

Basic Policy on Harassment Prevention

Established on October 1, 2026

Meltex Corporation

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President & Representative Director

1. Basic Policy

The Company considers harassment to be an unacceptable act that undermines individual dignity and damages the working environment. We do not tolerate harassment in any form. We are committed to creating a workplace where all employees can work and engage in their activities with peace of mind.

In our recruitment activities, we also respect the personality and dignity of job applicants and strive to conduct fair selection processes free from harassment.

2. Scope of Application

This policy applies to all persons working for the Company, including directors, regular employees, contract employees, temporary agency workers, part-time employees, and other staff.

All directors and employees shall respect one another's dignity and work toward maintaining a harassment-free workplace.

3. Prohibited Conduct

The Company prohibits the following forms of harassment. Similar conduct toward persons other than the Company's employees is also prohibited.

The Power Harassment examples below assume that the conduct is carried out in the context of a superior position or relationship.

Power Harassment

1. Physical or psychological abuse
2. Social exclusion or isolation
3. Excessive or insufficient demands
4. Invasion of privacy or other personal rights

The above are examples and are not exhaustive.

Sexual Harassment and Job-Search Harassment Toward Job Applicants

1. Unwelcome sexual remarks or behavior
2. Requests for sexual relationships or contact
3. Sexual remarks or behavior that adversely affect the work environment or job-seeking activities

The above are examples and are not exhaustive.

Harassment Related to Pregnancy, Childbirth, Childcare, or Family Caregiving

1. Obstructing the use of applicable systems or benefits
2. Harassment based on the use of such systems or on pregnancy, childbirth, etc.
3. Disadvantageous treatment or suggestions thereof

The above are examples and are not exhaustive.

Customer Harassment

1. Unjustified or excessive demands
2. Abusive language, threats, or intimidating behavior
3. Persistent demands or prolonged detention

The above are examples and are not exhaustive.

4. Disciplinary Action

Employees who engage in harassment shall be dealt with strictly in accordance with the Work Rules and other applicable regulations.

In determining disciplinary measures, the following factors shall be comprehensively considered:

1. Specific circumstances of the conduct (time, place, whether it occurred in the workplace, content, and severity)
2. Relationship between the parties involved (including position and rank)
3. The wishes and feelings of the affected person

5. Response to Customer Harassment

The Company will take a firm organizational stance against customer harassment in order to protect the dignity of employees and maintain an appropriate working environment.

When necessary, the Company may take measures such as issuing warnings to customers, discontinuing service, terminating business transactions, or implementing other appropriate actions.

6. Consultation Desk

The persons responsible for handling consultations and complaints regarding harassment are as follows. Consultations are accepted by telephone and e-mail. Please do not suffer alone; feel free to seek advice.

Harassment Consultation Desk

- Human Resources Representative, Administration Department
- Anonymous Consultation (Confidential): mxsoudan@meltex.com

Consultations will be widely accepted not only when harassment has actually occurred, but also when it may occur, when leaving the issue unresolved could worsen the working environment, or when it is unclear whether the conduct constitutes harassment.

Consultations will be handled fairly while protecting the privacy of both the person seeking advice and the alleged offender. Please feel free to consult us with confidence. Employees may also use the consultation channels provided under the Internal Reporting Regulations of the Astena Holdings Co., Ltd. Group Common Regulations.

7. Prohibition of Disadvantageous Treatment

No disadvantageous treatment shall be imposed on persons who seek consultation or on those who cooperate in fact-finding investigations, including cooperation requested by other companies.

8. Response Procedures

When a consultation is received, the Company will promptly and accurately investigate the facts. If the facts are confirmed, the Company will take appropriate measures for the protection of the affected person and disciplinary or corrective measures against the offender.

The Company will also take appropriate actions, including implementing measures to prevent recurrence.

9. Pregnancy, Childbirth, Childcare, and Family Caregiving

Employees intending to use systems related to pregnancy, childbirth, childcare, or family caregiving should review the Work Rules and other relevant regulations and consult their supervisor or the Administration Department as early as possible.

The Company strives to create a work environment in which employees can use these systems with confidence and successfully balance work and personal responsibilities.

Department managers should, as necessary, review work assignments and otherwise support the smooth use of these systems.

If any difficulties arise, employees should consult the Human Resources Representative of the Administration Department or the consultation desk.

10. Education and Training

The Company will continuously conduct education, training, and awareness-raising activities to create and maintain a harassment-free workplace.

Employees are encouraged to actively participate in training programs, seminars, and other educational opportunities.