



Approved by the Management Board of  
AO Mizuho Bank (Moscow)

MINUTES № 18/23 dd. 27.09.2023

President \_\_\_\_\_  
Alexandr Malyshev

## **Procurement Policy**

Edition 3

September 2023

Version	Author	Date	Details
1.0	Legal and Compliance Department and Planning Department	31.08.2021	Introduction of document
2	Legal and Compliance Department and Planning Department	14.09.2022	Official circular SPD/OC/No.22-3 dd. 01/04/22 Revisions include changes to the definition, basic approach, and administration we apply to sustainability at Mizuho and a clarified definition of materiality.
3	Legal and Compliance Department	27.09.2023	Revision accompanying revisions of Mizuho Code of Conduct (HO OC BK / OC / No. 23-29.

## **1. Purpose of this Procurement Policy**

Mizuho's Bank (Moscow) (further - Bank) business operations are supported by the cooperation of suppliers providing office supplies, IT systems, outsourcing, and other goods and services.

In regard to purchasing of goods and services and ordering of IT systems ("procurement"), this Procurement Policy stipulates the specific actions we will take to ensure responsible procurement based on The Mizuho Code of Conduct, our Environment Policy, and Human Rights Policy. It applies to all group companies of Mizuho Financial Group, Inc.

This Policy is approved in the Bank by the Management Board and reflects core essence of respective policy of Mizuho Financial Group Inc.

## **2. Basic approach to procurement operations**

The Bank will promote responsible and optimal procurement, improve corporate value, and aim to achieve a sustainable society.

### Fair and impartial decisions on suppliers

- We will make fair and impartial decisions on suppliers, taking into account factors such as quality, ease of use of services, price, reliability, compliance with laws and regulations, information management frameworks, respect for human rights, and environmentally friendly initiatives.

### Compliance with laws and regulations and social norms

- We will comply not only laws, rules, and regulations but also the social norms of a wider perspective;; and exercise strong self-discipline in our procurement operations.
- With our suppliers, we will maintain healthy and transparent relationships. To ensure this, we will not accept gifts or entertainment from suppliers when these are against social norms.

### Respect for human rights and consideration for the environment

- In our procurement operations, we will endeavor to respect human rights and reduce our environmental footprint.
- We will also encourage our suppliers to respect human rights and give consideration to the environment in their business operations.

## **3. Requirements for suppliers (Supplier guiding principles)**

Throughout our procurement operations, we will expect suppliers to understand and adhere the supplier guiding principles stipulated below so that both the Bank and our suppliers will be able to positively contribute to development of a sustainable society and achieve mutual growth as business partners.

### Compliance with laws and regulations and social norms

- Pursue honest and fair corporate activities that conform to not only laws, rules, and regulations but also to the social norms of a wider perspective.

### Information management

- Manage information gathered through business operations with due care, in compliance with laws on the protection of personal information and any related laws.

### Respect for human rights

- Be aware of the ways in which business operations have the potential to impact human rights and referring to international standards (\*) endeavor to respect human rights while carrying out corporate activities.
  - Respect the basic human rights of employees
  - Provide employees with a safe and comfortable work environment
  - Do not discriminate and do not use child labor or forced labor
  - Respect the right to free association and non-association and right to collective bargaining, in conformance with laws and regulations
  - Promote diversity and inclusion in order to ensure the participation and development of diverse talent
  - Work proactively to eliminate discrimination and harassment
- Understand Mizuho's Human Rights Policy, including to practices that aim to eliminate human trafficking, forced labor and child labor from business and value chain. Based on this understanding, suppliers must carry out due consideration and responses to ensure that they and their own suppliers are not complicit in (involved with) human trafficking, forced labor, or child labor.

(\*) 1. International Bill of Human Rights; International Labor Organization's Declaration on Fundamental Principles and Rights at Work; UN Guiding Principles on Business and Human Rights; etc.

### Consideration for the environment

- Work to reduce the environmental impact of business operations through use of sustainable energy and resources, pollution prevention, green procurement, and other measures.
  - Limit use of resources and energy
  - Endeavor to use low-carbon or zero-carbon energy sources and ensure greenhouse gas emissions
  - Use resources effectively by reducing waste and practicing reuse and recycling
  - Limit use and emission of substances harmful to the environment and/or human beings
  - Conserve natural resources, such as forests, and use them efficiently
  - Do not use raw or other materials which harm biodiversity or ecosystems.

## **4. Implementation**

The Bank will provide this Procurement Policy to our primary suppliers and ask them to familiarize themselves with the contents.

**5. Amendment and abolition**

Amendment and abolition of this policy shall require the approval of the Management Board.

**6. Department in charge**

The Legal and Compliance Department, IT Department, GA Department shall be jointly in charge of this policy.