

# 1) Social Media (SNS) Terms of Use

Sojitz Building Materials Corporation (the "Company") manages social media (SNS) based on the following policies.

Before using the Company's social media, please carefully read the terms of use specified below. Please refrain from using the Company's social media if you cannot agree to the terms. We assume that by using the Company's social media, you have agreed to all of the following terms and conditions of use.

## **1. The Company's basic policy on the use of social media**

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The Company will conduct promotions, communication activities, announcements and public relations activities, etc. using various social media with the aim of building better relationships with customers and those who participate in social media outlets.

The Company will use social media after fully recognizing and being aware of the influence that disseminating information via social media has.

## **2. Disclaimers (to customers and social media users)**

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Please be aware that the information delivered by the Company via its official accounts does not necessarily constitute the Company's official announcement or view.

Please refer to the Company's website and news releases, etc. for its official announcements and views:

The Company's website: <https://www.sojitz-bm.com/english>

News releases: <https://www.sojitz-bm.com/news>

The Company pays full attention to the accuracy of the information disclosed through its official accounts, but makes no warranty as to its accuracy. Please be aware that the Company may make corrections to the content of such information at a later date. Further, the Company can accept no responsibility or liability for any trouble or damage arising from a user's use or the unavailability of an official account of the Company, such as the use of the content disseminated by the Company via its official account or a website linked therefrom.

Users should "reply to," "repost" or otherwise "post comments on" the Company's official accounts at their own responsibility. The Company assumes no responsibility for any trouble

or dispute among users or between a user and a third party that may arise in connection with postings on the Company's official accounts by users or otherwise in relation to its official accounts.

The Company's official accounts are subject to suspension or termination, or the details/forms of their services are subject to change without prior notice. In addition, the terms and conditions of these Terms of Use are subject to change without prior notice.

### **3. Precautions**

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Users should note the following points when using the Company's official accounts. The Company assumes no responsibility for any damage suffered by a user as a result of a violation of the precautions set forth below:

- Take responsibility for saving the data/text, etc. you created;
- Protect your password from becoming known by a third party; and
- Do not infringe any copyright, portrait right or right to privacy, etc. of another user, third party or the Company.

### **4. Deletion of user postings**

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The Company values communications with users, and will not delete their postings thoughtlessly. The Company may, however, delete posted information or content, etc., block access to its official accounts and take other necessary measures without any prior notice to a user if the user makes any posting that includes expressions of the following nature.

When using the Company's official accounts, users must not post any of the content listed below. The Company assumes no responsibility for any damage suffered by a user as a result of the user's posting of any of the following content:

- Content that is intended to cause or induces a crime;
- Content that infringes a copyright, trademark or other rights of the Company or a third party;
- Content pertaining to the privacy of a third party;
- Content that violates laws, regulations or public order and morals;
- Content that insults any specific individuals, including the Company, corporations, countries or communities;
- Content that insults any product or service of the Company or a third party;
- Content that introduces or advertises a user's own product, store or company or other commercial content;
- Inappropriate content that contains obscene expressions, etc.;
- Content that causes or may cause any disadvantage or damage to the Company or a third party; or

• Any other content deemed inappropriate by the Company in light of the purpose of its official accounts.

## **5. Prohibitions**

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Users are prohibited from engaging in any of the following acts when using the Company's official accounts. In the event that a user has engaged in any of the prohibited matters listed below, the Company may take necessary measures, including, but not limited to, deleting postings/comments, blocking or deleting accounts or otherwise transmitting messages. In addition, if a user causes damage to the Company in violation of this Paragraph, the Company may seek damages from such user:

- Impersonating any third party, including the Company;
- Political activities, political campaigning or religious activities;
- Posting or transmitting a harmful computer program, etc.;
- Reproducing, selling, publishing or otherwise using the information obtained through the Company's official accounts beyond the scope of private use;
- Interfering with the operation of the Company's official accounts, or acting in a way that causes, or may cause, any disadvantage or damage to a third party, including the Company;
- Spamming;
- Obstructing other users' use or access;
- Attempting to gain unauthorized access to the Company's networks through password mining, hacking or other means;
- Uploading or otherwise transmitting, in any form, any content that a user does not have the authority to release according to laws or a fiduciary or contractual relationship; or
- Other acts deemed equivalent to the foregoing by the Company.

## **6. Copyrights, etc. in and to postings**

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The copyrights, etc. in and to a posting belong to the user who made such posting, but the user shall, by making such posting, be deemed to have granted to the Company a worldwide, royalty-free and non-exclusive right to use (including processing, making extracts of, reproducing, publishing and translating, etc.) such posted content, and to have agreed not to exercise any copyrights or an author's moral rights, etc. against the Company.

## **7. Application of Website Terms of Use**

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The Company's Website Terms of Use applies to intellectual property rights, disclaimers, personal information, and the governing law and jurisdiction to the extent not inconsistent with these Terms of Use.

## 8. Inquiries

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Please note that, in principle, the Company does not respond to any individual comments or questions made via "reply" or "comment" or the like on the Company's official accounts. If you have any inquiries concerning the Company, please use the inquiry form on the Company's website.

Inquiry form for comments or feedback

<https://sojitz-bm.sakura.ne.jp/english/contact-us>

## 2) Protection of Personal Information

### Privacy Policy

We, Sojitz Building Materials Corporation (the "Company"), thoroughly recognize the importance of protecting personally identifiable information ("Personal Information"). We believe that properly handling Personal Information is part of our social responsibility, and declare that we strive to protect Personal Information in accordance with the following policies:

#### 1. Compliance with Laws and Other Rules

We will strictly comply with the "Act on the Protection of Personal Information" and other related laws and regulations, guidelines, industry self-regulation and internal rules, etc. when carrying out operations in which Personal Information is handled.

#### 2. Acquisition of Personal Information

We will acquire Personal Information by fair and legitimate means. In addition, unless permitted by related laws and regulations, we will not acquire any special care-required Personal Information without the prior consent of the individual to whom such Personal Information pertains.

### **3. Use of Personal Information**

1. We will use Personal Information only for the purposes of use officially announced in advance or within the scope of use informed at the time of acquisition and to the extent necessary to carry out business.
2. In the case where we share personal data with a third party, or entrust the handling of personal data to a third party, we will examine such third party rigorously, and perform proper supervision to ensure that such third party keeps the Personal Information confidential.

### **4. Provision of Personal Information to Third Parties**

Except as provided by laws and regulations, we will not provide personal data to any third party without the prior consent of the individual to whom such personal data pertains (the specific individual identified by the Personal Information).

### **5. Safety Management Measures for Personal Information**

1. We will work to keep personal data accurate and up-to-date, and delete any personal data that is no longer needed without delay, while ensuring the thorough safety management of personal data on a daily basis.
2. We will take appropriate measures to prevent the loss, destruction, alteration and leakage of personal data, unauthorized access to personal data and infiltration by computer viruses and the like. In the unlikely event that any of these matters occur, we will promptly take corrective actions.
3. We will not allow personal data to be leaked by taking it off premises or transmitting it externally.

### **6. Disclosure, Correction, Suspension of Use, and Deletion of Personal Information**

We confirm that the owners of the Personal Information have the right to request the disclosure, correction, suspension of use, and deletion, etc. of their own personal data, and we will strive to appropriately and immediately respond to any such request.

## 7. Organization and Structure

1. We recognize that the appropriate management of Personal Information is our social mission. We assign a manager in every department to handle Personal Information, and implement the appropriate management of Personal Information.
2. We will provide all those involved in operations, including officers, full-time employees, part-time employees and contract employees with training on the protection of, and methods for appropriately managing, Personal Information, and thoroughly ensure that Personal Information is handled appropriately in day-to-day operations.

## 8. Compliance Program regarding Protection of Personal Information

To execute these policies, we have formulated a compliance program for the protection of Personal Information (which includes this Privacy Policy, Personal Information Protection Regulations and other regulations and rules) and keep our employees and other interested parties fully informed of this program, and execute and maintain this program, as well as strive to properly manage Personal Information through ongoing review and improvement.

## Purposes of Use of Personal Information

The Company will use the personal information that it acquires for the following purposes. If you have any questions, please contact the "Personal Information Protection Helpdesks".

### 1. Personal Information of Business Partners

- Negotiations, communications, consultations, order acceptance and placement, settlement or other processing relating to business transactions
- Receipt of goods or services, etc. relating to business transactions
- Appropriate and smooth performance of other operations of the Company

### 2. Personal Information of Job Applicants Acquired during Hiring Activities

- Provision of information and communications relating to hiring by the Company, screening of job applicants and hiring decisions

- Provision of documents and communications for hiring procedures after a provisional decision is made
- Other labor management and smooth performance of the operations of the Company

### 3. Personal Information of the Company's Officers, Employees, Former Employees and their Family Members

- Work-related communications, exchanges of information, and compliance with rights and duties relating to labor laws and regulations, tax laws and regulations and social welfare laws and regulations, including human resource policies (including transfers, evaluations, and career development such as education), payment of wages, attendance management, benefits and so on
- Performance of various procedures specified by internal regulations
- Communications with, and the provision of information to group companies
- Notification and reporting to government offices, their auxiliary organizations or other organizations to which the Company belongs
- Provision of social welfare benefit services, referrals concerning various types of group insurance and related procedures
- Distribution of internal publications and so on
- Communications during emergencies
- Other labor management and smooth performance of the operations of the Company

## Personal Information Protection Help Desks

When you submit a complaint, or request consultation, notification of the purposes of use, disclosure, correction or suspension of use, etc. with respect to the personal information retained by the Company, please make the request through the following contact form. We appreciate your understanding that, depending on the details of the consultation, we may first perform a procedure to verify your identity when responding to your consultation.

Personal Information Protection Help Desks (Contact form for inquiries our website)

<https://sojitz-bm.sakura.ne.jp/english/contact-us>