

Tamura Group Business Partner Compliance Reporting Hotline Tamura Voice Input Manual

September 2026

Tamura corporation

Corporate Governance Promotion
Headquarters



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Note: The compliance reporting hotline for business partners is shared with the global reporting hotline ("Tamura Voice") operated by Tamura Corporation.
Please note that in the following pages of this manual, it is referred to as "Tamura Voice."

What is Tamura Voice?

- ◆ Tamura Voice is the whistleblowing system operated globally by the Tamura Group.
- ◆ Business partners that have commercial transactions with any Tamura Group company may also submit reports or seek advice through the dedicated website.
- ◆ The Tamura Group regards Tamura Voice as an important mechanism for the early detection, resolution, and prevention of issues. By reporting actual or suspected compliance violations involving any person associated with the Tamura Group, users help us identify and address potential problems at an early stage.
- ◆ The Tamura Group does not subject any reporter, consultation seeker, or their employer to any disadvantageous treatment or retaliation as a result of making a report or seeking advice.

Every report or inquiry from our business partners contributes to maintaining and strengthening the relationship of trust between our business partners and the Tamura Group. We encourage you to make active use of this system to help ensure fair, transparent, and sustainable business practices.

Tamura Corporation Website

[Compliance Reporting Hotline for Business Partners | TAMURA CORPORATION](#)

Tamura Voice Direct Contact Address

<https://tamuragroup.ethicspoint.com/>



Direct Access QR Code

Tamura Voice: Top Page

The screenshot shows the Tamura Voice Ethics Reporting Hotline interface. At the top, there is a navigation bar with links for Home, Code of Conduct, and FAQs. A language selection dropdown menu is set to 'English'. Below the navigation bar is a large banner with the title 'Tamura Voice Ethics Reporting Hotline' and an illustration of a sustainable city with wind turbines, solar panels, and a satellite. Two main buttons are present: 'Report Online' (with a document icon) and 'Follow up' (with a circular arrow icon). Below these buttons is a section titled 'Our Commitment' which includes a paragraph about Tamura Group's commitment to an open environment, a 'Notice' section with numbered points, and a list of sensitive information types (A, B, and C).

English

Home Code of Conduct FAQs

Tamura Voice
Ethics Reporting Hotline

Report Online

Follow up

Our Commitment

Tamura Group is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place an anonymous report in confidence, the information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis. You have our guarantee that your comments will be heard.

Notice

1. At Tamura Group, we recommend that you disclose your identity when making a report. If the report is made anonymously, it may not be possible to fully understand all the facts, conduct an appropriate investigation, or provide feedback to the person who made the report.
2. To ensure compliance with relevant laws and regulations, please be careful not to include any of the following types of information (hereinafter referred to as "Sensitive Information") in your report. If such information is included, we may not be able to respond promptly to your report, and you may risk violating applicable laws. If it is unclear whether the information in your report constitutes Sensitive Information, please redact the relevant parts before submitting. If your report is not anonymous, our staff may contact you for clarification.
 - A. Information related to technologies that may fall under the Dual-Use Export Control List or the Prohibited/Restricted Export Technologies List. (This includes advanced semiconductor technologies and manufacturing methods for high-performance sensors.)
 - B. National secrets, classified information, or other data related to national security and interests. (This includes unpublished information related to military affairs, critical infrastructure, or advanced technologies.)
 - C. Important data as defined under the Data Security Law and its subordinate regulations. (This includes R&D data on advanced equipment, semiconductor design and manufacturing technologies, design data for major computing facilities, and data such as the domestic production rate of critical electronic components.)

Please select a menu language.

Select this option if you would like to submit a new report or consultation request.

Select this option to check the status of a previously submitted report or inquiry, or to provide additional information.

Next page

P11

Please be sure to read this information before proceeding.

Entering Basic Information for Reports/Consultations



HomeCode of ConductFAQs

Report Online

Report Online

The country or region where the reporter is currently located

Japan

Online

The country or region where the issue occurred

Japan

The name of the company where the issue occurred

TAMURA CORPORATION / HEAD OFFICE / TOKYO FACTORY

Please select your preferred review route.

Internal

Click the "Continue" button to proceed with filing your report.

Continue

Common Questions

What types of situations should I report?

The EthicsPoint system allows employees to report any violation of our stated Code of Conduct, or other concern you may have.

I am concerned that the information I provide EthicsPoint will ultimately reveal my identity. How can you assure me that will not happen?

The EthicsPoint system protects your anonymity. However, if you wish to remain anonymous, you - as a reporting party - need to ensure that the body of the report does not reveal your identity by accident. For example, "From my cube next to Jan Smith..." or "In my 33 years..."

The Country where you are

The Country Where the Reported or Consulted Matter Occurred

The Company Involved in the Reported or Consulted Matter

Select a Reporting Channel
Internal Channel
External Channel

The button will appear after all required fields have been completed.

➡ Next page

Please be sure to read this information before proceeding.

Selection of Reporting Channel
Internal Channel: Your report or inquiry will be handled by our internal whistleblowing team.
External Channel: Your report or inquiry will be handled by an external law firm.

Notice Regarding Data Protection and Privacy

DATA PROTECTION & PRIVACY NOTICE

DATA PROTECTION & PRIVACY NOTICE

The data privacy regulations of some countries require that a person making a report containing personal data must be notified of certain collection and retention practices regarding the information submitted by that person through this service.

If you do not wish to accept the terms below, we may be unable to accept any information through this system and suggest you report this matter directly to your supervisor or manager or to a representative of the Human Resources, Legal or Corporate Compliance Departments, depending on the nature of the possible violation.

1. General

This service is a web-based intake system provided by your organization to its employees, vendors, suppliers and business partners and those of its subsidiaries ("Reporters") for reporting suspected violations of laws or regulations or for certain matters specified in an applicable whistleblowing law. In some jurisdictions, suspected violations of company policies may also be reportable through this service. Depending on the jurisdiction, suspected violations of company policies might not fall into material scope of a specific whistleblower regulation. Such matters should be reported directly to your Manager or Supervisor or a representative of the Human Resources, Legal or Corporate Compliance Departments, as appropriate.

Your organization is the controller of the processing, and NAVEX is a processor acting on behalf of your organization.

You may contact your organization with any questions relating to this Notice or this service.

2. Use of this service

Use of this service is entirely voluntary. You are encouraged to report possible violations directly to your supervisor or manager, or to a representative of the Human Resources, Legal or Corporate Compliance Departments, depending on the nature of the possible violation. If you feel that you are unable to do so, you may use this service to make your report.

The service is a confidential online reporting system that allows you to report suspected violations of law or company policies, as well as other concerns you may have, to your organization.

Please be aware that the information you supply about yourself, your colleagues, or any aspect of the company's operations may result in decisions that affect others. Therefore, we ask that you only provide information that you believe is true. You will not be subject to retaliation from your organization for any report of a suspected violation that is made in good faith, even if it later turns out to be factually incorrect. Please be aware, however, that knowingly providing false or misleading information will not be tolerated. The information you submit will be treated confidentially except in cases where this is not possible because of legal requirements or in order to conduct an investigation, in which case the information will be handled sensitively. We encourage you to identify yourself in order for us to follow up with questions we may have.

3. What personal data and information is collected and processed?

This service captures the following personal data and information that you provide when you make a report: (i) your name and contact details (unless you report anonymously) and whether you are employed by the organization; (ii) the name and other personal data of the persons you name in your report if you provide such information (i.e.: description of functions and contact details); and (iii) a description of the alleged misconduct as well as a description of the circumstances of the incident. Note that depending upon the laws of the country in which you are residing, the report may not be made anonymously; however, your personal information will be treated confidentially and will only be disclosed as set out below.

4. How will the personal data and information be processed after your report and who may access personal data and information?

The purpose for which your personal data, and your report, will be used will be to investigate the issues raised in your report and to take appropriate follow-up action, in accordance with applicable law.

The personal data and information you provide will be stored in a database which is located on servers hosted and operated by NAVEX. NAVEX has entered into contractual commitments with your organization to secure the information you provide in accordance with applicable law. NAVEX is committed to maintaining stringent privacy and security practices including those related to notice, choice, onward transfer, security, data integrity, access, and enforcement.

You may contact your organization with any requests relating to the use, transfer, correction, or deletion of any of your personal data stored by this service.

For the purpose of processing and investigating your report and subject to the provisions of local law, the personal data and information you provide may be accessed, processed and used by the relevant personnel of your organization, including Human Resources, Finance, Internal Audit, Legal, Corporate Compliance, management, external advisors (e.g. legal advisors), or, in limited circumstances, by technical staff at NAVEX. Those individuals may be located in the United States, the United Kingdom or elsewhere.

Personal data and information you provide may also be disclosed to the police and/or other enforcement or regulatory authorities. The relevant bodies that receive and process personal data can be located in the US or in another country that may not provide the level of data protection available in the EU.

5. Accessing information concerning the report

Your organization will promptly notify any person who is the subject of a report to this service except where notice needs to be delayed to ensure the integrity of the investigation and preservation of relevant information.

With some exceptions, the subject of the report may access information concerning the report (with the exception of the identity of the reporter) and request correction of personal data that is inaccurate or incomplete in accordance with applicable law. Similarly, with some exceptions, reporters may also access information about the report and request corrections of their personal data in accordance with applicable law.

6. Retention of the Report and of Your Data

Your report and your personal data will only be retained for as long as they are needed for the investigation of your allegations, for any legitimate follow-up to the investigation, or as otherwise consistent with law; they will be fully and securely destroyed or erased when and as soon as they are no longer needed for the investigation of the report, or for the purposes of legitimate follow-up to the report (including legal action). However, reports and files on the investigation of reports (or parts of such reports or files) and personal data in such reports or files may be placed in an archive if there is a clear and overriding public interest or legal interest of your organization in retaining the data, subject to such restrictions on access to the data aimed at safeguarding the rights and freedoms of the data subjects as may be allowed by applicable law.

7. Your Rights

Your organization will fully support you in exercise of any rights you may have as a data subject under applicable law, i.e., your:

- right of access to your data;
- right to rectification of incorrect data;
- right to erasure of data ("right to be forgotten");
- right to ask for restriction ("blocking") of contested data;
- right to have third parties who received incorrect, incomplete or contested data informed of any rectifications or blocking of your data;
- right to data portability;
- right to object to processing;
- right not to be subject to automated decision-making including profiling (in fact we will not use your data or any information in your report for such decision-making).

We will only restrict any of the above rights if and to the extent that that is necessary and proportionate in order to safeguard any of the major public interests recognized in applicable law such as the protection of criminal investigations or public security, or to protect the fundamental rights and freedoms of others, including any person(s) incriminated in your report, in accordance with applicable law.

In addition to the rights listed above, you may also have the right to lodge a complaint about our processing of your personal data with the authority competent for supervising the processing of personal data (often referred to as the data protection authority) in the country where you live (if that is an EU/EEA Member State) or in the country your organization is based (if you live outside the EU/EEA).

8. Transfers of Personal Data

Your report and your details may be held on the secure servers hosted by NAVEX; may be transferred to NAVEX sub-processors outside your location for service and support or translation and interpretation purposes; and may be passed on to the servers of your organization, subject to appropriate safeguards.

9. Special country regulations

Some countries restrict reports such that only employees' reports may not be permitted under the law except under certain circumstances.

Further, any issues or concerns relating to topics not in scope of this report should be reported directly to your Manager or Supervisor or a representative of the Human Resources, Legal or Corporate Compliance Departments, as appropriate.

☐ I acknowledge I have read and understand the Data Protection & Privacy Notice

Continue

Cancel

Please review the information and check the box.

Next page

Selecting the Subject of the Report/Consultation

TAMURA

HomeCode of ConductFAQs

Type of Issue

Please select the type of report you would like to make.

Head Office-led Cases	Matters related to the reliability and integrity of management	Details
	Organizational discrimination or harassment	Details
	Significant matters related to financial or accounting regulations	Details
	Significant matters related to information and data protection	Details
	Significant risks related to health, safety, or environment	Details
	Violations of laws and regulations	Details
	Other important matters that should be led by the Head office	Details
Cases requiring external expert involvement	Fraud requiring specialized investigation	Details
	Issues specific to local laws	Details
	Other matters requiring support from external experts	Details
Group Company-led Cases	Personal harassment	Details
	Violations of local labor laws	Details
	Other matters to be led by group companies	Details

Click the "Details" button to review examples of reportable conduct.

Matters related to the reliability and integrity of management

- Misconduct by directors or senior management
- False or falsified financial reporting
- Embezzlement or misappropriation of company assets
- Quality fraud or falsification of quality data

Once you have identified the applicable conduct, move your cursor over this area and click when it changes color.

Next page

Entering Report/Consultation Details (Steps 1)

NAVEX™

You are now in an EthicsPoint Secure Area | [File a Report](#)

ETHICSPPOINT IS NOT A 911 OR EMERGENCY SERVICE.

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

☐ * Yes - I agree to the [Terms and Conditions](#) of making this report.

Please provide information as follows:

(* Required fields)

Organization/Tier: **Tamura Group (Tamura Corporation)**

Location where incident occurred: TAMURA CORPORATION - TAMURA CORPORATION /HEAD OFFICE/TOKYO FACTORY
1-19-43 Higashi-Oizumi Nerima-ku, Tokyo, 178-8511, Japan

Physical address, branch and/or store number

City: Nerima State/Province: Tokyoc

Zip/Postal Code: 178-8511

Country: Japan

* **Are you an employee of Tamura Group (Tamura Corporation)?**

☐ Yes ☐ No

* **Do you wish to remain ANONYMOUS for this report?**

☐ Yes ☐ No

If you want Tamura Group (Tamura Corporation) to know your identity, please complete the following:

Your Name:

First Name Last Name

Your Phone Number:

Your Email Address:

You may enter information in any language.

After reading the Terms of Use, please check the box.

This field will be filled in automatically.

Please select "No".

If you select anonymous reporting, the following information will be displayed. Please review it carefully. Providing your email address will facilitate future communications and investigations.

You have chosen to remain anonymous. If you would like to receive an email when your organization posts follow-up responses to you, you may provide a personal email address. Your email won't be included with your report to your organization, but will be held by NAVEX, subject to NAVEX's Terms and Conditions. Providing an email address isn't required to make a report, but enables NAVEX to notify you by email of updates or follow-ups to your report.

Anonymous Email Address:

Anonymous reports are also accepted. However, please note that anonymity may make it more difficult to investigate the matter or provide feedback on the outcome of the investigation. As the confidentiality of whistleblowers is strictly protected, we encourage you to consider submitting your report using your name.

Entering Report/Consultation Details (Steps 2)

Report - Matters related to the reliability and integrity of management

*** Please identify the person(s) engaged in this behavior:**

Examples:

John Doe, Director of Internal Audit
Unknown, Unknown, Night Supervisor

	First Name	Last Name	Title
#1			
#2			
#3			

Has this been previously reported to Management?

- ☐ Yes
☐ No
☐ Do Not Know/Do Not Wish To Disclose

Where did this happen?

We recognize that this incident may not have occurred in a particular location. However, if this incident was observed in some documentation or business transactions, please indicate this accordingly.

When did this last happen?

Examples:

Tuesday, May 3
Two weeks ago
Approximately a month ago

How long has this been happening?

- Select One -

How did you become aware of this?

- Select One -

Upload supporting documentation:

[Click here to upload files](#)

*** Please describe what happened.**

Please provide as much detail as possible, including who, what, where, when and how you know this information. Please include any other details that would help investigate the concern.

You may enter information in any language.

You may attach supporting materials such as photographs and documents.

Please provide as much detail as possible.

When you submit the report, you will be issued a Report Key. Please write it down and keep it in a safe place. We ask you to use this Report Key along with the password of your choosing to return to EthicsPoint through the website or telephone hotline in 5-6 business days. By returning in 5-6 business days, you will have the opportunity to review any Follow-up Questions or submit more information about this incident.

Please review the information.

Please choose a password for this report:

* Password:

* Re-enter Password:

Your passwords must match and be at least four characters long.

Once you have completed all required fields, please set a password (minimum 4 characters) for future follow-up communications and submit your report.

Submit Report

Report/Consultation Entry Complete



You are now in an EthicsPoint Secure Area | [File a Report](#)

YOUR REPORT KEY IS:
795221443302

WRITE THIS DOWN AND KEEP THIS IN A SAFE PLACE!
You will need your report key and the password you selected to check on your report in the future or to make a follow-up.

PLEASE ALLOW 5-6 BUSINESS DAYS FOR PROCESSING AND REVIEW
Begin checking after 5-6 business days and then continue to check periodically to see if the organization has any additional questions for you to answer regarding your report.

HOW TO FOLLOW-UP ON A REPORT

Go to www.ethicspoint.eu **OR** Call our toll-free hotline at 1-866-ETHICSP

[Return to EthicsPoint home](#)



[Privacy Statement](#) | [Terms of Use](#) | [Cookie Statement](#)

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A Report Key will be displayed after your report is submitted. Please make a note of the Report Key and your password, as they will be required for future follow-up communication.
When you have finished, please close your browser.

Checking Status and Providing Additional Information— From Top Screen to Follow-up



English

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Our Commitment

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2. To ensure compliance with relevant laws and regulations, please be careful not to include any of the following types of information (hereinafter referred to as "Sensitive Information") in your report. If such information is included, we may not be able to respond promptly to your report, and you may risk violating applicable laws. If it is unclear whether the information in your report constitutes Sensitive Information, please redact the relevant parts before submitting. If your report is not anonymous, our staff may contact you for clarification.

Use this option to check the status of a previously submitted report or inquiry, or to provide additional information. Please enter the Report Key issued when the report was submitted and the password you created at the time of submission.

Follow Up

Use your report key and password to follow up on a previously submitted report.

Report key

Password

Submit

ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of the Tamura Group website or intranet.

ETHICSPOINT IS NOT AN EMERGENCY SERVICE. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service receive an immediate response. If you require emergency assistance, please contact your local authorities.

Follow-up Page

The screenshot shows the 'Follow-up Page' in the ETHICSPOINT Incident Management system. The page is divided into a left sidebar and a main content area. The sidebar contains the following links: Questions and Comments, Add Follow-Up Notes, Upload Files, Report Details, Print My Report, and Log Off. The main content area has a header 'ISSUE TYPE: MATTERS RELATED TO THE RELIABILITY AND INTEGRITY OF MANAGEMENT' and a section titled 'QUESTIONS AND COMMENTS'. Below this section, a message states: 'The organization does not have any questions or comments at this time.' Red arrows point from callout boxes to specific features: one to 'Questions and Comments' (explaining to review comments/questions), one to 'Add Follow-Up Notes' (explaining to enter additional information), one to 'Upload Files' (explaining to attach supporting materials like photos and documents), and one to 'Print My Report' (explaining to view details and print if necessary). A large callout box at the bottom explains the email notification process: users receive notifications at their registered email address when there is a response or a request for additional information; if the report is anonymous, no notifications are sent, and users must check the status of their report periodically using their Report Key and password.

ETHICSPOINT®
Incident Management

ISSUE TYPE: MATTERS RELATED TO THE RELIABILITY AND INTEGRITY OF MANAGEMENT

QUESTIONS AND COMMENTS

The organization does not have any questions or comments at this time.

Please review any comments or questions from the case handler.

Please enter any additional information you may have.

You may attach supporting materials such as photographs and documents.

You can view the details of your report and print them if necessary.

You will receive an email notification at the email address registered when you first submitted your report whenever there is a response or a request for additional information from the case handler. If you submit your report anonymously and do not provide an email address, no notifications will be sent. In such cases, you will need to check the status of your report periodically using your Report Key and password.

End

