
- Achieve 100% of employees with an annual performance review every year

3. Improvement of Workplace Conditions and Labor Relationship

A positive and healthy work environment is essential to promote the productivity and growth of employees. iiyama always looks at the health, safety, welfare, and well-being of employees and workers. We also value the mutual understanding and collaboration between iiyama and our employees. We empower our employees to express their expectations and be part of creating a conducive working environment.

Therefore, iiyama has implemented the following actions:

- Provide flexible working conditions as long as there are valid reasons and to a certain and reasonable extent which are judged by country managers and reporting managers.
- Provide welfare such as sick leave and holiday leave.
- Conduct employee satisfaction surveys.
- Conduct ongoing one-on-one meetings between managers and their staff.
- Perform investigation on incidents or complaints regarding employees' human rights issues.
- Ensure to comply with legislation and labor laws such as wages, working hours, notice periods, and leave entitlements.

iiyama aims to:

- Achieve 0 confirmed incidents and 0 valid complaints regarding employees' human rights issues raised on iiyama.
- Increase employees' satisfaction by 5% by 2024 compared to the 2023 survey

4. Equal Opportunities and Discrimination

iiyama is a big family that consists of employees from all around the world, iiyama aims to create and maintain a work environment where employees are treated fairly and with respect. iiyama is also an equal opportunity employer, which means individuals will not be discriminated against in regard to age, race, color, religion, sex, national origin, marital status, sexual orientation, gender expression, disability, or any factors prohibited by law. This applies to every aspect of employment at iiyama, including recruitment, hiring, job assignment, training, advancement, and termination. Therefore, iiyama has implemented the following actions:

- Development of Harassment and Discrimination in the code of conduct.
- Train employees on an equal opportunity, anti-discrimination, and sexual harassment issues as well as on our whistleblowing policy.
- Monitor wage equality between genders in the workplace
- Promote inclusion of minority/vulnerable groups and gender inclusion in the workplace
- Train employees to prevent discrimination during a recruitment phase
- Development of Internal Reporting Procedure.

iiyama aims to:

- Train 100% of employees on harassment and discrimination by 2023
- Achieve 0 confirmed incidents of harassment and discrimination every year.

Frequency of review

This policy shall be annually reviewed by HR Department for continual improvement.

Document version	Date of review	Date of next review
V1.0	30/11/2022	Every Year
V2.0	10/03/2023	Every Year

Responsibility

iiyama's HR Department shall ensure that all employees are trained on this policy during the onboarding process. The Board of Directors shall ensure this policy is accessible and made available on the company's intranet and website. All employees and external parties are to acknowledge and contribute to the goals set out in this policy.

Sanctions

All employees and business partners are welcome to report any incidents to any of the following options:

- Reporting to the manager or skip-a-level manager or contact the senior management team
- Send an email to HR officers (email: h.chiba@iiyama.com)
- Reporting via MCJ Global Hotline (email: mcj-globalhotline@deloittewb.com)
- Posting an anonymous letter to headquarters (with attention to the HR officer)

All whistleblowers who raise an issue honestly are prohibited from being retaliated against. Besides, whistleblowers will remain anonymous and are granted immunity. We value employees to voice out and identify potential problems. We will immediately initiate an incident investigation process. Sanctions may apply once the reported incidents are confirmed as violations and disciplinary measures will be applied based on company rules and local regulations. Please refer to our Whistleblowing Policy for more details.

Shinji Takeichi
CEO