



3 Our Workplace



Teamwork through diversity

TEL Group promotes a workplace where employees interact respectfully and work with peace of mind. In so doing, we nurture the unique abilities of TEL Group's diverse members working together to become an organization that makes full use of their talents.

3-1 | Human Rights & Fair Employment Practices



We are committed to fostering a workplace that is respectful, inclusive and safe by promoting human rights and diversity and complying with all laws and regulations pertaining to labor practices, freedom of association, collective bargaining, and immigration. We also do not engage in discrimination or support forced labor, debt labor, child labor or any other form of modern slavery.

- We make all employment-related decisions based on merit.
- We respect each other, and do not discriminate on the basis of race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information, marital status, childcare/nursing responsibilities, or any other protected personal characteristic under applicable law.
- We respect and strive to understand different customs and values of our colleagues.

- TEL Group respects the human rights described in the UN Guiding Principles on Business and Human Rights, the International Bill of Human Rights, and the ILO Declaration on Fundamental Principles and Rights at Work.
- TEL Group considers that the following human rights are particularly important:
 - ▶ freedom, equality & non-discrimination
 - ▶ freely chosen employment
 - ▶ product safety & workplace health and safety
 - ▶ freedom of association
 - ▶ appropriate working hours & breaks/holidays/vacations



For the Tokyo Electron Group Human Rights Policy, please refer to the following website at:

<https://www.tel.com/sustainability/management-foundation/human-rights/index.html>

3-2 | Workplace Free of Harassment



We do not allow any form of harassment and are committed to creating and safeguarding an environment where every person feels respected and valued, and where everyone is treated equally and fairly.

- We respect each person as an individual and endeavor to create a working environment that allows people to fully display their abilities.
- We do not engage in any behavior that is offensive, intimidating, malicious or insulting. This includes any form of sexual or other harassment or bullying, whether individual or collective and whether motivated by race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information, marital status, childcare/nursing responsibilities or any other protected personal characteristic under applicable law.
- We do not engage in any behavior which could be construed as sexual or other harassment or bullying, such as making offensive or sexually explicit jokes or insults, displaying, emailing, texting, or otherwise distributing, offensive material or material of a sexually explicitly nature, unwelcome sexual advances or engaging in any other conduct with sexual overtones, misusing personal information, creating a hostile or intimidating environment, isolating or not co-operating with a colleague, or spreading malicious or insulting rumors.

- Violence and threats of violence are also unacceptable.
- All supervisors are responsible for promoting and maintaining a harassment-free work environment.

- TEL Group deals with any type of harassment seriously; discipline may include termination of employment.
- There will be no tolerance for retaliation against those who have reported concerns regarding harassment in good faith.
- Harassment is unwelcome and offensive conduct that may interfere with a person's ability to perform his or her work. Harassment does not require intent to offend. Inappropriate conduct meant as a joke, a prank or even a compliment can lead or contribute to harassment.
- Sexual harassment can entail the harassment of a woman by a man or a man by a woman, as well as same-gender harassment.



The “workplace” means not only the regular places of work, but other places where meetings and interaction among personnel may occur, including customer facilities, restaurants, and other social settings.