

Policy on the Prevention of Harassment Against Job Applicants and Other Candidates

Established on October 1, 2026

Meltex Corporation

Makoto Fujiwara

President & Representative Director

1. Basic Policy

Our company respects the personality and dignity of all job applicants and candidates in recruiting activities and is committed to preventing all forms of harassment.

To ensure that applicants and candidates can participate in interviews and selection processes with confidence and peace of mind, we have established the following rules.

2. Company Rules for Recruitment Activities

(1) Rules Regarding Interviews and Other Recruitment Activities

① Time

Interviews and related recruitment activities will, in principle, be conducted during the Company's business hours. However, if requested by an applicant or candidate, interviews may be arranged outside regular business hours.

② Location

Interviews will be conducted at a location designated by the Company, such as a meeting room or internal meeting space within the Company, or online.

③ Conduct of Interviews

Even when interviews are conducted in a meeting room, meeting space, or online, the Company will, in principle, assign two or more representatives to attend.

④ Communication

Communications will, in principle, be conducted using the Company's official email addresses. When necessary, other methods of communication may be used with the consent of the applicant or candidate.

⑤ Prohibited Conduct

Harassment against applicants or candidates, as well as any inappropriate conduct that deviates from the purpose of recruitment activities, is prohibited.

(2) Prevention of Harassment

The Company continuously provides employees with information, guidance, and awareness activities regarding the prevention of harassment.

3. Consultation Desk

(1) Contact Point for Consultation

If, during the Company's recruitment activities, you experience inappropriate behavior or conduct that you believe may constitute harassment by an employee, please contact the following consultation desk:

●Consultation Desk

① **Email:** recruit@meltex.com

② **Telephone:** +81-48-665-2121 (Human Resources and General Affairs Section)

(2) Handling of Consultations

The Company accepts a wide range of consultations, including cases where it is difficult to determine whether an incident constitutes harassment, and will respond appropriately. In handling consultations, the Company will give due consideration to the privacy of both the person making the consultation and all related parties, and will act fairly and impartially.

Please be assured that making a consultation, filing a report, or cooperating with a fact-finding investigation will not affect any hiring or selection decisions.

4. Company Initiatives

The Company undertakes the following initiatives:

- ① Communicating and promoting the Policy on the Prevention of Harassment Against Job Applicants and Other Candidates
- ② Providing education and awareness programs for employees
- ③ Establishing a consultation system and ensuring appropriate responses

The Company respects the personality and dignity of all job applicants and candidates and strives to provide an environment in which they can participate in recruitment and selection processes with confidence. We are committed to promoting fair recruitment practices free from harassment.

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