

Corporate Governance

Compliance

In order to remain a corporate group that can earn the trust of society and live up to its expectations, the Mitsubishi Paper Mills Group makes efforts to foster a corporate culture focused on compliance and enhance the awareness of executives and employees.

Code of Conduct of the Mitsubishi Paper Mills Group

Our basic concept for compliance has been formulated and upheld as “the Code of Conduct of the Mitsubishi Paper Mills Group.” In order to realize the philosophy of the code, we gave shape to each item and formulated “the Mitsubishi Paper Mills Group Compliance Conduct Standards.” This applies to all executives and employees of the Mitsubishi Paper Mills Group, and serves as a guideline for daily activities.

⇒Reference link: Code of Conduct
<https://www.mpm.co.jp/eng/company/gaiyo.html>



Code of Conduct of the Mitsubishi Paper Mills Group pocket card

Training on Compliance

If training is conducted repeatedly rather than only once, executives and employees are expected to become more aware of compliance. In the Mitsubishi Paper Mills Group, line managers first undergo training every year, and then hold training for their respective staff, including temporary workers and part-time employees, following the cascade method. The effectiveness of training is improved, if they gather and have discussions face-to-face, but there was the lingering coronavirus pandemic also in this fiscal year. To cope with it, we planned and conducted training tailored for each workplace so that opinions can be exchanged while keeping social distance or remotely by using the Internet. The number of trainees was 3,059.

Training Regarding Laws, Regulations, Etc. Related to Business Operations

In order to foster the knowledge of laws and regulations on business operations and legal mind, we regularly hold in-company seminars on legal affairs while inviting experts, including lawyers. In fiscal 2021, as we revise business operations amid the rapidly changing environment during the coronavirus pandemic, the seminars were focused on subcontracting and antimonopoly laws, so that our staff will not commit improper acts in relationships with outsourcees and competitors. To cope with the situation of the coronavirus pandemic, we held video seminars by uploading videos to the intranet of our corporate group.



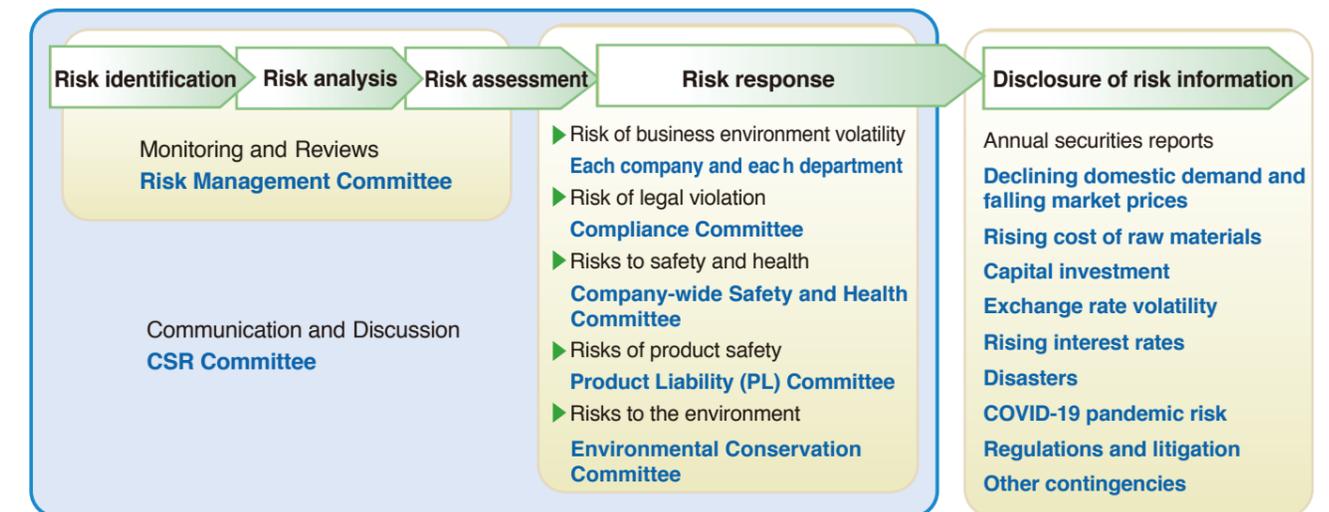
Title: “Incidents occur on site! Methods for dealing with cases that nearly violate a subcontracting or antimonopoly law”
 Lecturers: The lawyer Dai Iwasaki and the lawyer Yojiro Arai of Tokyo International Law Office

Corporate Ethics Hotline, an Internal Whistleblowing System

Mitsubishi Paper Mills has an internal whistleblowing system that is available to all employees working in the Mitsubishi Paper Mills Group in Japan. In fiscal 2021, we adopted a system in which whistle-blowers can notify anonymously in addition to the conventional system. The whistle-blowing status is checked at the regularly held meeting of the Compliance Committee, and reported to the Board of Directors.

Risk Management

To maintain and improve corporate value, it is important to properly manage a range of risks that arise in the course of business activities. In our Group, the Risk Management Committee, which is supervised by the General Affairs & Personnel Department, oversees Group-wide risk management efforts based on the sustainability promotion structure. Divisions at company headquarters, committees, and business sites are working on a variety of measures to strengthen risk management, including the establishment of various rules and manuals for responding to relevant risks, development of prevention systems and drills, and formulation of recurrence prevention measures when problems occur.



Improving Our Risk Map

The Risk Management Committee is currently monitoring more than 200 risks Group-wide. We analyze the impact of these risks and the frequency with which they occur to build our risk map, and we regularly identify and analyze risks to improve the effectiveness of our risk management.

Building a Crisis Management System

The Mitsubishi Paper Mills Group formulated “the Mitsubishi Paper Mills Group’s Crisis Management Manual” to respond quickly in fulfilling its corporate social responsibility and maintaining social credibility in the event of an accident or disaster that brings serious harm to people or equipment, or impacts surrounding communities. In addition, to construct an effective risk management system, we regularly conduct various drills and operation tests at every business site and on a scale that involves the entire company, and work to identify and resolve issues. We have run drills using the safety check system installed at the Company’s headquarters in 2018 at business sites and Group companies in Japan to build a Group-wide crisis management system. We have also been working to prevent the spread of COVID-19 by combining working from home and staggered working hours.



Fire drill (Kitakami HiTec Paper Corporation)

Enhancing Information Management

The Group practices efficient and integrated use of information and works to manage it properly. Along with establishing “the Information Management Regulations” that set forth our measures for managing and protecting information handled in our business activities, we have codified a guideline for upholding these regulations in the form of “the Information Handling Guidelines.”

Creation of a Business Continuity Plan (BCP)

The Mitsubishi Paper Mills Group’s experience with the Hanshin-Awaji Earthquake and Great East Japan Earthquake has impressed on it the need for strengthening emergency preparedness. We are building an effective business continuity plan informed by our experience in recovering from profound devastation.