

Kyocera Corporation Labor-related Code of Conduct

Purpose

Since shortly after its founding, Kyocera has declared that it will "provide opportunities for the material and intellectual growth of all our employees, and through our joint efforts, contribute to the advancement of society and humankind" as its management rationale, and has managed its business based on the Kyocera Philosophy - the core management philosophy that guides the Kyocera Group. By practicing the Kyocera Philosophy daily, we will contribute to the sound development of society and build mutual trust with stakeholders while continuously developing the Kyocera Group.

Therefore, we have established the Kyocera Group CSR Guidelines, our standards of corporate conduct, and will act towards creating a sustainable society. More specific details for each area of work are compiled in the Labor-related Code of Conduct.

Scope

This code of conduct applies to Kyocera Corporation, as well as all executive officers and employees.

Labor-related Code of Conduct

Kyocera Corporation shall uphold the human rights of all workers and engage with all workers in a manner that can be considered respectful and indicative of good faith by international societies. This applies to all workers, including temporary employees, migrant workers, students, contracted employees, directly hired employees and all other working capacities.

Labor standards are as follows.

- **Free Selection of Jobs**

There shall be no use of forced or compulsory labor (including debt bondage), labor in detention, involuntary or exploitative prison labor or labor obtained through slavery or human trafficking. This includes transportation, concealment, employment, transferral or acceptance of persons through threats, coercion, force, abduction or trickery for the purpose of receiving labor or services. Entry to and exit from facilities provided by the company shall not be restricted in an unreasonable

manner, nor shall unreasonable restrictions be placed on workers' freedom of movement in company facilities. In the event that a worker will leave their country of origin to work for Kyocera, a written employment contract describing the conditions of employment must be provided in the worker's native language prior to the worker's departure from their country of origin as part of the employment process. The employment contract must comply with applicable local laws and must not be substituted or changed on the worker's arrival in the country where they will work, unless the new contract contains equivalent or better conditions. All work shall be done on workers' own volition, and workers must be free to leave the workplace or terminate their employment at any time. Employers and agents must not keep any identification or immigration documents belonging to workers, including government-issued identification, passports or work permits (except those that they are legally required to keep), and must not destroy, conceal or confiscate these or prevent workers from using them. Workers shall not be required to pay an employment commission to their employer or agent or any other fees related to their employment. If it is discovered that any workers have paid fees of this nature, the money shall be returned.

- Labor by Minors

Child labor shall not be used in any stage of production. For the purposes of this code of conduct, "child" refers to persons under the highest of age 15, the age of completion of compulsory education or the minimum working age in the country in question. Reasonable work-study programs are supported as long as they comply with all laws and regulations. Workers under the age of 18 (minors) shall not be permitted to engage in work that may be hazardous to their health or safety, including night work or overtime. Kyocera Corporation shall ensure that student workers are suitably managed according to applicable laws and regulations through suitable record-keeping about student workers, strict due diligence regarding the partners providing education, and protection of student workers' rights. Kyocera Corporation shall provide suitable support and training to all student workers. If no applicable local laws exist, remuneration for student

workers, interns and apprentices must be no lower than that paid to other entry-level workers performing the same or similar work. There shall be no use of forced or compulsory labor (including debt bondage), labor in detention, involuntary or exploitative prison labor or labor obtained through slavery or human trafficking.

- Working Hours

Many studies on business practices have shown a clear link between overworking and a decrease in workers' productivity, increase in turnover and increase in injury and illness. Working hours must not exceed the limits set in local laws. Workers must not work more than 60 hours per week, including overtime, except in emergencies or other unusual situations. Workers must be given at least one day off every seven days.

- Remuneration and Benefits

Remuneration paid to workers must comply with all applicable laws on remuneration, including those concerning minimum wage, overtime and legally required benefits. Overtime must be compensated at a higher hourly rate than the usual rate, in accordance with applicable local laws. Remuneration must not be deducted as a disciplinary measure. Workers must be given a comprehensible pay slip for each pay period. This must be provided in a timely manner and contain sufficient information for the worker to confirm that they have been paid correctly for the work they performed. Kyocera shall comply with the limitations in local laws regarding the use of temporary, dispatched or externally contracted workers.

- Humane Treatment

Workers shall not be subjected to sexual harassment, sexual abuse, physical punishment, emotional or physical suppression, verbal abuse or other mistreatment. Workers must not be subjected to any treatment that is inhumane or could be considered as such. Disciplinary measures and procedures to handle such treatment must be defined and communicated to workers.

- Elimination of Discrimination

Kyocera Corporation must take all possible measures to ensure that its workplaces are free of harassment and illegal discrimination. Kyocera Corporation must not discriminate based on race, skin color, age, sex, sexual orientation, gender identity/gender expression, ethnicity/nationality, disability, pregnancy, religion, political affiliation, union membership, presence or absence of military experience, genetic information or marital history in the application of any employment conditions including remuneration, promotions, bonuses or training. Provisions shall be made within a reasonable scope for workers to practice their religions. Requests from workers for religious accommodations shall be handled by the General Affairs and Labor Division, who shall consider how to handle the request and then provide the necessary accommodations. Workers and prospective workers must not be subjected to medical or physical examinations that may be used for discriminatory purposes.

- Freedom of Association

Kyocera Corporation shall respect the right of all workers to join a union for the purposes of collective bargaining and peacefully assembling, based on local laws. Workers and/or a representative shall be able to directly communicate their opinions and concerns about working conditions and management practices to management without fear of discrimination, reprisal, threats or harassment.