

# Human Rights

## Basic Approach

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[Policy](#)

The Toppan Group regards human rights as a paramount principle in engaging in business activities and sustainability initiatives.

The Group operates business under the foundational concept of respect for human beings. To ensure this foundational concept, Toppan calls for respect for human rights as the first principle of the behavioral norms set under

the Conduct Guidelines for Toppan personnel. The guideline stipulations include protecting individual dignity, prohibiting discrimination and harassment, and prohibiting child labor and forced labor.

Toppan announced a Groupwide human rights policy in November 2021 as a foundation for the management of human rights risks of any kind.

### ■ Supporting the Principles of Human Rights Manifested in the United Nations Global Compact

Toppan has been participating in the United Nations Global Compact and therefore supporting its two principles of human rights since 2006. The Group also espouses the United

Nations Guiding Principles of Business and Human Rights and implements the human rights due diligence process and other initiatives for human rights.

#### Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

#### Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.



## Labor-Management Initiatives for Human Rights

Approach

Activity results,  
performance data

Toppan's labor union and management undertake various measures for labor-related human rights based on a fundamental policy stated in a collective labor agreement.

The Toppan Printing Labour Union and Toppan's management have concluded the collective labor agreement in order to ensure stable labor-management relations, maintain and improve working conditions, and secure the corporate concord. This agreement sets forth a fundamental policy between labor and management, the rules governing union activities and labor-management negotiations, and employment conditions such as wages and working hours.

The Toppan Printing Labour Union is run by members from Toppan and seven Group companies. The union and the management have concluded an agreement to impose a uniform set of liability-related clauses (rules governing union activities and labor-management negotiations) on all eight companies represented.

Toppan has also been taking measures to avoid human rights violations that might adversely affect the lives of people living near Group sites in the course of business. For example,

Toppan promotes environmental conservation initiatives based on The Toppan Group Declaration on the Global Environment and the Basic Policy on Biodiversity.

### Fundamental Policy under the Collective Labor Agreement

As a fundamental policy between labor and management, Article 1 of the collective labor agreement, the General Principles, stipulates that the Company and union shall contribute to society through business operations and collectively work for the benefit of the Company and long-term stability of the livelihood of employees. Labor and management both uphold this policy as a common goal. Article 2 of the agreement clearly states that the union has all the rights established by law, specifying that the Company shall respect the union's rights to organize and collectively bargain and act.

Toppan Group Human Rights Policy

<https://www.toppan.com/en/about-us/our-corporate-approach/human-rights-policy.html>

More details on Toppan's environmental conservation initiatives

<https://www.toppan.com/en/sustainability/environment/>

Conduct Guidelines

<https://www.toppan.com/en/about-us/philosophy/conduct-guidelines.html>

Ten Principles of the United Nations Global Compact

<https://www.unglobalcompact.org/what-is-gc/mission/principles>

United Nations Global Compact

<https://www.unglobalcompact.org/>

The Toppan Group Declaration on the Global Environment

[https://www.toppan.com/assets/pdf/sustainability/The\\_Toppan\\_Group\\_Declaration\\_on\\_the\\_Global\\_Environment.pdf](https://www.toppan.com/assets/pdf/sustainability/The_Toppan_Group_Declaration_on_the_Global_Environment.pdf)

Basic Policy on Biodiversity

<https://www.toppan.com/assets/en/sustainability/pdf/biodiversity.pdf>

## Various Human Rights Measures

Approach

System

Activity results,  
performance dataTraining,  
education

### ■ Organizing Training on the Conduct Guidelines

Respect for human rights is positioned as Basic Principle 1 of Chapter 1 of the Conduct Guidelines, the standards of behavior for Toppan personnel. Conduct Guidelines Promotion Leaders have been disseminating this principle at their workplaces by arranging read-throughs of the *Conduct Guidelines Casebook* and other compliance promotion activities. Monthly *Conduct Guideline Notifications* are also posted on the Toppan intranet to encourage Group employees to study the guidelines in detail and heighten their awareness of compliance-related issues. The Group also educates employees on human rights issues through first-year training, e-learning-based programs, and various other training formats. To prevent harassment of any form, the Group organizes extensive regular education on harassment through training sessions mainly for managerial and supervisory staff and e-learning-based programs for all Group employees. The Toppan Printing Labour Union and Toppan's management concluded an agreement on harassment prevention in 2020 to shore up their efforts to implement labor-management initiatives for the creation of a secure working environment free of any form of harassment. The Group has also set up a helpdesk and nurtures internal counselors to prevent harassment at the workplace and vigilantly respond to every case of harassment arising in the Group.

### ■ Operating Hotlines

Toppan operates a Toppan Group Helpline through which Group officers and employees can report human rights issues or violations. Toppan also runs a helpdesk in the head office Personnel & Labor Relations Division to deal with power harassment, sexual harassment, and any other forms of harassment.

The Toppan Group has also set up a Supplier Hotline, a portal for receiving reports from business partners on human rights issues or violations committed by the Group's procurement departments.

▶ [Toppan Group Helpline \(see page 141\)](#)

▶ [More details on the Supplier Hotline \(see page 82\)](#)

### ■ Promoting Sustainable Procurement

The Toppan Group asks business partners to comply with the Procurement Standards Concerning Human Rights, Labor, the Environment, and Anti-Corruption under the Toppan Group CSR Procurement Guidelines. Business partners continue to work with the Group to undertake initiatives to promote respect for human rights.

Toppan Group CSR Procurement Guidelines (second edition)  
[https://www.toppan.com/assets/en/pdf/about-us/sustainability/2014/proc2014\\_en01.pdf](https://www.toppan.com/assets/en/pdf/about-us/sustainability/2014/proc2014_en01.pdf)

More details on Toppan's CSR procurement  
<https://www.toppan.com/en/sustainability/social/procurement.html>

### ■ Running Self-directed Career- and Skill-enhancement Programs

Toppan implements an annual Challenging Job System, a self-directed program to encourage all regular employees to consider their own career aspirations and develop skill-enhancement plans. The Company expects this system to enhance the autonomy and independence of employees and to nourish a problem-solving, can-do mindset. By assigning employees to positions suited to their individual motivations and qualifications, the system optimizes personnel positioning across the Company to energize each organization and reinforce Toppan as a whole. The system also gives employees periodic opportunities to exchange opinions with superiors on their career- and skill-enhancement plans. The structured approach to career planning helps employees design their own career paths and develop necessary competencies on their own initiative. Toppan has also been running an in-house staff recruitment system to provide every employee with an equal opportunity for skill enhancement.

## ■ Promoting Diversity and Inclusion Initiatives

Toppan is committed to Groupwide innovations that will evolve its capacity to create social value. The Group positions diversity and inclusion (D&I) initiatives as important management strategies to drive change.

Toppan values its employees as precious “human assets” and understands how deeply it depends on them. Under the foundational concept of respect for human beings, the Group has been undertaking various measures to promote rewarding working conditions.

Toppan strives to develop D&I initiatives that harness differences among its diverse human assets as drivers of innovation. The Group will continue to promote diversity by encouraging employees to acknowledge and respect each other's personal qualities and values so as to better utilize and enhance their diverse abilities.

In order to cultivate a D&I mindset within the workforce, Toppan facilitates ongoing dialogue and nurtures heightened awareness and sensibilities that ensure mutual respect. The Group is consistently creating psychologically safe workplaces where every person can speak and act without inhibition or restraint. To sustain the culture of respect for human rights, Basic Principle 6 of Chapter 1 of the Conduct Guidelines emphasizes respect for personnel diversity among the Group's human assets and efforts to create a rewarding work environment that is physically and mentally healthy. Chapter 2 stipulates a specific guideline for promoting diversity and inclusion.

As further measures for heightened awareness of diverse perspectives throughout the Group workplaces, Toppan arranges e-learning-based D&I training programs for all Group employees, holds open seminars on diversity 101 and lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ) inclusion, and organizes workshops on persons with disabilities and LGBTQ persons for Group personnel in charge of diversity promotion.

▶ [Diversity & Inclusion \(see page 53\)](#)

## ■ Providing an Open Environment for Recruitment

Toppan hires persons regardless of gender, nationality, and age and offers employment opportunities to persons of varying levels of physical and mental ability. By publicizing its working styles in company orientation sessions and on the corporate website and other media, Toppan reaches out to diverse people such as new graduates from universities and high schools, experienced personnel in the middle of their careers, and persons with disabilities.

▶ [More about Toppan's personnel \(see page 52\)](#)

## ■ Announcing the Mid-career Hiring Rate

Toppan Inc. discloses the ratio of mid-career hires (both outside recruitment and permanent employment of people previously on fixed-term contracts) to the total number of regular employees in accordance with the Japanese Act on Comprehensive Promotion of Labor Measures, and Stabilization of Employment of Employees, and Enrichment of Their Working Lives (the latest amendment on April 1, 2021).

Fiscal 2018	Fiscal 2019	Fiscal 2020
23%	22%	24%

## ■ Employing Persons with Disabilities

Toppan promotes the hiring of persons with disabilities in collaboration with a special subsidiary, T.M.G. Challenged Plus Toppan Co., Ltd. Toppan and T.M.G. Challenged Plus support the ongoing hiring and employment of persons with disabilities by devising work procedures and routines that empower them to perform wide-ranging jobs.

Toppan strives to surpass the legally prescribed quota for the employment of persons with disabilities in Japan.

▶ [Employing Persons with Disabilities \(see page 57\)](#)