

Anti-Discrimination and Anti-Harassment Policy

Prohibition of Discrimination: NANPAO has a zero-tolerance policy for any form of discrimination. We place significant value on fostering a diverse and inclusive workplace and strictly prohibit discrimination against employees based on factors such as race, class, language, religion, political affiliation, place of birth, gender, sexual orientation, age, marital status, physical or mental disabilities, blood type, and others during the recruitment process, in the course of employment, determining salary, promotion, or access to training opportunities.

Prohibition of Harassment: NANPAO has a zero-tolerance policy for all forms of workplace harassment. This includes sexual harassment, as well as other forms of harassment, such as physical, psychological, verbal, stalking, and abusive behavior.

Promotion and Education: NANPAO is committed to ongoing internal education and training related to anti-discrimination and anti-harassment. We ensure that employees understand the concepts of discrimination and harassment, preventive measures, methods for addressing workplace discrimination and harassment issues, including the process for reporting and lodging complaints, and NANPAO's procedures and methods for handling such incidents.

Reporting and Complaint Channels: Should any NANPAO employee or a third party become aware of any incidents or potential violations of this policy, they may report or file a complaint through the employee complaint email or physical mail.

Investigation and Corrective Measures: For any reports or complaints related to workplace discrimination, harassment, or other policy violations, NANPAO will conduct a thorough review and investigation according to our internal procedures, either by NANPAO or a third party commissioned to investigate. If the investigation confirms a violation of this policy, NANPAO will take corrective actions to address the misconduct. We will ensure that disciplinary or corrective measures are both effective and appropriate and aim to prevent similar behavior in the future. In certain cases, within the limits set by applicable laws and internal rules, NANPAO may issue warnings, disciplinary actions, or, in severe cases, termination to address discrimination, harassment, or policy violations.

Protection of Whistleblowers or Complainants: Whistleblowers or complainants may report incidents of discrimination or harassment with their identity disclosed or remain anonymous. Unless otherwise required by law, NANPAO and third parties commissioned to investigate the reports will maintain confidentiality regarding the whistleblowers or complainants and the contents of the reports. Appropriate measures will be taken in accordance with the law to protect the personal information and privacy of whistleblowers or complainants to prevent unfair retaliation or treatment.