

The PLUS Group CSR Report 2022



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Editorial Policy

This report is a vital tool for clearly communicating the PLUS Group's stance on social responsibility (CSR), as well as the social and environmental endeavors in which we engage, to all of our many stakeholders.

Period

2021 fiscal year (January 1, 2021 - December 31, 2021)

※ Part of this report includes activities before and after period

Scope

This report focuses on PLUS Corporation, but also includes PLUS Group companies. (our consolidated subsidiaries and affiliated companies)

Reference Guidelines

- International Organization for Standardization "Guidance on Social Responsibility (ISO26000:2010)"
- Ministry of the Environment's "Environmental Reporting Guidelines 2018"
- GRI (Global Reporting Initiative) "Sustainability Reporting Standard"

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Corporate Philosophy and Concepts of CSR

We, the PLUS Group, believe that our CSR is to contribute to resolving social issues through day-to-day business activities by embodying our corporate philosophy "Unique Values - Higher Satisfaction" as defined in "PLUS no kokoro."

We have been working to discover and achieve a "social optimal system" that eliminates duplicate activities in all business domains from procurement of raw materials to manufacturing, sales, use, disposal, collection and recycling as well as restructures business in a rational and simple manner. In an effort to propel the achievement of a sustainable society, we sincerely engage in the resolution of social issues and respond to the expectations and wishes of our many stakeholders in order to promote CSR activities across the group, with the aim of becoming a company that is relied on, respected, and loved by society.

PLUS no kokoro

Our Philosophy	Unique Values - Higher Satisfaction.
Our Vision	We at PLUS strive to provide people all over the world with goods and services that support and promote comfortable, pleasant, smart lifestyles and workspaces, and contribute to the sustainable advancement of society.
Our Values	<p>As we strive for uniqueness we will:</p> <ul style="list-style-type: none"> • Promote customer-first respect • See our world through the eyes of the consumer • Respect & support free thinking and individualism • Value designs with dedication and perseverance • Perpetually challenge and innovate
Our Action	<ul style="list-style-type: none"> • Try unconventional, unique methods in our business approach. • Spare no effort to meet and exceed our customer's expectations. • Work dedicatedly, mindful of the responsibilities as a member of your family and society. • Strive for originality, while cherishing teamwork and unity. • Persevere in pursuing and offering brilliant and agreeable products and services. • Challenge the future with a passion to change the existing system and society.



The SDGs, which have become a global common language, are now an important management goal for all corporations. Inspired by the three-way satisfaction principle (sanpō yoshi) of the renowned merchants of former Omi Province, we at PLUS Group are devoted to attaining four-way satisfaction (shihō yoshi), which entails operating in a way that benefits customers, corporate partners, employees, and society all at the same time. Four-way satisfaction prioritizes honest, fair, and ethical business practices to develop outstanding products and services that improve people’s quality of life. As a company, we strive to cooperate with corporate partners to face new challenges, never being satisfied to merely profit from existing arrangements. For our employees, we provide an environment in which employees can challenge themselves with fulfilling work in a way that satisfies both mind and body. We believe that this philosophy is perfectly in line with the SDGs, which aim to promote harmonious development in the economy, society, and environment. We are proud that our latest efforts, presented below, are also sure to contribute to the attainment of the SDGs.

① Establishment of VISION 5Ds

To do business in a market that is volatile, uncertain, complex, and ambiguous (VUCA), we decided that the company as a whole must stay alert and unified in pursuit of a common goal. This idea was outlined in our VISION 5Ds, which applies to the five years until 2025, and was disseminated inside and outside the company. In VISION 5Ds, we declared that PLUS Group would “become a company that would use the five Ds to create new individual customer experiences” by 2025. With this goal, we began to rebuild our businesses based on the following five principles.



Delight to Society

Contribute to improving society to become a company that is even more respected

Direct Interaction

Constantly stay in direct contact with individual customers to build relationships in which there is always mutual understanding

Design for a Better Life

Pursue designs that make people’s lives richer and more convenient

Digital as the New Value

Employ digital technologies to create new value and individual customer experiences

Data-driven Customization

Use data to create value and experiences tailored for you

We expect that by 2025, our end users will not be ambiguous “customers” but “individuals.” Rather than differentiating between B to B and B to C business, we have been focusing our attention hard on working individual customers under a B to I (Business to Individual) model. The market is changing in a way that is gradually making it impossible for businesses to survive under the old model of mass-producing standardized products, expanding sales with a nationwide network of sales representatives, holding a massive distribution inventory, and disposing of unsold goods through returns or bargain sales. By conferring with individual customers, we will provide products that make their lives richer and more convenient, and deliver them only the quantity required, when it is required. This approach, which minimizes our burden on the global environment, is the way forward envisioned in our VISION 5Ds.

② Launch of the DX Project for Everyone

In 2020, we began a new project called “DX for Everyone.” DX stands for “digital transformation.” As people might mistakenly think that “DX” is an IT project by people with specialized skills, and as we absolutely did not want any employees to feel excluded or left behind, we emphasized when the project was launched, under the president’s direct supervision, that it was for everyone.

PLUS Group is presently composed of three internal companies and 20 group companies. Each is engaged in a different business and operates independently. Different businesses means different ways of working, i.e., different operational characteristics. Each company has its own optimized systems, logistics, and so on. But should they all really have their own operations, systems, and logistics? Doesn’t all this duplication lead to higher costs, lower speeds, and inconvenience for customers and partners? Can’t we merge the functions that our companies have in common? Won’t merging allow us to offer individual customers higher value? Working off this hypothesis, we are presently taking stock of the tasks done by all our employees, and are determining what should be merged and what should be managed by companies individually. We are certain that the results will create not only satisfaction for our customers and partners, but also give our employees fulfillment and opportunities for growth.

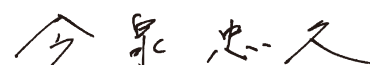
③ Launch of the New Office Project

The COVID-19 pandemic dealt office furniture manufacturers like us a very heavy blow. Ever since working from home began to replace commuting to offices, more and more have been arguing that offices are unnecessary. This made us feel it was necessary to drastically reconsider our business. Since April 2020, we have actively been introducing working from home as part of our COVID-19 prevention efforts. Yet when we began, we discovered that some employees could not perform to their full potential when working from home, due to various factors in the home such as space, communication environment, family members, and so on. To resolve this situation, in March 2021, we opened suburban satellite offices in Yokohama and Tokorozawa for our employees. These spaces, which were not quite either home or company offices, proved to be very popular with the employees, and requests for more offices poured in. To make such space available to more employees, another satellite office was opened in Matsudo in November 2021, and another in Funabashi in January 2022. These efforts of course served to increase the satisfaction of our employees by giving them the option to choose a work environment that best suited the nature of their work and their family circumstances. Yet at the same time, we realized that this was an opportunity to see if our existing individual customers would accept and approve of such satellite offices. We feel that we have found one possible way to sustain our office furniture business, which COVID-19 hindered the growth of.

Since last year, PLUS Group has centered its efforts around its Sustainability Promotion Working Group. Through this working group, we are working to define our material issues to contribute to the achievement of the SDGs. We are working to identify which of PLUS Group’s businesses contribute most toward the SDGs. To quantitatively and qualitatively assess how much these businesses’ activities contribute to the SDGs, a management system is being introduced, which is beginning to be integrated into the Group’s medium-term goals and strategies. We hope you look forward to seeing PLUS Group’s future contributions.

May 2022

PLUS CORPORATION
President & Chief Operating Officer





The history of PLUS

The history of PLUS Corporation started in 1948, when Chiyoda Stationery Co., Ltd. was founded through the merger of two wholesalers of office supplies in Tokyo – Imaizumi Shohten and Suzuki Shohten. The company name was then changed to PLUS Corporation in 1959. The name was derived from the fact that two companies were merged together (equaling a “PLUS”), as well as the implication of the founders’ sincere wish to create a company that would be a PLUS to society. At the time, most companies named themselves after the products they handled or the industry they were in, such as AA Office Equipment or BB Stationery Wholesaler. The reason we did not use such a name was because we took into consideration our future business expansion.

1948

Chiyoda Stationery Co., Ltd. founded.

1959

Company name changed to PLUS CORPORATION.

1960

Established PLUS Steel Industries Corporation.

1984

Developed and released the market’s first electronic copyboard BOARDFAX.

Released the personal stationery set product TEAM DEMI.

1990

Established PLUS Logistics Corporation.

1991

Completed PLUSLAND, an industrial complex consisting mainly of office furniture factories.

Transformed from a manufacturing wholesaler to a full-scale manufacturer with our own factories.

1996

Completed Bien Hoa Plant of PLUS VIETNAM INDUSTRIAL Co., Ltd. in Dong Nai Province, Vietnam.

1997

Established ASKUL Corporation.

2000

Established Biznet Corporation.

Established Shantou PLUS Instruments Co., Ltd. in Guangdong, China, which manufactures and sells electronic copyboards and other products.

2001

Established JOINTEX Corporation (later merged with PLUS Corporation) through the merger of the main sales and wholesale departments in PLUS.

2006

Opened +PLUS in Nagata-cho, Chiyoda-ku, Tokyo.

Since then, we have been working enthusiastically as a manufacturer in product development, and have transformed from a wholesaler of office supplies into a branded manufacturer, and then into a full-scale manufacturer with our own factory. At the same time, we have continued to promote market creation, including developing unique distribution services such as ASKUL and Biznet which are not bound by the business practices of the industry or the product ranges of stationery and office furniture. In this ever-changing economic environment, we focus on each business sector, including manufacturing and distribution, while still seeking optimal management structure. We aim to maximize customer satisfaction by playing a key role in manufacturing, distribution and sales as a management company overseeing domestic and foreign group companies.

2007

Released Kes’pon Stamp which protects personal information.

Opened European logistics base for stationery and office supplies in Gelderland, The Netherlands.

2010

Completed Nhon Trach Plant in Dong Nai Province, Vietnam.

Established European sales subsidiary of stationery and office supplies in Düsseldorf, Germany.

2014

Increased the floor area of Nhon Trach Plant of PLUS VIETNAM INDUSTRIAL Co., Ltd. Started to manufacture scissors.

2015

Re-defined PLUS's corporate mission, namely “PLUS no kokoro”.

2016

Started “PLUS Nationwide Cleanup activities” initiative.

2018

Expanded and renovated Headquarters, Tranomon Office

2019

Apica and Kyokuto merged and started as Nippon Note Corporation.

2020

The domestic sales operations of PLUS Stationery Company, Nippon Notebook Corporation, OKINA CORPORATION and THE SAILOR PEN CO., LTD. were merged to form CHORUS CORPORATION.

2021

Launched D to C brand "ancora" in collaboration with THE SAILOR PEN CO., LTD. and opened a real store in Ginza, Tokyo.

The history of PLUS

Corporate profile

Company Name
PLUS CORPORATION

Founded
February 16, 1948

Capital
100 million yen

Representative
President & Chief Operating Officer:
Tadahisa Imaizumi

Headquarters
12F, Toranomon Towers Office, 4-1-28,
Toranomon, Minato-ku, Tokyo
105-0001, Japan

Major Businesses

- Manufacture and sales of office furniture, and office interior goods
- Manufacture and sales of stationery, office supplies, OA and PC related products, and office equipment
- Design, construction, and interior design of office environments
- Manufacturing and sales of electro-optical equipment and educational equipment
- Sales of daily commodities, food products, software and books
- Online sales of the above-mentioned products
- Overseas business related to the above-mentioned products

Sales

97.7 billion yen
(January 1, 2021 to December 31, 2021, non-consolidated)
187.5 billion yen
(January 1, 2021 to December 31, 2021, consolidated)

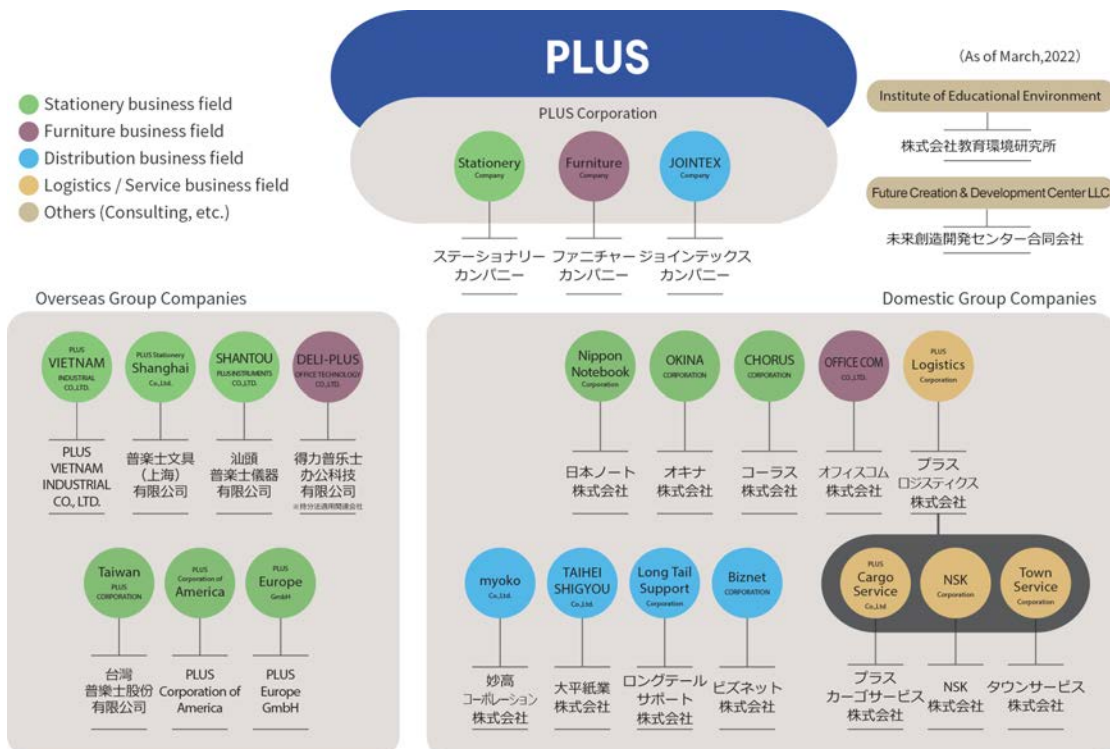
Number of employees

Non-consolidated: 1,426
Consolidated: 5,299 (as of December 31, 2021)

The PLUS Group

PLUS Corporation and the group companies can be broadly divided into "stationery business division", "furniture business division", "distribution business division" and "logistics/service business division". While sometimes each company helps each other as a network company and at other times each company stimulates each other as a good rival company, we are developing a unique business with a flexible idea of

changing its appearance depending on social change and customer demands, in order to achieve "customer satisfaction" with an "original way". stimulates each other as a good rival company, we are developing a unique business with a flexible idea of changing its appearance depending on social change and customer demands, in order to achieve "customer satisfaction" with an "original way".



The PLUS Group and SDGs: Working Toward a Sustainable Society

The Sustainable Development Goals (SDGs) were adopted at the United Nations Summit in 2015. In order to realize the sustainable society that the SDGs aim to achieve, governments, corporations and local communities at large are requested to cooperate in their completion. Corporations in particular are positioned as important partners and are expected to actively work toward a solution of the sustainable development goals.

The PLUS Group is committed to creating new value through its daily business activities and contributing to resolving social issues with the aim of achieving a sustainable society, based on its corporate philosophy of "Unique Values - Higher Satisfaction."

Sustainable Development Goals (SDGs)

Sustainable Development Goals (SDGs) are worldwide targets adopted at the United Nations Sustainable Development Summit, held in September, 2015, upon agreement of the 193 member countries of the United Nations. These universal targets apply to both developed and developing countries, who work as one under the theme "no one will be left behind."



17 goals

SDGs aim for a sustainable world by resolving issues such as poverty, hunger, and injustice, achieving decent work for all and economic growth, and also responding to climate change. They consist of 17 goals, 169 targets and 232 indicators that are to be realized by 2030.

Aiming at Achieving a "Social Optimal System"

Based on the corporate philosophy "Unique Values - Higher Satisfaction" defined in "PLUS no kokoro,"[※] the PLUS Group aims to achieve a "social optimal system." This system eliminates duplicate activities in all business domains, from procurement of raw materials to manufacturing, sales, use, disposal, collection and recycling, and further, aims to restructure business in a rational and simple manner, and is cornerstone of the PLUS Group Environmental Philosophy. Most of our efforts aimed at achieving a "social optimal system" lead to the achievement of Sustainable Development Goals (SDGs).

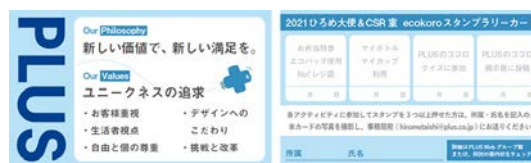
※ A summary of the corporate philosophy, vision, values, and behavioral guidelines of the PLUS Group.

PLUS Group's SDGs Initiatives

"ecokoro stamp rally" by PLUS no Kokoro Ambassador and CSR Office

In May 2021, focusing on our CSR Office and the "PLUS no kokoro Ambassadorship Project,"[※] we launched our ecokoro Stamp Rally, which aims to help employees contribute to the environment and learn about our corporate philosophy through related activities.

※ This project consists of employees appointed by each Group company, and aims to disseminate our corporate philosophy. In the ecokoro Stamp Rally, employees can freely participate in four activities, including an eco-friendly initiative to reduce plastic waste and a quiz that deepens their knowledge of PLUS Group. The 324 staff who participated to date received PLUS products and eco-themed prizes.



"ecokoro stamp rally" activities

① **Bring lunch from home or Use own eco-bag, and say No! to Plastic bags:**

We work to reduce disposable plastic waste such as plastic containers for lunch boxes and plastic bags from convenience stores by bringing our own lunch boxes, using the original PLUS Group eco-bag distributed in 2020 or our own eco-bag, and pronouncing "No plastic bag" when shopping.

② **Use of own bottles and cups:**

We use our own favorite bottles and mugs to reduce the amount of plastic bottles and paper cups from the office coffee server.

③ **Participate in the "PLUS no kokoro Quiz":**

We answer quizzes about The PLUS Group in an e-learning format.

④ **Post on the "PLUS no kokoro Board"**

We post on "PLUS no kokoro Board" what we consider to be the "PLUS identity" of ourselves.



Photos of lunchboxes received from employees

Reduction of plastic in product packaging

Abroad, where environmental awareness is higher, we have introduced paper packaging for many products. This not only helps to eliminate plastic use, but also increases transportation efficiency by simplifying package shapes. It also helps to reduce CO₂ emissions from when products are shipped from the factory and to e-commerce customers.

Since June 2021, TAIWAN PLUS Corporation (Taipei) in the environmentally-advanced country of Taiwan has used paper instead of plastic packaging for our Whipper MR correction tape. In stores, we conducted our "Low Plastic Revolution (starting with us)" campaign, and gained attention while reducing plastic consumption by 2.4 tonnes annually.

In Japan, the packaging for the Deco Rush decoration tape sold by our stationery company was changed to paper. As this was well-received by our customers in Japan and abroad, we are currently considering expanding our range of paper packaging. We expect that these efforts will greatly reduce our plastic consumption.

To fulfil our responsibilities as a manufacturer and help achieve the SDGs, we will continue to develop products, including packaging, that take the environment into consideration.



The PLUS Group's New Ways of Working

What we can do for our co-workers



When COVID-19 hit, we took the opportunity to rethink the way people worked at PLUS Corporation. Along with expanding our remote work system, we planned and opened suburban satellite offices under our "New Office Project".*

* New office project

This project was launched in July 2020 to consider the ideal center office and satellite offices of the future, and to create a system and office environment suitable for the new normal way of working.

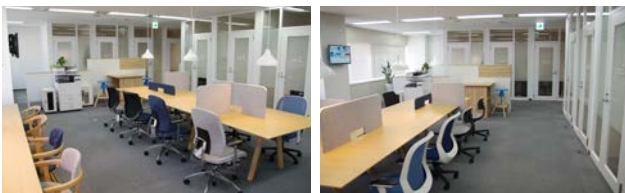
New remote work system

When COVID-19 hit, we took the opportunity to rethink our remote work system at PLUS Corporation, and instituted our new remote work system in August 1, 2020. By allowing employees to combine going to work with working at home, the system aims not only maintain and improve employee efficiency and productivity, but also to improve their quality of life (QOL). To protect against COVID-19, while the declaration of emergency was in effect, we expanded our use of remote work and reduced as much as possible the number of employees who came to the workplace. We publish stories in our company newsletter about working from home and the things that happen while doing so, giving employees hints to improve their productivity and mentally switch between "home" and "work" mode.

Establishment of suburban satellite offices

Since July 2020, PLUS Corporation has been opening and operating satellite offices in suburbs around the Tokyo metropolitan area. Although we increased our use of remote work in response to COVID-19, as some employees found it difficult to work from home due to a lack of desks or chairs, poor telecommunications environment, family structure and other factors, we launched a project to improve their work environment. In March 2021, we opened our first satellite offices in the cities of Yokohama (Kanagawa Prefecture) and Tokorozawa (Saitama Prefecture), which were followed by another in Matsudo (Chiba Prefecture) in November 2021, and another in Funabashi (Chiba Prefecture) in January 2022. The experience gained from having our own employees use satellite offices is being applied to propose office and work arrangements to our customers.

Satellite office in Yokohama



The space has a bright and smart design with the main space for personal offices based on the White color. There is also a transit space that can be used without reservations.

Satellite office in Tokorozawa



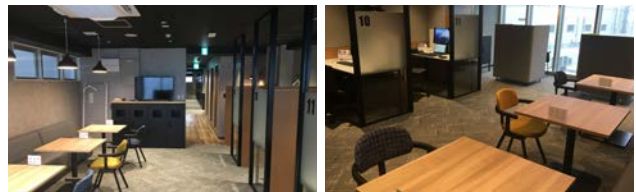
The space is mainly for personal work in a suburban city. There is a relaxing space outside the booth, with black as the basic color scheme.

Satellite office in Matsudo



The theme is "Change of pace". The office is circular, with all-surrounding glass walls and 360-degree views. There are phone booths, private booths, and semi-closed private rooms without doors.

Satellite office in Funabashi



The theme is "concentrated work". This is a secluded office specialized for personal work. The space is long from north to south and is divided into two parts: a private space on the north side and an open lounge on the south side.

Office renewal in response to change

Due to the effects of the COVID-19 pandemic, a drastic change in the way we work and live is required. As telework and working from home grow in popularity, workplaces are becoming more decentralized, and work itself is becoming more diverse. In response to this trend, the Tokyo offices of our Furniture Company and Jointex Company have reviewed what conditions and functions their offices need, and conducted renovations to increase their staff's sense of solidarity and belonging.

Furniture company Tokyo Office.

In April 2021, our Furniture Company renovated its Tokyo office (in Kudankita, Chiyoda City) with a "Make the Office 'Attractive'" concept. Anticipating a 50% workplace attendance rate due to the use of satellite offices and remote work, the number of seats was reduced, and a variety of solo spaces and meeting spaces were created.



The layout concept was "working salon." Like a salon, it has visual diversity and appreciable free space. The design embodies the office of the future, with many innovations to help employees work with assurance.

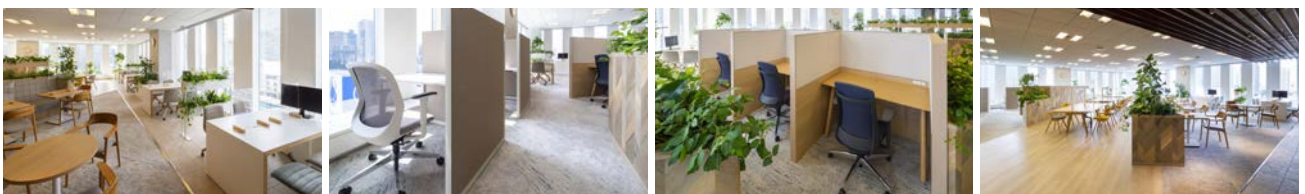


To prevent the increased free-address space from leading to desk shortages and inefficiencies, we introduced the Suwary[®] seat management system.

※ A seating management system that integrates IoT into office desks, allowing the place where you work to be reserved seating.

JOINTEX Company Tokyo Office

JOINTEX Company has renovated its Tokyo office (in Nagatacho, Chiyoda City) as a new office adapted to the new normal. The main space that addresses COVID-19 is the newly remodeled "Terrace" entrance area. Other innovations include individual video conferencing booths and solo work spaces to maintain social distance.



The approximately 330 m² Terrace is an open area where people can mingle freely. The Terrace has many semi-enclosed areas that not only staff but also visitors can use for online business talks and other purposes.

The family restaurant-style booths for face-to-face communication were replaced with enclosed booths for online video conferences. Part of the work area was made into a free-address space as part of an activity-based working (ABW)[®] approach that includes working from home.

※ A way of working in which employees can freely choose the time and place of their work.



We, the PLUS Group, believe that our CSR is the embodiment of our corporate philosophy: We work toward the achievement of a sustainable society and contribute to resolving social issues through our day-to-day business activities.



CSR Activities by PLUS Group and Core Subjects of ISO26000

Below is a list of the seven core subjects of ISO26000, and corresponding CSR activities by PLUS Group.

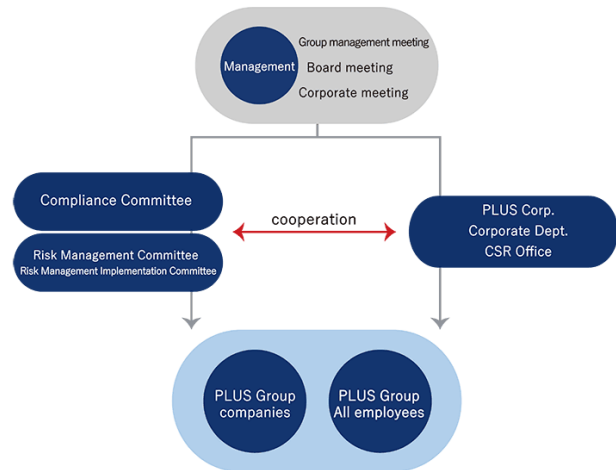
ISO26000 Core Subject	PLUS's CSR activities
1.Organizational Governance	Top Message
	Corporate Philosophy
	Corporate Philosophy and Concepts of CSR
	Organizational Structure for CSR
	Corporate Governance
	Corporate Governance System
	Compliance/Risk Management
	Intellectual Property Policy and Guideline
2.Human Rights	Prevention of Harassment
	Human Rights
3.Labor Practices	Work-Life Balance
	Health and Safety
4.Environment	Environmental Management
	Solutions to Global Warming
	Resource Conservation and Recycling
	Environmentally Friendly Design and Technology
	In Harmony with Nature
	Regulatory Compliance and Pollution Prevention
5.Fair Operating Practices	Fair Competition and Trade
	Communicating with Suppliers
	Procurement Policy and Guideline
6.Consumer Issues	Quality Control
	Information Security Management
	Personal Information Protection
	Communicating with Customers
	Sanitary Products
7.Community Involvement and Development	Implementation of Community Contribution Activities
	Community Cleanup Activities
	Scholarships for Vietnamese Students



Organizational Structure for CSR

Organizational Structure for CSR of the PLUS Group

The CSR activities of the PLUS Group are carried out under the supervision of the Group Management Meeting, Meeting of Board Directors, and the Corporate Council to work on issues in cooperation with the CSR Office of the corporate headquarters and the Risk Management Promotion Committee of PLUS Corporation. At overseas bases, the Compliance Committee and the CSR Office hold seminars on compliance, CSR, and SDGs for local employees using the online meeting system, to promote awareness of concepts and direction of the Group's CSR throughout the Group as well as issues to be addressed in the future by exchanging and sharing information.



Conduct CSR in-house training and employee education

The PLUS Group is striving to spread CSR throughout the entire group through education and training related to CSR. We have created our own educational materials utilizing international standards such as ISO26000 to ensure that each and every employee of the PLUS Group understands the expectations of our stakeholders and the role they are expected to play, and to promote CSR activities as a leader of the Group. Once a year, we provide education in the form of e-learning. For overseas group companies, we translate the content into the local language and conduct CSR seminars using a web conferencing system. In addition, we conduct e-learning for new and mid-career employees, explaining the basics of CSR, what CSR means to the Group, and the Group's CSR activities, in order to promote the penetration of our CSR among new employees. We have also established a "Sustainability News" page in "Creative Companies" to actively disseminate information on the PLUS's CSR activities. This page also serves as an educational content for internal employees.



Sustainability News page in the company newsletter "Creative Companies"

PLUS no kokoro Ambassador Project

PLUS Group Corporate Philosophy: "Unique Values - Higher Satisfaction." The "PLUS no kokoro Ambassador Project" was launched in May 2015 to spread the "PLUS no kokoro", which summarizes the PLUS's vision, values, and action guidelines, throughout the Group.



Regular monthly meetings "Ambassador Meeting"

The project consists of employees appointed from each group company. Currently, the project is divided into two teams (web/production and event/planning), which hold workshops, create and display posters about the "PLUS no kokoro," and carry out other activities to spread the corporate philosophy. In addition, regular meetings called "Ambassador Meeting" are held every month to report on the progress of team activities and discuss future activities. The minutes of these meetings and the activities of the team are made available to the entire group on the "PLUS no Kokoro Ambassador embassy" website on the intranet.



Multilingual posters for group penetration (Japanese/Vietnamese)



Corporate Governance

We are striving to strengthen corporate governance by conducting management that emphasizes soundness, transparency, and compliance.

Corporate Governance Concepts

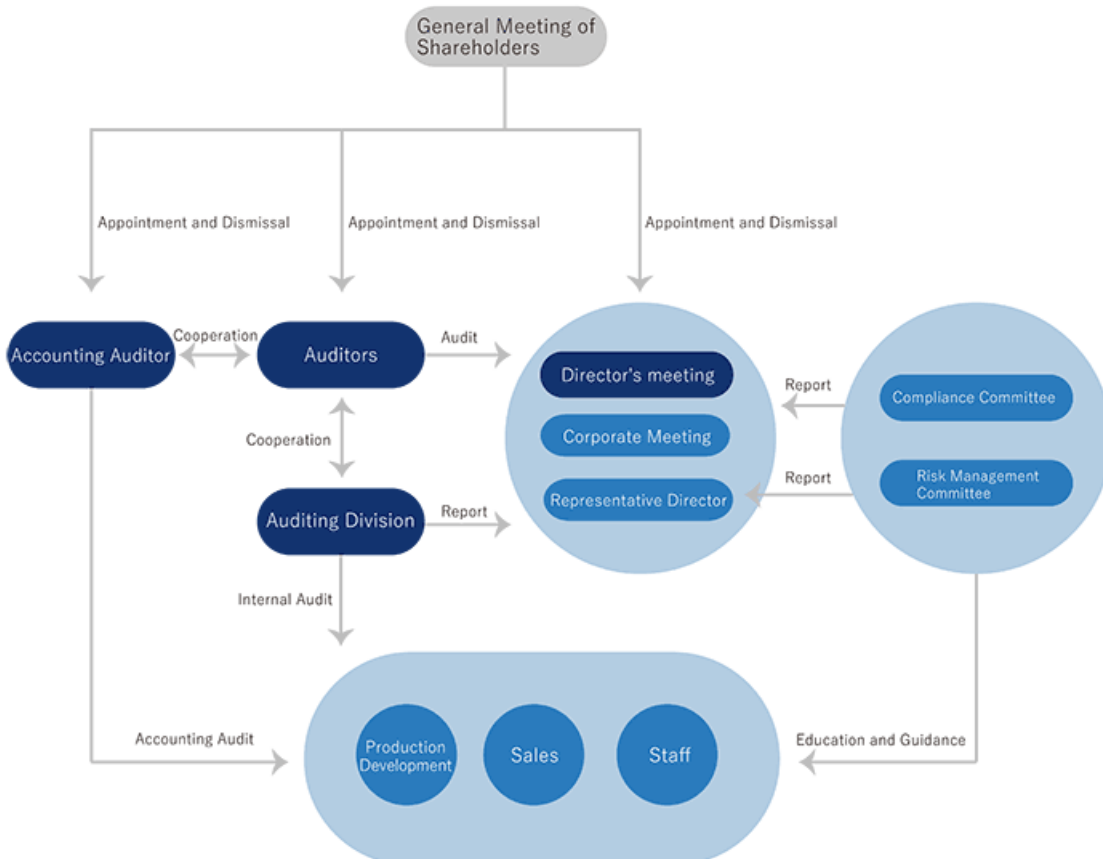
We manage PLUS Corporation with an emphasis on management soundness, transparency, and compliance as well as an emphasis on the establishment of a

management system that can respond flexibly to a changing business environment while striving to strengthen corporate governance.

Corporate Governance System

The Board of Directors of PLUS Corporation, composed of 10 directors, deliberates on important management matters and reports on business overviews. In addition, we have established the Corporate Council as a body to discuss matters delegated by the Board of Directors and other important business matters, in order to expedite decision-making and engage in active discussions on management issues as appropriate. Two corporate

auditors attend meetings of Board of Directors and of Corporate Council as appropriate, and exchange opinions with representative directors, directors, and presidents of subsidiaries on a periodic basis. Reports on important issues related to audits are received from accounting auditors and the Audit Department, and on-site audits are performed on a regular basis.





Compliance / Risk Management

We have been working on proper management and appropriate response in the event of a crisis to address various compliance and risk issues surrounding our business.

PLUS Group Compliance Policy

In June 2006, PLUS Group established PLUS Group Compliance Policy as a guide for thorough implementation of compliance practices

Definition of Compliance

PLUS Group defines "Compliance" as fair, good-faith business practices that comply with laws and regulations and do not violate social and/or consumer's common sense.

Basic Practices

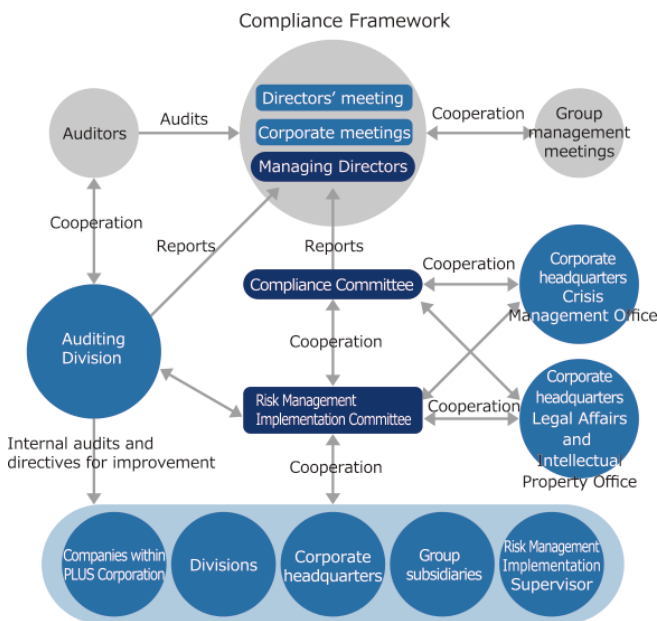
These practices are ethical standards that everyone working in the PLUS Group must follow.

1. Social Responsibility
 - We strive to be a good corporate citizen and contribute to society.
 - We actively engage in environmental measures on its own initiative.
 - We increase its trustworthiness and transparency through active communication with society and fair disclosure of information.
2. Respect for Human Rights
 - We build a corporate culture that emphasizes respect for human rights and respects the identities and differences of all people.
3. Global Environment
 - We strive to protect and improve the global environment and build a sustainable society.
4. Compliance with Laws and Regulations
 - Not only complying with laws and regulations, but also we do not engage in any behavior that will violate social and/or consumer's common sense.
 - We do not engage in uncertain business practice or empty forms to ensure fair, transparent and free competition.
 - Not only complying with international regulations and the laws of each country, but we also respect local customs and culture, and contribute to the development of the areas where we operate.
 - Complying with labor laws, we assess the state of injuries or illnesses occurring in the workplace and take appropriate health and safety measures.
5. Compliance with the Antimonopoly Act and Subcontract Act
 - We engage in air trade with our business partners and suppliers in compliance with the Antimonopoly Act.
6. Product Liability Act and Intellectual Property Rights
 - We acknowledge that compliance of product safety and intellectual property rights is particularly important relevant to our business.
7. Appropriate Management of Information
 - We ensure that we appropriately manage information such as personal information and customer information.
8. Action against Antisocial Forces
 - We take decisive action against antisocial forces that may threaten civil society.
9. Governments and Administrations
 - We maintain a sound and normal relationship with government and local society.
10. Contribution to Society
 - We actively engage in social contribution activities to society as a member of local community.

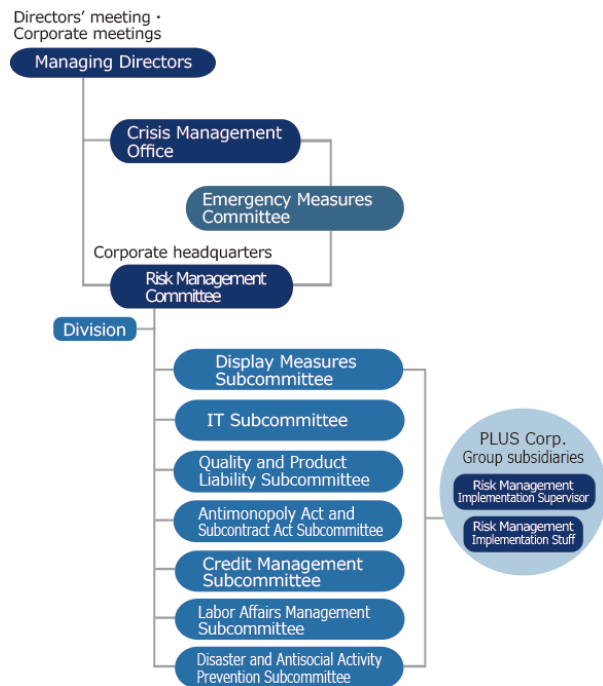
Compliance Committee / Risk Management Committee

The PLUS Group has established the PLUS Group Compliance Policy as a basic policy for observing laws and regulations and behaving in a highly ethical manner. We work toward compliance in cooperation with various organizations and members, such as the PLUS Corporation Board of Directors, President & Chief Operating Officer, Compliance Committee, Risk Management Committee, and Audit Department. We also set Basic Risk Management Guidelines have also been established to enable appropriate management and action concerning the various risks encountered during our business activities. A Risk Management Committee and Crisis Management Office report directly to the Managing Directors and address the following risks: (1) risks of

violations of laws, (2) product and service related risks, (3) credit-related risks, (4) information related risks, (5) employment and human resource related risks, (6) risks of crime or other foul play in our companies, (7) risks of disaster and accidents, (8) environmental risks and (9) other relevant risks. Our Compliance Committee and Risk Management Committee carry out training to improve awareness of compliance in our daily business activities and ensure that our practices continue to comply with laws and regulations. Additionally, all employees are required to take online courses once a year to learn how to prevent and deal with risks, and prevent those risks from re-occurring.



Risk Management Framework



Prevention of sexual and power harassment

To preventing sexual or power harassment at workplaces and realize a working environment where every person is respected as an individual and able to work in equal relationships with others in a comfortable way, the PLUS Group established rules to prevent sexual and power harassment.

In order to prevent any harassment from reoccurring, we inform every employee of the rules and offering sexual and power harassment prevention courses as part of the internal training given by external trainers. This training mainly

targets managerial staff, helping them learn from previous cases of harassment which occurred in the group.

Furthermore, for us to become better companies by most promptly identifying and correcting any improper acts, including sexual and power harassment or other illegal acts carried out by individuals or companies, there are two reporting points set up within the group: one is for external reporting to our corporate lawyer and the other is for internal reporting to the director general of our compliance committee.



Intellectual Property Policy and Guideline

We manage and use that intellectual property with the utmost respect for the uniqueness and intellectual property of other parties in the global community. not violate social and/or consumer's common-sense.

PLUS Group Intellectual Property Policy and Guideline

1. Management and use of intellectual property

We acquire and manage intellectual property in an appropriate manner, and actively use it in our sales activities and business development. We also take a firm attitude against infringement of our intellectual property by other parties, such as counterfeit goods.

2. Respect for intellectual property of other parties

We carry out necessary research to ensure that we do not infringe on intellectual property rights of others in the process of development of new products and services.

3. Training

We provide training to improve understanding of intellectual property for our employees on an ongoing basis.

4. Promotion

Our Intellectual Property Department works with other relevant departments to handle the acquisition, management and employment of all of PLUS's intellectual property.



Personal Information Protection Policy

The PLUS Group believes that protecting personal information is paramount for achieving maximum customer satisfaction, and recognizing the importance of personal information, we have established our Personal Information Protection Policy with the aim of appropriately handling this information at companies group-wide, ensuring thorough implementation by disseminating this policy to group employees and related staff, alike.

Personal Information Protection Policy of PLUS Corporation

1. Acquisition, use, and provision of personal information

We establish a system to protect and manage personal information, and develop and comply with internal rules pertaining to the appropriate collection, use and provision of personal information. When acquiring, using, or providing personal information, we specify the purpose of use and do not use it for any other purposes. We take appropriate management measures and educate our employees to ensure that they do not use personal information for other purposes.

2. Security measures for personal information

We ensure the safety and accuracy of personal information by building an information security management system(ISMS) to prevent unauthorized access to personal information as well as the loss, destruction, falsification, and leakage of personal information. We take prompt corrective measures should any problem occur.

3. Compliance with laws and regulations regarding the protection of personal information

We comply with laws and regulations, national guidelines, and other standards regarding the handling of personal information.

4. Continuous improvement of the personal information protection management system

In order to maintain the appropriate protection of personal information, we develop and operate a personal information protection management system, periodically conduct audits of its operational status, and continuously improve it.

5. Setup of a contact point for inquiries regarding personal information



Information Security Policy

The PLUS Group's policy on information security was instituted on January 1, 2019. This policy establishes principles for nine items, including the development of a safe information security management system by striving to properly protect information assets, assignment of responsible persons, compliance with laws and regulations related to business information assets, appropriate measures to prevent accidents such as unauthorized access and leakage, and education and training to implement appropriate management. These principles are used as guidelines for our information security initiatives.

What we can do for the environment

The PLUS Group's objective of "environmental optimization" is about restructuring business in a rational and simple manner by eliminating duplicate activities in all business domains, from procurement of raw materials to manufacturing, sales, logistics and waste collection.



Environmental Management

We engage in a variety of environmental conservation activities while understanding the environmental impact of our business, based on the PLUS Group Environmental Philosophy and Environmental Policy.

Environmental Philosophy/ Environmental Policy of PLUS Group

Environmental Philosophy

Realization of socially optimal system

PLUS Corporation omits the unnecessary duplication from raw material procurement to manufacturing, sales, use, disposal, collection and recycling based on the corporate philosophy "Unique Values - Higher Satisfaction." stated in "PLUS no kokoro".

PLUS contributes to the sustainable development of a recycling-oriented economic society in which resources and energy are effectively utilized without waste by discovering and creating "social optimal system" which reconstructs businesses in a rational and simple manner.

※ A summary of the PLUS Group's corporate philosophy, vision, values, and action guidelines.

1. Product Development

As a manufacturer, we strive to develop unique, ecological and user-friendly products which create a new value for consumer.

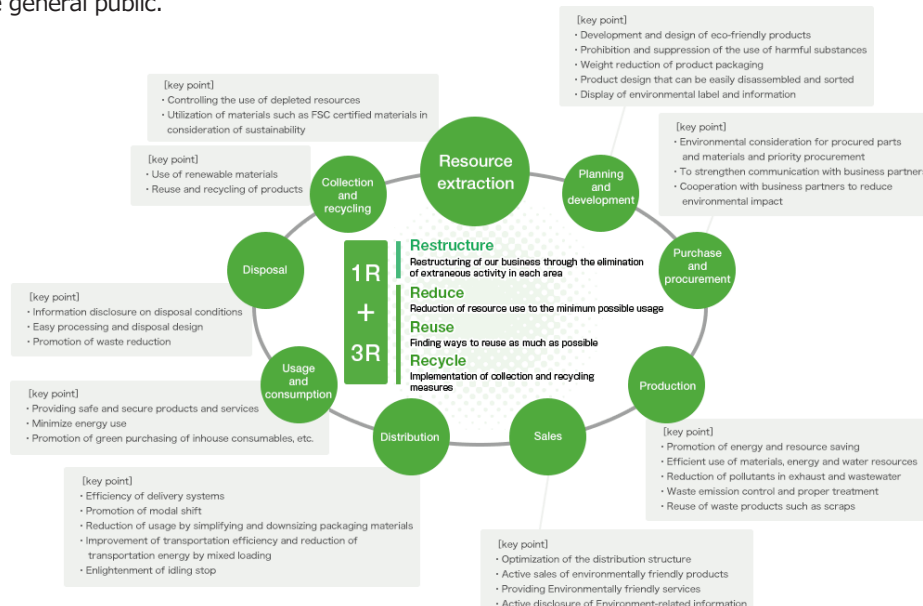
2. Distribution Development

From a social point of view beyond the scope of a company, we work on reconstruction of the business structure to improve efficiency of distribution by sharing functional capabilities in distribution network.

Environmental Policy

We put our Environmental Philosophy into action according to the following principle.

- We consider the environmental impact of our business activities, products and services, and strive to prevent pollution.
 - We develop unique environmentally friendly products and services that create new value.
 - We promote environmental conservation activities in all areas of our business activities.
 - We reduce the environmental load by eliminating any overlapping operation.
- We comply with all relevant environmental laws and regulations, and requirements agreed upon by each department.
- We will grasp the environmental impact of our business practices, set environmental objectives and targets for improvement, operate plans, review them, and strive for continuous improvement of our environmental management system.
- We strive to conserve energy and resources as well as to reduce and recycle waste in our business practices.
- We seek to raise awareness of environmental conservation among employees through environmental education.
- We share this environmental policy with all employees working in PLUS and people working with PLUS, and make it accessible to the general public.



ISO14001 Certification

PLUS Corporation first gained ISO14001 Certification in February 2000. As Corporation demerged into industrial-focused business units, each subsidiary had built its own environmental management system to apply its uniqueness of business to environmental conservation activities, achieving ISO14001 certification individually. In 2009, PLUS Corporation began restructuring and consolidation of subsidiaries, followed by consolidation of the environmental management systems, then PLUS Corporation gained the updated and consolidated ISO14001 Certification in September 2010. By cross-fertilization and sharing of environment-related information, knowledge and range of technologies accumulated within each company, PLUS Corporation and PLUS Group companies aim to improve group-wide environmental conservation activities and to increase our corporate value through new environmental-friendly products and services. Within PLUS Group, currently PLUS Corporation, Biznet Corporation, and Ichimudo Co., Ltd, PLUS VIETNAM INDUSTRIAL CO., LTD. have been ISO14001-certified.

※ ISO14001 is an international standard for environmental management systems (EMS) established by the International Organization for Standardization (ISO) in 1996.



Registered company	PLUS Corporation
Date of first registration	February 19, 2000
Registration number	NQE-0008A
Scope of registration	Products Planning, Design/Development, Manufacture, Production Control, Purchase, Sale, Delivery Control, Maintenance and Supply of Service Parts for Office Furniture, Commercial Facility Furniture, Home Furniture, Stationery, Office Supplies, PC Article, Educational Equipment, Presentation Product, Media Board, etc.; Wholesale, Retail and Repair of Room Equipment; Design/Development and Construction Control of Interior Decoration; Offer of Services; Offer of Purchase and Logistics System that utilizes IT; Outsourcing Service for Internal Logistics Placing Logistics Services at the core; Business Management
Registered premises	Toranomon Headquarters, Ichigaya Office, Akasaka Office, Maebashi Plant, Tokorozawa Plant, Biznet Corporation Gobancho Office, Ichimudo Co., Ltd.
Registration examining authority	Nippon Kaiji Kentei Quality Assurance Ltd.

Registered company	PLUS VIETNAM INDUSTRIAL CO., LTD
Date of first registration	3 October 2013
Registration number	VN19/00103
Scope of registration	Manufacturing and Trading of various kinds of Stationery including Correction Tape, Glue Tape, Security Tape, Staple, Stapler, Scissors and Files.
Registered premises	Site1: Head Office (Bien Hoa City, Dong Nai Province) Site2: Factory (Nhon Trach District, Dong Nai Province) Site3: Sales Office (Ha Noi Highway, Thao Dien Ward, District 2, Ho Chi Minh City)
Registration examining authority	SGS United Kingdom Ltd

ISO50001 Certification

In October 2020, Bien Hoa Plant and Nhon Trach Plant of PLUS VIETNAM INDUSTRIAL CO., LTD. (Dong Nai Province, Vietnam) obtained ISO 50001 for energy management. ISO 50001 is an international standard for energy management systems aimed at managing energy used by companies and achieving continuous improvement. In Vietnam, where electricity shortages continue due to rapid economic growth, we will work on continuous improvement of energy efficiency to contribute to the achievement of a sustainable society.

Registered company	PLUS VIETNAM INDUSTRIAL CO., LTD
Date of first registration	21 October 2020
Registration number	VN20/00347
Scope of registration	Manufacturing of various kinds of stationery including Correction Tape, Glue Tape, Security Tape, Staple, Stapler, Scissors and Files
Registered premises	Site1: Bien Hoa factory (Bien Hoa City, Dong Nai Province) Site2: Nhon Trach factory (Nhon Trach District, Dong Nai Province)
Registration examining authority	SGS ITALIA S.p.A.



What we can do for the environment



Solutions to Global Warming

To achieve a low-carbon society, we are working on initiatives for global warming solutions such as energy saving efforts in our offices and factories.

Energy Conservation Efforts in Plants

■ Installation of solar panels

solar panels solar panels

The Maebashi Plant, which is a production base for office furniture in PLUS LAND ^{※1} (Maebashi City, Gunma Prefecture), uses a solar power generation system. In November 2013, the Maebashi Plant installed solar panels on the roof of the Center Factory ^{※2} and opened the "PLUS Maebashi Plant Power Plant." The power generation output is 500kW. The annual power generation in 2021 was 508,575kWh (88.4% compared to the previous year), and the annual CO₂ emission reduction was 225t. All the generated power is sold to TEPCO. The business starts as one of our initiatives to reduce CO₂ emission, taking an advantage of Excess Electricity Purchasing Scheme for



■ Reuse of Waste Heat

Atelier Factory ^{※3} in PLUS LAND effectively uses the exhaust heat from the large dust collector in the factory. The warm air discharged during product processing is purified and circulated for air conditioning (heating) in the factory. At the Yorii Plant, the exhaust heat from the compressor is effectively used. In the summer, warm air is released to the outside through ducts in the factory to adjust the air conditioning (cooling) in the room, and in the winter, it is circulated (heated) indoors.

■ The Top Light system

As part of our initiative to conserve energy, we placed large lighting windows in key areas of the ceiling of our Atelier Factory to introduce the sunlight into a plant building, so called "The top light system". It enables to take sun light in three times as much as openings/windows located on the walls get, and is

■ Use of Roof insulation material

The roofs of the Atelier Factory and the Tokorozawa Plant (Tokorozawa City, Saitama Prefecture), which is the production base for stamps, are covered with heat insulating material to promote energy conservation in air conditioning equipment. It

Renewable Energy ("Feed-In Tariff Scheme for Renewable Energy") launched by METI (Ministry of Economy, Trade and Industry) in 2012. In addition, at the Yorii Plant (Osato District, Saitama Prefecture), which is a production base for paper files, solar panels are installed on the roof of the facility. There are instruments that display the amount of power generated and the amount of electricity used and the intensity of sunlight on a daily basis, and energy conservation activities are thoroughly implemented.

※1 PLUS LAND

An industrial complex built in a suburb of Maebashi City, Gunma Prefecture. Surrounded by nature, the complex includes an office furniture plant, a factory for wooden furniture, a distribution center, an office, a training center, and so on. Since its establishment in 1991, it has been our production hub of office furniture products.

※2 Center Factory

Center Factory is a metal furniture factory that produces desks and cabinets.



※3 Atelier Factory

Factory for wooden furniture production, furnished with a studio for researching prototypes and handling custom-made orders.

significantly effective for lighting large building such as factory because sunlight from wall windows is quite difficult to reach the center of the building.

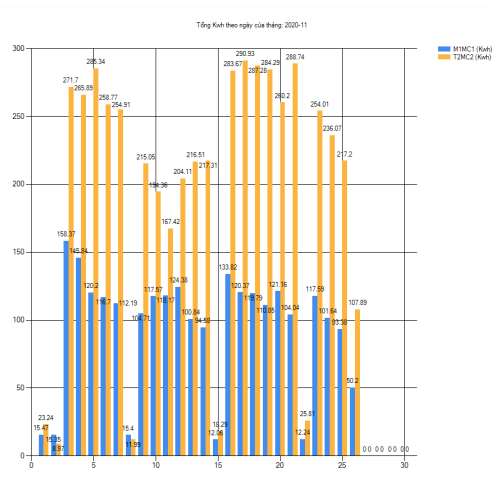


reduces the impact of outside temperature, and thus decreases the consumption of energy sources such as electricity, gas, and oil for air conditioning in the factory.

■ Installation of Electric Energy Meters

PLUS VIETNAM INDUSTRIAL CO., LTD. has been working to reduce power consumption by switching from fluorescent and high voltage lights to LED lights in the plant and improving the efficiency of energy use at existing manufacturing facilities.

In order to measure the effectiveness of the project, electricity consumption is being monitored by electricity energy meters installed in each electrical box.



■ Application of insulation

At PLUS Vietnam Industrial Co., Ltd. (Dong Nai Province, Vietnam), electricity consumption and greenhouse gas emissions were successfully reduced by applying insulation to the T-dies^{※4} of inflation molding machines and heavy extruders, and to the screw sections of the injection molding machines.^{※5}

※4 Molds used for film production

※5 Machine that molds thermally melted plastic by pouring it into a mold

■ Application of Inverter

At PLUS Vietnam Industrial Co., Ltd. (Dong Nai Province, Vietnam), we worked to optimize electricity usage by using inverters^{※6} instead of magnetic starters to modify the output of hydraulic pump motors on the plastic crushers and injection molding machines.

※6 Device for fine control of motor rotation

Bien Hoa factory

Power consumption reduction
99,982kWh

GHG emission reductions
91,284Kg-CO₂

Nhon Trach factory

Power consumption reduction
15,817kWh

GHG emission reductions
14,551Kg-CO₂

Power consumption reduction

48,571kWh

GHG emission reductions

44,346Kg-CO₂

What we can do for the environment



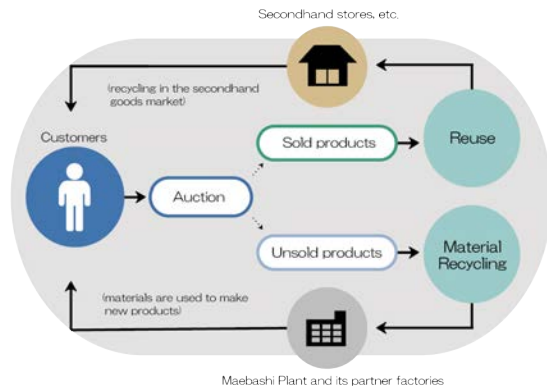
Resource Conservation and Recycling Measures

PLUS Group actively implements the 3R (Reduce, Reuse, Recycle) in our products and services to achieve a recycling-based society.

MRS (Material Rebirth System)

"MRS (Material Rebirth System)" is a total recycling system for used office furniture. We collect old office furniture such as desks, chairs, and cabinets which are generated when customer's office is relocated or renewed. Good condition products are auctioned weekly at second hand stores and efficiently returned to the market. Items left unsold at auction or items that are too damaged to be reused are delivered to

business partners for material recycling and other appropriate processing.



Use of Sawdust from Large-Scale Precipitator

In our Atelier Factory located within PLUS LAND, we use the large-scale precipitator to collect an abundance of sawdust emitted during the machining process of furniture production. Larger pieces of sawdust get

separated from "dusty air" and hardened into pellets around 10cm in diameter which is reused by local cattle farmers as a substitute for straw in their barns.



Resource Conservation and Recycling of Plastic Materials

PLUS VIETNAM INDUSTRIAL CO., LTD. (Dong Nai Province, Vietnam) is our production hub of stationery products. The first factory in Vietnam was built in Bien Hoa industrial zone in 1996 to start manufacturing staplers and other stationery and office supply products. The second factory in the Nhon Trach industrial zone has been in full-scale operations since May 2010 to manufacture scissors, Polypropylene (PP) folders, PP files, and so on.

At the Bien Hoa factory, plastic resin offcuts generated during product molding are put into a crusher with a robot arm and used again as raw materials.

Amount of Plastic recycle

FY2020

Of the 1,538t of resin for molding, about 300t of plastic was recycled.

FY2021

Of the 1,443t of resin for molding, about 144t of plastic was recycled.

The Nhon Trach Factory has taken steps to reduce the amount of plastic resin wasted when changing polypropylene sheet rolls. The use of longer sheet rolls has reduced the number of roll changes and the amount of plastic resin wasted.

Amount of Plastic Resin Reduction

FY2020 29.5 t

FY2021 2.5 t



Effective Use and Reuse of Water Resources

At Nhon Trach Plant of PLUS VIETNAM INDUSTRIAL CO., LTD.(Dong Nai Province, Vietnam), rainwater is collected in a storage tank during the rainy season from May to October and used as cooling water for various manufacturing equipment.

In addition, water used for cooling in IPP (water-cooled inflation polypropylene) film* making machines is used repeatedly.

※ IPP (water-cooled inflation polypropylene) film

This polypropylene film is water-cooled and inflation molded into a tube. A large amount of water is used in extrusion molding when the heated, melted, and kneaded resin is extruded from the mold, inflated by blowing in air, and formed into a tubular shape.

Amount of rainwater effectively used

FY2020 1,793 m³

FY2021 861 m³

Amount of rainwater recycled

FY2020 15,730 m³

FY2021 8,692 m³



What we can do for the environment



Environmentally Friendly Design and Technology

The Plus Group is actively promoting environmental measures for its products with the aim of realizing a sustainable society.

Planning and Development of Environmentally Friendly Products

■Office interior XF Series

XF products are designed to enable customization of top boards or surface materials as office environment changes.

The unique design keeps functioning for a long time, and contributes to conserving resources and waste reduction.



■Forest Thinning File Series

Files of Forest thinning series use domestic thinned wood pulp for 20% of the basic paper.

We believe the use of wood pulp made by forest thinning helps to protect forestry industry and preserve forests in Japan.



■Clear Paper Folder

The Clear Paper Folder released in December 2019 maintains the basic performance of a conventional clear plastic folder, such as document protection and visible content, while also reducing plastic usage by approximately 70 percent. While reproducing the transparent surface, water resistant and moderately thick front cover for carrying around and storing, it also has paper-made features that it can be written on and disposed of as burnable waste.

Through our effort to use less plastic materials, we contribute to reducing the usage of limited fossil fuels.



■Glue stick "Pritt"

Glue stick "Pritt" uses about 86%^{※1} plant-derived ingredients such as starch (derived from potatoes) as the main ingredient of glue. It is a safe and environmentally friendly glue stick that does not use organic solvents. The container is made of more than 70% recycled plastic and is certified as "Eco Mark" and "Biomass Mark"^{※2} products.



※1 Value in dry weight of glue portion

※2 Biomass mark certified products

This mark indicates that the product is an environmentally friendly product that utilizes biomass (derived from living materials), and is certified by the Japan Organics Recycling Association.

■Copy Board N21 Series

The Copy Board Series carry a network function which enables office devices and printer printing data with less use of resources and energy than other models. The thickness of the board is reduced by 40%, and the weight of the product is decreased by 7.5% as a result of major design changes. N21 series apply 3-color RGB LED as a light source which is renowned for its low energy consumption.^{※3} While the previous model uses fluorescent lighting which consumes 40W during operation and 5W while on standby, this model consumes only 12W during operation and 3W while on standby, dramatically reducing annual power consumption.^{※4}

※3 M-12SI: 41kg → N-21S : 33.5kg (excluding printer)

※4 Measurement conditions : Three one-hour meetings held per day, printing two screens at each meeting, using a small size model.



■Clean Board "CREA" / Clean Writing Pad "Kaite"

Clean Board CREA and Clean Writing Pad Kaite are the next generation of white board and writing pad. These semi-permanent, reusable products are made with magnetic sheet technology. Clean Writing Pad Kaite is a magnetic memo tool released in March 2019. Its light grey magnetic sheet is good for your eyes and features a partially erasable surface. The pad is friendly to both the environment and your wallet, requiring no batteries or other consumables. In addition, no ink is used, meaning that usability does not suffer from smudges and eraser residue.



Clean Board CREA is the upsized version of Clean Writing Pad Kaite with upgraded performance to match. Just like Clean Writing Pad Kaite, adopting magnetic sheet technology eliminates the need for markers and other consumables. Its special pen does not require ink, so it does not suffer from issues apparent in conventional white boards, such as marker ink running out, difficulty in erasing as time elapses and eraser residue.



Both products are coupled with a dedicated free app that captures what is written or drawn on the board and saves an image that can be stored and shared without the need for printing. These writing tools are cutting edge, clean and resource-conscious.

■CFP-Certified Products: Participation in JEMAI CFP Program

With the update of CFP-PCR (Carbon Footprint of a Product^{※5} -Product Category Rule) in August 2013, our high capacity expandable file "ZERO-MAX" and desk mat products were certified as "CFP-Certified Products" by JEMAI (Japan Environmental Management Association for Industry) in January 2014. We calculate CFP value of our products based on new CFP-PCR standard, and the learnings from the program is being utilized for the development of future products and services, along with continuing efforts to reduce CO₂ emissions for achieving a low-carbon society.

※5 Carbon footprint

The carbon footprint, or Carbon Footprint of Products, is a scheme of calculating and indicating the total CO₂ emissions generated throughout the life cycle of a product or service, from procurement of raw materials to disposal or recycling.



In Harmony with Nature

In order to realize a society in harmony with nature, we consider and make efforts to preserve what remains of nature and the many and varied creatures along with their natural environments.

PLUS LAND Industrial Complex

PLUS LAND industrial complex has been developed since March 1990 where our office furniture plant and other facilities such as wooden furniture manufacturing factory, distribution center, offices and research facility are carefully arranged throughout a natural environment. The site as large as 460,000 m² contains forest, greenery and water, creating harmony and balance between nature and people.

The site was originally a mulberry field and more than 30,000 trees of 58 different species have been planted there. Many of the trees have grown to 10m tall since the project started, creating a rich natural environment that we call the PLUS LAND Forest.

There are no walls or fences around the site so that our facilities blend into the abundant nature around them with the 17.5 hectares of greenery carefully maintained and managed. An open space has also been set aside



as a haven for local citizens. We aim to continually promote harmony with nature and contribute to the local community through PLUS LAND.

Overview of PLUS LAND

Address :

1 Kanzawa no Mori, Maebashi City, Gunma Prefecture

Area of grounds : 463,595m²

Facilities in PLUS LAND

- ① Distribution Center : 9,917m²
- ② Center Factory : 19,170m², used to produce metal furniture
- ③ Service Factory : 9,256m², used to assemble chairs
- ④ Plant Office Building : 1,983m², contains offices and cafeteria
- ⑤ Studio Factory : 12,560m², used to produce wooden furniture, panels and whiteboards
- ⑥ Otowa Kurabu : 4,628m², contains a restaurant, accommodation and training facilities
- ⑦ Emergency Heliport



Prime Minister's Award for Outstanding Work in Implementation of Greening Practices

In 2007, PLUS Corporation's Maebashi Plant (Maebashi City, Gunma Prefecture) won the Prime Minister's Award for Outstanding Work in Implementation of Greening Practices, the highest honor for factory greening.



"Prime Minister's Award for Outstanding Work in Implementation of Greening Practices" commendation plaque

Winner of the Excellence Award of the Gunma Flower and Greenery Competition

To contribute to the local community with PLUS LAND's concept of "In harmony with nature", we have actively worked on greening our plant and ensuring that it does not affect the landscape. Our office furniture plant and other facilities such as atelier factory, distribution center, offices and research facility are carefully arranged in an area of 460,000m² which contains forest, greenery and water, creating harmony and balance between nature and people. As our ongoing greenery efforts being recognized, in November 2015, PLUS LAND industrial complex won the Excellence Award in the Organization Division of the Gunma Flower and Greenery Usage Competition held by the Gunma Prefectural Council for the Promotion of Flowering Plants.





Regulatory Compliance and Pollution Prevention

PLUS Group complies with laws and regulations concerning the environment, along with other requirements that we have agreed upon. We create our own standards in addition to these as we endeavor to prevent pollution.

Emergency Simulations for industrial waste spill

PLUS holds an simulation drill every year for an emergency situation in which non-standard industrial waste is spilled in the Kanzawa River.

As with regular inspections and measurements, we define management procedures and responsibilities for

implementation, and carry out the training to respond quickly to any emergencies that may occur in the processing of manufacturing wastewater.



Simulation Training for when Chemicals Leak

At the plants in Vietnam(PLUS VIETNAM INDUSTRIAL CO., LTD.), an in-house fire drill and a response training for chemical leaks are conducted once a year. At the same time, we have been raising awareness of environmental protection among employees by providing them with training on the safe use and storage of chemicals, recovery in the event of a leak, and post-event environmental restoration, as well as conducting monthly environmental legal compliance audits.

In addition, quarterly measurements of humidity,

moisture, noise, dust, CO₂, acetone^{※1}, etc., are taken and compared with Vietnamese national standard values, and analysis of drainage composition, waste classification and disposal, etc., are recorded to submit a comprehensive report to the Industrial Zones Authority.

※1 Acetone

Refers to organic compounds that are widely used as organic solvents.



Volatile Organic Compounds (VOC) Emission Control

The Shanghai Plant (PLUS Shanghai Co., Ltd., Shanghai, China) and the Shantou Plant (SHANROU PLUS INSTRUMENTS Co., Ltd., Guangdong Province, China) have introduced a VOC^{※2} emission treatment system that removes the air-polluting VOCs through an activated carbon filter.

In addition, the Shantou Plant has employed a proprietary development process that uses water-based paints, powder coatings, and water-based adhesives for some whiteboards in order to control VOC emissions, thereby reducing environmental pollution and ensuring the safety of plant workers.



※2 VOC

VOC is an abbreviation for Volatile Organic Compounds.

The Shantou Plant does not use volatile organic compounds in water-based paints, powder coatings, or water-based adhesives. (Except for some products)

What we can do for the environment



Environmental Performance Data

Reporting period : FY2021 (2021.1.1 ~ 2021.12.31)
 Guidelines : Ministry of the Environment "Environmental Reporting Guidelines FY2018"/ ISO 26000
 Reportable organizations :

Consolidated company		
Furniture business field	Japan	PLUS Corp. Furniture company Maebashi Plant
Stationery business field	Japan	PLUS Corp. Stationery company Yorii Plant
		PLUS Corp. Stationery company Tokorozawa Plant
		PLUS Corp. Stationery company Osaka Plant
		Nippon Notebook Corp. Okayama Plant
	Overseas	PLUS VIETNAM INDUSTRIAL CO., LTD.(Dong Nai Province, Vietnam)
		PLUS Stationery Shanghai Co., Ltd.(Shanghai City, China)
		SHANTOU PLUS INSTRUMENTS CO., LTD.(Shantou City, China)

Independent third-party assurance report

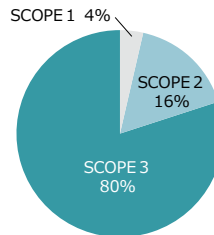
Environmental performance data for PLUS Corporation's furniture and stationery business fields has been third-party verified by Sustainability Accounting Co., Ltd. for the reliability of information disclosure.



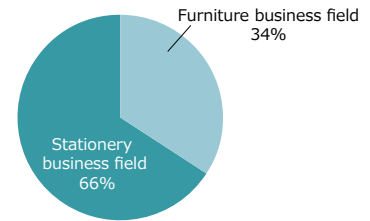
Independent third-party assurance report

GHG emissions (CO₂ equivalent) for Furniture business field + Stationery business field

SCOPE 1	4,757 t-CO ₂
SCOPE 2	20,839 t-CO ₂
SCOPE 3	101,961 t-CO ₂
Total	127,557 t-CO₂



Breakdown of emissions by SCOPE

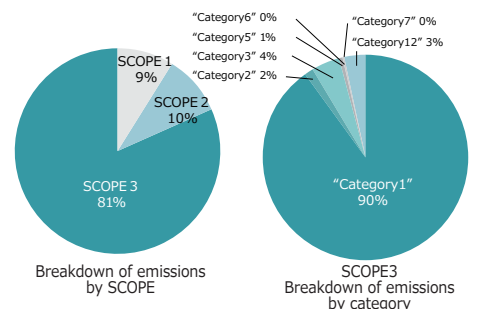
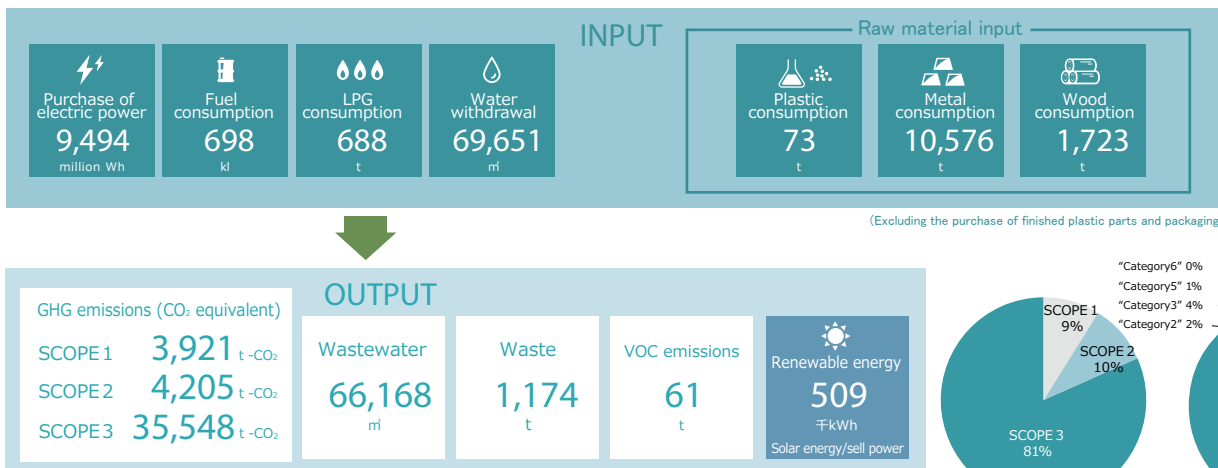


Breakdown of emissions by business fields

Furniture business field

Material Balance

The energy and resource input of business activities in the furniture field and the output of substances that create environmental burden is shown below.



SCOPE3 Emissions

Category	Contents	CO ₂ emissions intensity (t-CO ₂)
1	Purchased goods and services	32,036
2	Capital goods	522
3	Fuel- and energy-related activities not included in SCOPE 1 and 2	1,517
4	Upstream transportation and distribution	included in SCOPE1
5	Waste generated in operations	208
6	Business travel	7
7	Employee commuting	134
8	Upstream leased assets	Excluded from calculation

Category	Contents	CO ₂ emissions intensity (t-CO ₂)
9	Downstream transportation and distribution	Excluded from calculation
10	Processing of sold products	Excluded from calculation
11	Use of sold products	Excluded from calculation
12	End-of-life treatment of sold products	1,124
13	Downstream leased assets	Excluded from calculation
14	Franchises	Excluded from calculation
15	Investments	Excluded from calculation

Environmental impact intensity

This index indicates the scale of each environmental burden versus sales volume. Environmental burden generated by production is targeted.

$$\text{Environmental impact intensity} = \frac{\text{Respective environmental impact}}{\text{Sales amount}}$$

GHG emissions intensity (t-CO ₂ /million yen) [※]	Water withdrawal intensity (m ³ /million yen)	Waste emissions intensity (t/million yen)
0.94	8.14	0.14

※ Targeting SCOPE 1 and 2

Waste product breakdown

Item	Waste emissions (t) ^{※1}	Recycling rate ^{※2}
Metal	16	100 %
Plastic	207	
Paper	0	
Others	952	

※1 exclude household waste
 ※2 include valuable waste

Recycled content ratio

Item	Total materials purchased (t) [※]	Recycled materials purchased [※]	Recycled content ratio
Plastic	78	40	50.8%

※ The purchase volumes are the masses converted assuming a 100% recycling rate for plastics and 100% compounding ratio for wastepaper pulp.
 (excl. plastic parts and packaging finished on the purchase)

Volatile Organic Compounds(VOC) emissions

Plant	Waste emissions(t)
PLUS Corp. Furniture company Maebashi Plant	48.2

Chemical substances consumption

Plant	Substance name used	Volume handled (kg)	Release and Transfer (kg)							Amount removed by plant treatment equipment (kg)	Amount of consumption (kg)	
			Emissions to the atmosphere	Discharge into public waters	Emissions to soil at relevant business sites (plants)	Amount of landfill disposal at relevant business sites (plants)	Amount transferred to sewer	Amount transferred outside of relevant business sites (plants)	subtotal			
Maebashi Plant	zinc compounds(water-soluble)	3,856.00	0.00	3.86	0.00	0.00	0.00	0.00	3.86	2,976.00	876.14	
	ethylbenzene	3,309.00	2,179.00	0.00	0.00	0.00	0.00	1,014.00	3,193.00	0.00	116.00	
	xylene	3,400.00	2,240.00	0.00	0.00	0.00	0.00	1,030.00	3,270.00	0.00	130.00	
	dichloromethane; methylene dichloride	176.00	175.00	0.00	0.00	0.00	0.00	1.00	176.00	0.00	0.00	
	1,2,4-trimethylbenzene	1,009.00	701.00	0.00	0.00	0.00	0.00	39.00	740.00	0.00	269.00	
	1,3,5-trimethylbenzene	181.00	127.00	0.00	0.00	0.00	0.00	0.00	127.00	0.00	54.00	
	toluene	2,575.00	1,717.00	0.00	0.00	0.00	0.00	858.00	2,575.00	0.00	0.00	
	naphthalene	449.00	315.00	0.00	0.00	0.00	0.00	0.00	315.00	0.00	134.00	
	bis(2-ethylhexyl)phthalate	434.00	0.00	0.00	0.00	0.00	0.00	335.00	335.00	0.00	99.00	
	bis(2-ethylhexyl)phthalate	2.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	
	n-hexane	864.00	864.00	0.00	0.00	0.00	0.00	0.00	864.00	0.00	0.00	
	poly(oxyethylene)alkyl ether(alkyl C=12-15)	685.00	0.00	21.00	0.00	0.00	0.00	0.00	233.00	254.00	0.00	431.00
	formaldehyde	120.00	84.00	0.00	0.00	0.00	0.00	0.00	84.00	0.00	36.00	
methylnaphthalene	6,255.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	6,253.00		

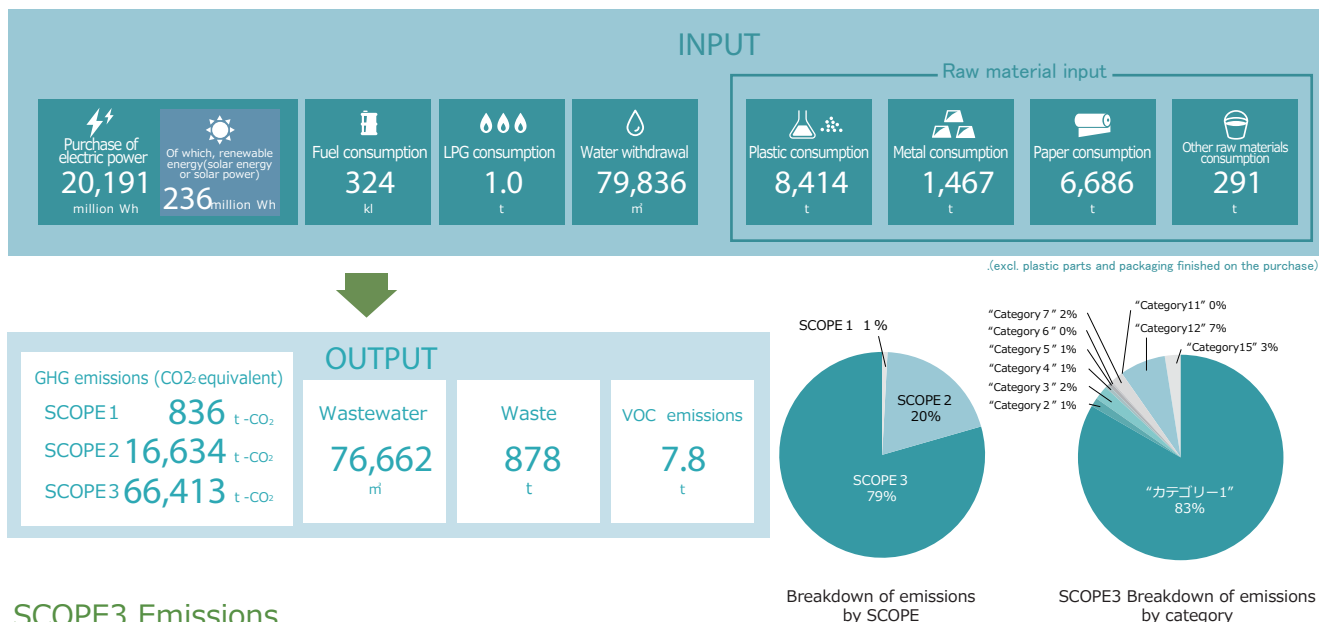
※PLUS group companies strive to decrease the amount of emissions into the environment and check substances designated under the PRTR (Pollutant Release and Transfer Register) Law with annual emission or transfer of more than 1kg.

What we can do for the environment

Stationery business field

Material Balance

The energy and resource input of business activities in the stationery field and the output of substances that create environmental burden is shown below.



SCOPE3 Emissions

Category	Contents	CO ₂ emissions intensity (t-CO ₂)
1	Purchased goods and services	55,373
2	Capital goods	947
3	Fuel- and energy-related activities not included in SCOPE 1 and 2	1,501
4	Upstream transportation and distribution	379
5	Waste generated in operations	402
6	Business travel	116
7	Employee commuting	1,309
8	Upstream leased assets	Excluded from calculation

Category	Contents	CO ₂ emissions intensity (t-CO ₂)
9	Downstream transportation and distribution	Excluded from calculation
10	Processing of sold products	Excluded from calculation
11	Use of sold products	61
12	End-of-life treatment of sold products	4,708
13	Downstream leased assets	Excluded from calculation
14	Franchises	Excluded from calculation
15	Investments	1,618

Environmental impact intensity

This index indicates the scale of each environmental burden versus sales volume. Environmental burden generated by production is targeted.

$$\text{Environmental impact intensity} = \frac{\text{Respective environmental impact}}{\text{Sales amount}}$$

GHG emissions intensity (t-CO ₂ /million yen) [※]	Water withdrawal intensity (m ³ /million yen)	Waste emissions intensity (t/million yen)
0.89	4.08	0.05

※ Targeting SCOPE 1 and 2

Waste product breakdown

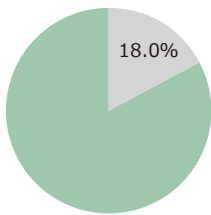
Item	Waste emissions (t) ^{※1}	Recycling rate ^{※2}
Metal	0.8	92.3 %
Plastic	12	
Paper	641	
Others	224	

※1 exclude household waste
 ※2 include valuable waste

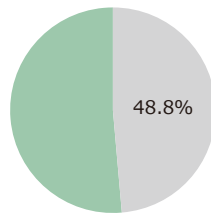
Recycled content ratio

Item	Total materials purchased (t)※	Recycled materials purchased※	Recycled content ratio
Plastic	8,414	1,510	18.0%
Paper	5,823	2,839	48.8%

※ The purchase volumes are the masses converted assuming a 100% recycling rate for plastics and 100% compounding ratio for wastepaper pulp. (excl. plastic parts and packaging finished on the purchase)



Average recycle plastic usage rate



Average wastepaper pulp usage rate

Volatile Organic Compounds(VOC) emissions

Plant	Waste emissions (t)
PLUS VIETNAM INDUSTRIAL CO., LTD.	2.163
PLUS Stationery Shanghai Co., Ltd.(Shanghai City, China)	0.047
SHANTOU PLUS INSTRUMENTS CO., LTD.	1.504
Yorii Plant	0.000
Tokorozawa Plant	0.257
Osaka Plant	0.242
Nippon Notebook Corp. Okayama Plant	0.040
Total	4.3

Chemical substances consumption

Plant	Substance name used	Volume handled (kg)	Release and Transfer (kg)							Amount removed by plant treatment equipment (kg)	Amount of consumption (kg)
			Emissions to the atmosphere	Discharge into public waters	Emissions to soil at relevant business sites (plants)	Amount of landfill disposal at relevant business sites (plants)	Amount transferred to sewer	Amount transferred outside of relevant business sites (plants)	subtotal		
PLUS VIETNAM INDUSTRIAL CO., LTD.	ethylenediamine	44.88	20.22	0.00	0.00	0.00	0.00	0.00	20.22	0.00	24.66
	poly(oxyethylene)nonylphenyl ether	20.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.40
SHANTOU PLUS INSTRUMENTS CO., LTD.	hexamethylene diacrylate	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
	1-methyl-1-phenylethyl=hydroperoxide	3.60	3.60	0.00	0.00	0.00	0.00	0.00	3.60	0.00	0.00
	methylenebis(4,1-phenylene) diisocyanate	3,024.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,024.82
Tokorozawa Plant	hexamethylene diacrylate	5.87	0.00	0.00	0.00	0.00	0.00	有※1 (not individually countable)	0.00	0.00	5.87 less than
	poly(oxyethylene)octylphenyl ether	46.11	0.00	0.00	0.00	0.00	有※1 (not individually countable)	0.00	0.00	0.00	46.11 less than
	2-(dimethylamino)ethyl methacrylate	13.61	13.61	0.00	0.00	0.00	0.00	0.00	13.61	0.00	0.00
Osaka Plant	poly(oxyethylene)octylphenyl ether	12.18	0.00	0.00	0.00	0.00	有※1 (not individually countable)	0.00	0.00	0.00	12.18 less than
	2-(dimethylamino)ethyl methacrylate	15.54	15.54	0.00	0.00	0.00	0.00	0.00	15.54	0.00	0.00
Osaka Plant	n-alkylbenzenesulfonic acid and its salts(alkyl C=10-14)	1.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.60
	2-(diethylamino)ethanol	4.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00

※ PLUS group companies strive to decrease the amount of emissions into the environment and check substances designated under the PRTR (Pollutant Release and Transfer Register) Law with annual emission or transfer of more than 1kg.

What we can do for our customers

In order to provide safe and reliable products and services to our customers, the PLUS Group is strengthening its efforts to improve quality through the cooperation of the Quality Control Department and Quality Assurance Department of each company and other related departments.



Quality Control

We strive to provide safe and reliable products and services based on the PLUS Quality Policy.

PLUS Group Quality Charter · Quality Policy

The Quality Charter

We, the PLUS Group, are committed to providing safe and reliable products and services to our customers.

Quality Policy

1. To provide our customers safe products and services, we work to improve our technology, and to create frameworks for an environmental protection and quality assurance.
2. We comply with laws and regulations, strive to improve the accuracy control through regular inspections of operations based on global standard quality control system.
3. We carry out the necessary process management in compliance with a process under safe working conditions to ensure quality stability of our products and services.
4. We work with our supplier and trading partners to ensure quality and safety of source, and conduct transactions based on fair agreements.
5. In the event of a quality issue with products or services, we report and disclose the case according to laws and regulations, carry out appropriate subsequent measures, and conduct an investigation to determine the cause to prevent reoccurrence.
6. We appreciate reports, complaints and feedbacks concerning quality issues from the customers, and deepen trusting relationship in the process of gathering such information.

Information on Product Safety and Quality Issues

In the event of a serious accident caused by our product or service, we promptly report the incident to the relevant authorities under the legal obligation. Depending on the severity of the damage and the frequency of the occurrence, we directly disclose the

information to customers through newspapers and our official website. We also gather information from our customers, providing any necessary information to our customers.

Quality Control of the Plant

■ Maebashi Plant

Maebashi Plant is the core of PLUSLAND, an industrial complex on an extensive site of over 460,000m².

A wide variety of office furniture is supplied to the market, including chairs, partitions, storages, meeting tables and of course steel desks, which are close to having the highest production volume in Japan.

Throughout the years in operation, Maebashi Plant has accumulated experience and knowledge on cost reduction, making efforts such as standardization of parts without compromising quality.



We also constantly work to increase the level of technical skill of our employees. As part of this initiative, we award Master status to employees who get technical qualification set by the national or regional government. We strive to improve quality and technical performance every day. The other example is an introduction of BIMA complex machine for twin wooden top boards, which enhance our customization capacity.



■ Vietnam Plant

PLUS Vietnam Industrial Co., Ltd (Dong Nai Province, Vietnam) is our main manufacturing hub for stationery products. When established in 1995, the factory started out as a stapler manufacturing plant, consisting of only 25 employees. 20 years later, approximately 2,400 employees work to deliver 4,000 SKUs of PLUS stationery out into the world.



Bien Hoa Plant



Nhon Trach Plant

P.V.I. is also playing a key role in the PLUS global sales strategies as a distribution hub.

The quality culture has taken root in P.V.I., with high skills and quality awareness of each employee. Every employee, regardless of their job title, shares their ideas, and the work manual is revised when necessary. As a result, we have successfully passed factory inspections in accordance with international standards. We have shown great results in our accumulation of technology and experience, by automating production processes that previously could only be done manually,

as well as enhancing productivity through improvement activities, and effecting improvements in quality and production safety.

The Quality Control Department at our Bien Hoa Plant is engaged in quality improvement and defective prevention including receiving inspection for incoming parts and final inspection before shipment.



Made in P.V.I

PLUS Vietnam Industrial Co., Ltd. (P.V.I) orchestrates the automation department and automation upgrade team and has created 495 machines to automate the production of our tape and file products, driven by the motto "Free minded, Inventive and Positive approach". Since November 2015, the automated and semi-automated machinery designed and created by P.V.I is labeled with a "Made in P.V.I." sticker.



■ Shanghai and Shantou Plants

China is our second largest base for manufacturing of stationery and office products. PLUS Stationery Shanghai Co., Ltd. (Shanghai City, China) manufactures file products, OA labels and correction tape, while SHANTOU PLUS INSTRUMENTS CO.,LTD. (Shantou City, China) manufactures products such as copy boards, whiteboards and cutting machines.



China Shanghai Plant



China Shantou Plant

PLUS Shanghai Plant started operation in 2005, and expanded and relocated its base in September 2012. Both our Shanghai Plant and our Shantou plant obtained ISO9001 certification. Employees are trained to improve product quality. Each employee is

encouraged to work on how to maintain quality and doing better each day.



Above left :
Flat file production line
Above right :
Label production line
Left :
Drawings and inspection standards are posted and shipped products are rigorously inspected for any problems.



■ Nippon Notebook Corporation Okayama and Vietnam Plants

The Vietnam Plants(Nippon Notebook Vietnam Co., Ltd. /Vietnam, Dong Nai Province) was established in Dong Nai Province in 2021 as the first overseas production base.

By introducing state-of-the-art facilities and transferring the production of study books and general notebooks to the new plant, we aim to expand our

production and supply system and further improve the quality level of our products.



Okayama Plant



Vietnam Plant

What we can do for our customers

Quality Control of Logistics

PLUS Logistics Corporation provides optimal logistic solutions, facilities, and engineering services, not only to PLUS Group, but also to a wide range of customers in many fields of business. PLUS Logistics serves as a front-line, customer-facing logistics partner that aims to provide high quality services under the motto "No.1 reputation," while providing interior and furniture construction services and optimized logistics systems. PLUS Cargo Service Co., Ltd.'s motto is "Newer, freer delivery." Based on this theme, the company provides custom logistics services with shipping methods and routes tailored to customers' needs. In August 2005, as part of our efforts to solve environmental problems such as global

warming and atmospheric pollution, we obtained a Green Management Certification,[※] which is still retained by both our Osaka and Tokyo office. As well as holding yearly green management training sessions, we display posters about eco-driving and vehicle inspection and maintenance to raise awareness among our staff about environmental conservation. Moreover, since 2020, we have acquired two electric trucks, reducing our CO₂ emissions by about 2,800 kg/year.

※ Green Management Certification

This is a certification system for transportation service providers (trucking, buses, taxis, passenger shipping, coastal shipping, port transport, and warehousing).



ISO9001 Certification

In 1998, PLUS Maebashi Plant gained ISO9001 certification aiming to strengthen our QA framework and to increase customer satisfactions. Currently, in the PLUS Group, PLUS Corporation, PLUS Logistics corporation, PLUS Cargo Service Co., Ltd., PLUS VIETNAM INDUSTRIAL CO., LTD., SHANTOU PLUS INSTRUMENTS CO., LTD., and PLUS Stationery Shanghai Co., LTD. have acquired certification and are working to improve quality.

※ ISO9001 is an international standard for quality management systems established by the International Organization for Standardization in 1987.

Registered company

PLUS Corporation Furniture Company

Date of first registration

February 23, 1998

Registration number

NQA-0081A

Scope of registration

Products Planning, Design/Development, Manufacture, Supply and Maintenance of Service Parts for Office Furniture, Commercial Facility Furniture and Home Use Furniture; Wholesale, Retail of Room Equipment; Design/Development and Construction Control of Interior Decoration

Registration examining authority

Nippon Kaiji Kentei Quality Assurance Ltd.

Registered company

PLUS LOGISTICS CO., LTD. Head Office, Kanto Office

Date of first registration

9th March 2004

Registration number

JQ1967F

Scope of registration

Design and Development, and Provision of Logistic Service for Entering and Dispatching from Warehouses, Transport and Delivery, Storage, and Distributive Processing of Stationery, Office Supplies and Convenience Goods.

Registration examining authority

Japan Gas Appliances Inspection Association

Registered company

PLUS VIETNAM INDUSTRIAL CO., LTD

Date of first registration

23 April 2010

Registration number

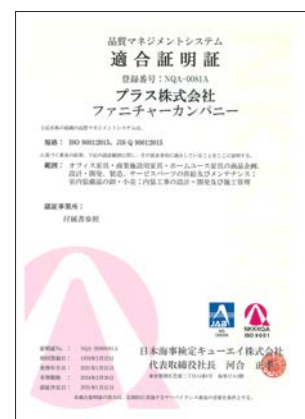
VN19/00102

Scope of registration

Manufacturing and Trading of various kinds of Stationery including Correction Tape, Glue Tape, Security Tape, Staple, Stapler, Scissors and Files.

Registration examining authority

SGS United Kingdom Ltd



Registered company

プラス カーゴサービス株式会社

Date of first registration

1997年12月1日

Registration number

NQA-0094A

Scope of registration

国内貨物運送サービスの提供

Registration examining authority

日本海事検定キューエイ株式会社

Registered company

PLUS Stationery Shanghai Co., Ltd.

Date of first registration

since 14 June 2011

Registration number

CN11/20710

Scope of registration

Production of print label paper and correction tapes
Packaging of stationery

Registration examining authority

SGS United Kingdom Ltd

Registered company

Shantou Plus Instruments Co., Ltd.

Date of first registration

June 12, 2008

Date of first registration

00120Q33391R4M/4400

Scope of registration

Copyboard, Whiteboard, Manual paper trimmer and Laser pointer

Registration examining authority

CHINA QUALITY CERTIFICATION CENTER



Information Security Management

We are working on information security measures based on the PLUS Group Information Security Policy and Information Security Management Regulations.

ISO27001 Certification

ISO27001 is an international standard for information security measures. It applies to information security management frameworks in all types of organizations from local government bodies to private companies.

Registered company PLUS Corporation
Date of first registration April 9, 2005
Registration number IS 91100
Scope of registration Support of query concerning PLUS and PLUS Group's information system development, operation and maintenance, as well as management of IT equipment such as client PC and sever, and management of the maintenance of the server room of Ichigaya office.
Registration examining authority BSI Group Japan K.K.

Registered company Biznet Corporation
Date of first registration June 1, 2007
Registration number IS 516742
Scope of registration The provision of procurement service for office stationery and livingware. The provision of outsourced service to customers online sales and customer delivery goods using logistics, CRM and IT Infrastructure.
Registration examining authority BSI Group Japan K.K.



ISO13485 Certification

In 2021, PLUS VIETNAM INDUSTRIAL CO., LTD. (Vietnam: Dong Nai Province) obtained ISO13485 certification. ISO13485 is an international standard for quality management systems specialized for the medical device industry.

We have obtained this certification for the production and sales of face shields and other medical products at our Vietnam Plant.

Registered company PLUS VIETNAM INDUSTRIAL COMPANY LIMITED
Date of first registration 27/9/2021
Registration number TQC.08.2354
Scope of registration Manufacturing and trading medical masks and nonwoven fabric
Registration examining authority TQC CENTER FOR TESTING AND QUALITY CERTIFICATION DIRECTOR





Communicating with Customer

We strive to solve our customers' "problems" by responding to their inquiries, suggestions, and requests promptly, accurately, and politely.

PLUS STYLE SHOWCASE

+ PLUS is an information dissemination center for the PLUS brand, consisting of an office furniture showroom and a stationery shop.

The area is designed with the concept of offering customers "inspiring encounters." Everything from standard products to the latest meeting tools, office furniture, and stationery is available under one roof, allowing customers to see, feel, and experience PLUS' s foremost products.

To celebrate its 15th anniversary, a special project was launched for November 2021. All our staff wish to give customers the satisfaction and excitement of discovering new desirable things.



CREATORE with PLUS

With Creatore, we leverage the areas' showroom qualities to hold photo exhibitions, workshops, and product presentations, including for our partner manufacturers' products. In May 2021, we held a successful inaugural live event at Creatore Hiroshima with the sumi-e artist Taika Okahara.

Rather than serve customers only at our showrooms, we held a "Creatore Tour" event in Yamaguchi Prefecture in the following October to allow people outside Hiroshima Prefecture to experience a Creatore space. In addition, we held a webinar and hands-on exhibition in collaboration with Endo Lighting Corporation with the theme "Lighting to

Improve Work Quality" at Creatore Fukushima in November 2021. Holding an event in cooperation with another company enabled us to introduce Creatore' s appeal to a wide range of customers.



CREATORE with PLUS
in Hiroshima



CREATORE with PLUS
in Fukuoka

ancora

In March 2021, in cooperation with the THE SAILOR PEN CO., LTD., PLUS Corporation launched the direct-to-consumer* brand "ancora," opening a store in Ginza and an online shop. While digitalization and ICT continue to make rapid progress, ancora focuses on the need for real communication and analog experiences. Taking a long look at the value of writing with one' s own hand, and of drawing with feeling, we created this new shop brand to provide people the enjoyment, perfection, and wonder that stationery holds. Based on the concepts of "customization" and "gifts," the store offers products perfect for gifts, that cannot be found anywhere else. The range on sale includes original fountain pens, custom-blended gift inks, mix-and-match sketchbook parts, and other items that can be customized on the spot to give

customers something uniquely their own.
Abbreviation for Direct to Consumer.

※ A manufacturer sells products directly to consumers through its own website.





Sanitary Products

We are actively developing sanitary products to provide our customers with safe and secure products with the aim of realizing a sustainable society.

Sanitary Products

Our Stationery Company offer a range of products with antimicrobial bodies or parts, including scissors, tape, glue tape, tape cutters, clipboards, polypropylene box files, flat files, clear folders, and card cases. We applied our own clear folder manufacturing technology to make face shields, including goggle-type shields, headset-type shields, and mouth shields. These went on sale in August 2020. "I want an attractive hand cleaner that makes me want to keep it on display in my office." "I want to do something about the irritated skin I get from using sanitizer daily" Prompted by our product developer, we developed ALLSAUBER, a new cleansing and sanitizing series, carefully designed to feel refined and pleasant to use. In November 2020, we released a HAND CLEAN GEL and HAND CLEAN LOTION, which was followed by antimicrobial wet tissues in March 2021. We are working to further expand the brand lineup. Our Stationery Company's Vision Division, which develops and sells tools for meetings, has released the "Desk Partition SP (acrylic) series." With a reflectivity of 0.2% or less, these provide less glare and higher transparency than do ordinary partitions, for which demand has risen in response to the increased need for partitions to combat COVID-19 droplet infection. Another new product that was released is the Clean Partition® AirMobi, a high-performance partition-type air purifier. Unlike generic household air purifiers, it passes air through a HEPA filter^{※1} without any leaks, ensuring that all the air is cleaned. Also released was a range of antimicrobial cases, which use strongly germicidal UV-C.^{※2}

※1 HEPA Filter

A HEPA filter is defined by JIS as an "air filter that collects 99.97% or more of 0.3 μm dust at a rated air flow, with an initial pressure loss of 245 Pa or less."

※2 UV-C

This is the most sterilizing type of ultraviolet rays and has the effect of inactivating viruses and bacteria.



face shield



ALLSAUBER



Clean Partition
AirMobi



antimicrobial case

Our Furniture Company and Stationery Company joined the Society of International sustaining growth for Antimicrobial Articles (SIAA)[※] and display the SIAA mark on their products to indicate that they have been antibacterial and antiviral processed.

※ The Society of International sustaining growth for Antimicrobial Articles

SIAA is an organization of manufacturers of antimicrobial and antifungal agents and products, as well as antibacterial testing institutions, with the aim of promoting the use of appropriate and safe antimicrobial, antifungal and antiviral products.

As a member of the local communities, we work on various activities to contribute to society through our business activities, including donations of our products and ongoing support of areas affected by the Great East Japan Earthquake.



Implementation of Community Contribution Activities

Implementing PLUS Clean Fest 2021

In March 2015, we started cleaning up the area around the Toranomon Headquarters with the aim of contributing to society and the environment, beautifying the surrounding areas of plants and offices, and increasing employees' awareness of engagement in CSR. In addition, the Maebashi Plant staff and others have been engaged in the annual "Kanzawa River Cleanup Project" since 1993 to clean up surrounding areas of the Kanzawa River, which runs through the PLUSLAND site, and factories in Maebashi City, Gunma Prefecture.

In 2016, these activities were integrated together, and in 2017, the PLUS Group's cleanup activity was renamed "PLUS Clean Fest,." It was then brought to a

larger scale that included both domestic and overseas locations.

In 2019, a total of more than 900 employees from 25 Group companies in Japan and six overseas (Vietnam, two locations in China, Taiwan, Germany, and the United States) participated in cleanup activities at 31 locations.

In 2021, in order to prevent the spread of COVID-19, a total of 300 employees at 18 locations (15 Group companies in Japan, two China and one each in Taiwan) carried out activities by taking thorough infection prevention measures to ensure the safety of employees.



Sponsorship of International Essay Contest for young people

In October 2021, we donated PLUS team-demi stationery sets, Go! pencil sharpeners, Fitcut Curve Twiggy scissors, and Flat Clinch Power Assist Staplers for the Goi Peace Foundation International Essay Contest for Young People.

Held yearly since 2000, the contest aims to harness the energy, creativity, and initiative of children and youth to promote a culture of peace and a sustainable global

society. It also aims to inspire people of all generations to learn from their ideas, think about what can be done to make a better world, and take action. PLUS Corporation has supported the contest since 2018.

In 2021, about 28,000 essays from 161 countries were submitted with the theme "What is life?"



チームデミ (若者の部 入選副賞)



ハシレ!エンピツケズリ!
(子どもの部 入選副賞)



フィットカットカーブツイグジー、フラットかるヒット
(若者の部・子どもの部 佳作副賞)



Scholarships for Vietnamese Students

In 1995, the PLUS Group took the initiative of expanding its industry in Vietnam by establishing its full subsidiary in the country, PLUS Vietnam Industrial Co., Ltd. (hereinafter as PVI).

In the present, along with the 3 factories with more than 2,400 local employees, we have been providing support to the growth of stationery business in terms of manufacturing. For this reason, we believe that the fruits of understanding and cooperation brought to us by the locals are entirely the reason why we were able to do well at promoting business developments in Vietnam.

The establishment of the scholarship in 2013 coincides with the 40th anniversary of Japan-Vietnam Friendship. Expressing our gratitude for support over the years in Vietnam, PLUS launched two scholarship programs for Vietnamese university students and elementary school students.

Through our partnership with Aoyama Gakuin University (AGU), we have provided "PLUS-AGU

※ Due to the impact of the new coronavirus infection, new international students from Aoyama Gakuin University were not recruited in 2020, so this program is not being implemented.

Vietnam Scholarship"※ to support Vietnamese students studying at the university. "PLUS Vietnam Scholarship" supports elementary school students studying in Vietnam, and offered through P.V.I.



Number of scholars	1 in FY2021
Eligibility	Vietnamese students at Aoyama Gakuin University
Grant Amount	750,000 yen
Period of grant	May 2021 - March 2022

Donation of face shields

In June 2021, TAIWAN PLUS Corporation (Taipei, Taiwan) donated 10,000 face shields to three welfare organizations to support prevention of new coronavirus infection.



The PLUS Group and our suppliers are collaborative partners with equal footing in our relationship. We strive to deepen mutual understanding and build a relationship of trust with our business partners, and to ensure fair and equitable transactions through better partnerships.



Procurement Policy and Guideline

The PLUS Group believes that in order to deliver safe, reliable, environmentally and socially conscious products and services to our customers, it is important to promote CSR procurement that extends our CSR initiatives to the entire supply chain together with our suppliers. Therefore, we have established the "Plus Group Basic Procurement Policy" as the basis for promoting CSR together with our suppliers.

PLUS Group Procurement Policy and Guideline

Based on our philosophy "Unique Value-Higher Satisfaction" and quality standard, we implement procurement standards throughout PLUS Group in corporation with our business partners based on fair agreements.

1. Compliance with and implementation of fair trade practices and corporate ethics

We conduct impartial and fair trades according to international regulations, laws of each country we operate in, and corporate ethics.

2. Respect for human rights, adequate working conditions and health and safety

We respect human rights of all people involved in our business activities, and provide adequate working conditions that ensure health and safety.

3. Improvement of quality and safety

We work on quality improvement according to PLUS Group Quality Policy to assure our customers that our products and services are safe and reliable.

4. Environmental conservation

We strive to protect and improve the earth's environment and build a sustainable society according to PLUS Group Environmental Policy.

5. Complete Information Management

We strictly control all confidential and personal information involved in our procurement trading in an appropriate way.

6. Contribution to society

We engage in social contribution activities as a member of local society.



Fair Competition and Trade

We comply with laws and regulations such as the Antimonopoly Act, and thoroughly implements measures to ensure fair trade. We established PLUS Group Compliance Policy to provide basic guidelines to ensure that everyone in PLUS Group complies with laws and regulations and acts with sense of high business ethics. To implement the policy, we have developed more specific, practical guidelines in documents such as Code of Conduct and Compliance Manual with the Antimonopoly Act. The guidelines and related sources

are posted on the company intranet and promoted by subcommittee of Risk Management Committee.

We continually hold online compliance seminars for PLUS Group so that employees can learn about the Antimonopoly Act and other laws such as the Product Liability Act. Workshops about various laws are also held when necessary. We also established internal and external whistle-blowing system to detect and remedy legal breaches quickly in case of occurrence.

What we can do for our co-workers

The PLUS Group endeavors to ensure a workplace where all people, regardless of factors such as gender, age or ethnicity, can work with enthusiasm and realize their potential.



Human Rights Policy

PLUS Group is putting in efforts to build a corporate culture that fully respects human rights and appreciates personality and individuality.

1. We do not discriminate based on race, religion, nationality, language, gender, disability or other status, and will not tolerate such behavior from other parties.
2. We do not tolerate child labor or forced labor. If we find our clients or other business contact is using such labor, we call for corrective action, and will not do or terminate business unless the correction is verified.
3. We respect and defend human rights based on our corporate value. We acknowledge that human rights violation lower the morale and motivation in the workplace, and will not overlook any violation of human rights, striving to create healthy and strong working environment.
4. We conduct ourselves keeping in mind the followings in order to improve our workplaces.
 - (1) Teamwork in the execution of our duties
We bring the expertise of individuals together in the team to deliver products and services that are beneficial to society.
 - (2) Openness in the workplace
We build a culture of openness in the workplaces where employees are able to discuss uninhibitedly with supervisors or senior employees.

SA8000

In 2018, PLUS VIETNAM INDUSTRIAL CO., LTD (Dong Nai Province, Vietnam) gained SA8000 (Social Accountability 8000)* for both Bien Hoa plant and Nhon Trach plant. SA8000 is an auditable certification standard that encourages organizations to develop, maintain, and apply socially acceptable practices in the workplace. The Plus Group aims to create a workplace where all people, regardless of gender, age, nationality, etc., can work with vitality and maximize their potential, and is making various efforts to achieve this goal.

※ SA8000

Published by Social Accountability International (SAI), a U.S. NGO, it is an international standard for the exercise of all employee rights and the protection of employees based on the International Declaration of Human Rights, ILO Conventions, and other international national laws and regulations on human rights and labor.





Work-Life Balance

The PLUS Group strives to create a comfortable working environment for employees, works to enhance systems that support childcare and long-term care, and continuously makes efforts to optimize the working environment in order to achieve a better work-life balance.

Promotion of Work-life Balance

PLUS was among the first to introduce a flex time system, discretionary working system, maternity leave, special leaves and a reduced hours system so that our employees could enrich their private life. We later added care leave systems which enable employees to work while raising children or caring for a family

member, or to focus on their child-raising or caregiving responsibilities.

PLUS strives to achieve a better work-life balance through a variety of measures, believing that employees who live enriching personal life are capable to give 100% of their ability at work.

Support for Employees Raising Children

PLUS Corporation seeks to create working conditions that make it easy for employees to balance work and family responsibilities. Assistance measures such as flexible working hours and financial aid are implemented to support employees raising children.

Our support system was revised in 2011 to advance money gift for new baby and to build a new framework to subsidize education costs. In 2015, a new subsidy system was created to support employees with under junior high school age.

Childcare leave system and childcare shortened working hour system

At PLUS Corporation, we have a childcare leave system that provides women with days off as required for childcare, including for attending periodic health checkups during pregnancy, tending sick children, and taking children to their regular medical checkups. We also have a system that provides women with shortened working hours until their children reach second grade. In 2008, we introduced a childcare leave

system for male employees, and we continue strive to ensure that the workplace is convenient for both women and men raising children.

In FY2021, 19 employees* (18 women and 1 man) took childcare leave.

* Number of employees who started childcare leave in FY2021 (January 1 to December 31, 2021)

Voices of Employees Taking Childcare Leave



Furniture Company
Marketing Division
Product Development Department

Hiroshi Okuda

Period of Childcare Leave:
From October 2021 -
November 2021 (1 month)

I am very grateful for the warm support I received from the people around me, even though I caused a lot of trouble when I took the leave.

Raising a child for the first time was more difficult than I had imagined.

That is why it was a great experience for my wife and I to share this difficult period together.

In the future, I hope to support those around me and cherish a culture of mutual support.



Corporate Division
Corporate Planning Division

Yuki Fujimori

Period of Childcare Leave:
January 2020 - April 2021 (1
year and 3 months)

Thanks to the childcare leave, I was able to see many "firsts" while raising my child, something I was not accustomed to.

And I was able to concentrate on childcare while feeling the growth of my child nearby.

When I returned to work, I was grateful that the company listened to my wishes about when I wanted to return and how I wanted to work.

Even when I had to take a sudden leave of absence due to my child's illness after returning to work, I was able to balance work and home life with the understanding and support of my supervisor and others around me, for which I am very grateful.

Nursing care leave system and nursing care shortened working hour system

At PLUS Group, for employees with family members that require nursing care, we have a family care leave system to guarantee them aid during leave, as well as a family care shortened working hour system to support employees juggling care and work.

Under the PLUS Corporation family care leave system, employees can have up to one year of leave, and under the family care shortened working hour system, they can have up to three years of shortened working hours. One employee* took a nursing care leave in FY2021.

※ Nursing care leave started in FY2020 and ended in FY2021.

New remote work system

In November 2020, a new remote work system was introduced at PLUS Corporation after reviewing the old one in light of the spread of the COVID-19 pandemic. By allowing employees to combine going to work with working at home, the system aims not only to maintain and improve employee efficiency and productivity, but also to improve the employees' quality of life. To protect against COVID-19, while the declaration of emergency and measures to prevent the spread of the

virus were in force, we expanded our use of remote work and reduced as much as possible the number of employees who came to the workplace. We publish stories in our company newsletter about working from home and the things that happen while doing so, giving employees hints to improve their productivity and mentally switch between "home" and "work" mode.

Rehiring system for retired employees

PLUS Corporation's reemployment system provides opportunities for employees who quit for unavoidable situations such as childcare, family care, a spouse's transferal, or for career reasons such as university or

change of employment. These returnees bring PLUS new perspectives, skills, contacts, and experience acquired in their past or while outside the Group.

Side work Guidelines

In December 2019, PLUS Corporation established a set of secondary employment guidelines which permit employees to make use of their talents, hobbies, and knowledge to earn additional income.

The guidelines aim to boost employees' skills and motivation, and also aim to create new value by enabling the utilization of new knowledge and contacts gained by employees through their secondary work.

Establishment of suburban satellite offices

Since July 2020, PLUS Corporation has been opening and operating satellite offices in suburbs around the Tokyo metropolitan area as part of its New Office Project. Although we increased our use of remote work in response to COVID-19, there were problems such as a lack of desks or chairs, or a poor telecommunications environment. The satellite office project was initiated to improve the work environment of employees that had

difficulty working from home. By January 2022, we had opened satellite offices in Yokohama, Tokorozawa, Matsudo, and Funabashi, creating spaces that take advantage of each location's characteristics. We also conducted a questionnaire survey of the employees who use the satellite offices, and are applying the results to recommend styles of office and work to our customers.



Health and Safety

PLUS Group is working to create a safe and healthy working environment for the people we work with.

Health and Safety Implementation Structure

PLUS Group has established health and safety management code and has formed a Health and Safety Committee at our head office and each company in the group.

The committees meet regularly to investigate and discuss issues related to health and safety policies, training, disaster prevention, health management and suggestions from employees.

At each factory, we also hold evacuation drills, AED seminars, and safety and quality meetings in anticipation of a large-scale earthquake or disaster, and take measures to protect the safety and health of our employees.



Disaster-Prevention Effort

PLUS Group carries out disaster prevention training at each office to ensure a rapid, systematic response in the event of a disaster, so that we can minimize the impact of the disaster and save lives.

We have established PLUS Group Disaster Prevention Guideline to minimize primary damage and prevent secondary damage. A PLUS Group Disaster Prevention Manual has been created for employees to take specific actions in the event of a disaster.

"Team Rescue", a tool kit for rescuing group employees, customers and people nearby in the event of an earthquake or other disaster is provided for each office, and an AED (automated external defibrillator) for

Toranomon and Ichigaya offices. Every employee is given a disaster kit and registered in the safety confirmation system in the event of a disaster. The drill through the confirmation system is carried out every two months.

PLUS Group Disaster Prevention Guideline

1. We work to ensure the safety of all employees in PLUS Group and their families in the event of a disaster.
2. We endeavor to protect company assets and resume business and production work as soon as possible.
3. We work with local government and communities to make social contributions of restoration.



A storeroom with disaster supplies



Team Rescue



AED



Earthquake simulation

Mental Health Initiatives

At PLUS Group, we aim to provide a workplace where every single employee can work happily. To promote basic knowledge of mental health, we hold training seminars, mainly for employees in managerial positions, and strive for the mental and emotional wellbeing of our coworkers.

PLUS Corporation works with external counsellors, and has established a system to provide appropriate consultation in various situations as required by individuals or their workplace. For situations in which a mental health issue results in leave from employment, detailed remedial steps are taken. Progressive support measures are proposed and carried out to help the employee to return to work, such as facilitating cooperation between specialists such as occupational physicians and the human resources department, and staying in close communication with the employee and

the employee's family.

Once a year, all employees undergo "stress check" with an external partner, giving them the opportunity to take an objective look at their own mental state.

We are very aware that if an employee becomes unable to work due to injury or illness, including mental illness, then the financial burden on their family poses a huge problem. In particular, we expect that such situations become serious when the period of health insurance premium reductions end. To cover such situations, we have group long-term disability (GLTD) insurance.

Going forward, we plan to improve our welfare system as much as possible.