

# Anti-Corruption and Anti-Bribery Policy of the Makita Group

## **1. Purpose**

Makita Corporation and its subsidiaries (our Group) conduct business activities on a global scale, and unethical and illegal conduct, including corruption and bribery, will lead to a loss of trust from society and have a significant impact on our business. Our Group has developed this policy to realize our management policy of 'Harmony with Society' and is committed to preventing corruption and bribery in all countries and regions in which we operate.

## **2. Scope of Application**

This policy applies to all officers and employees of our Group, including directors, employees, seconded and temporary staff.

## **3. Prohibition of Corrupt Practices, including Bribery**

Our Group will not offer or accept, directly or indirectly, any improper benefits or other advantages, including facilitation payments, to public officials or persons equivalent to public officials in any country. In addition, our Group officers and employees are prohibited from offering or receiving undue money, gifts or other benefits that deviate from sound business practices and social common sense from business partners, etc.

## **4. Initiatives Relating to Entertainment, Gifts and Others**

With regard to entertainment and gifts for business partners, our Group has established and operated procedures for approval and reporting to ensure that they do not deviate from sound business practices and social common sense. Effectiveness of the approval, reporting and other procedures is subject to rational audits by the audit departments, which report the results to management.

## **5. Awareness and Education**

Our Group raises awareness of this policy and the prohibition of corruption and bribery through education and training for all officers and employees.

## **6. Reporting**

Our Group has established a contact point for reporting cases where officers and employees become aware of corruption or bribery or suspected corruption or bribery, and clearly prohibits any prejudicial treatment of whistleblowers. The content of reports is kept strictly confidential and, where necessary, corrective action and measures to prevent recurrence are implemented.

## **7. Measures against Corruption and Bribery**

In the event our Group becomes aware of corruption and bribery concerns, we will carry out appropriate and necessary investigations and take appropriate action against those involved, in accordance with the law, employment regulations and other internal rules.