

**Brief**  
**CSR Report**  
**2018-2020 \***

**Global  
Excellent  
Manufacturing  
Company**

\*Data as per financial year (April 2018 to March 2021)  
This report is issued on a three-year cycle.

# SumiRiko means responsibility...

We are one of the largest manufacturers in Poland, forming part of Sumitomo Riko Group. We deal with production of anti-vibration components for the automotive industry: engine suspension, body, and exhaust parts, as well as polyurethane engine covers.

In Poland, we have built two branches: main manufacturing plant in Wolbrom in 1999, and 14 years later we created a branch in Zagórz, Podkarpacie Region.



## Business Policy

### The Sumitomo Spirit\*

#### 1. 信用確実 **Shinyo-Kakujitsu**

Sumitomo shall achieve prosperity based on a solid foundation by placing prime importance on integrity and sound management in the conduct of its business.

#### 2. 不趨浮利 **Fusu- furi**

Sumitomo's business interests must always be in harmony with the public interest. Sumitomo shall adapt to good times and bad times but will not pursue immoral business.

\*Quoted from the Sumitomo Goshi Kaisha Administrative Regulations formulated in 1928.

### Sumitomo Riko Group Management Philosophy

In light of the Sumitomo Spirit, all of us at the Sumitomo Riko Group will:

1. We will provide superior products and services to meet customer needs based on technological innovation.
2. We will place top priority on safety and work to ensure the safety of people and society.
3. We will strive to protect the global environment and to contribute to creating better communities.
4. We will maintain a high standard of corporate ethics and observe all laws and regulations to earn public trust and confidence worldwide.
5. We will foster an invigorating corporate culture that respects our employees' diversity, personal qualities, and individuality.

# SumiRiko means responsibility...

## SumiRiko Poland in a nutshell

**October  
2000**

### History

Our Company was established on 16 July 1999, while mass production started on 2 October 2000. We have just celebrated 20th anniversary of our business.

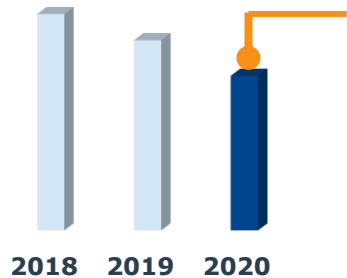


**Employees**

**1788**

### Annual sales

**76 M EURO**



## Our products

Approx. **30-40**  
types of our parts  
installed in one vehicle



**700 million**  
parts given out



**50** plants located in  
**19** countries,  
at **5** continents

# SumiRiko means responsibility...

We support  
UN Sustainable Development Goals (SDGs)



## Sumitomo Riko Group - Vision 2022

Within the framework of Vision 2022, we have committed to achieve the following non-financial goals:

Area	Goals
Environment	CO2 reduction In 2022, reduction by 8% vs. 2017 values. Waste reduction – 8%
Society	Zero accidents at work Compliance – 100% participation in training

## “Changing the World Together” programme

Our Company actively supports the achievement of Sustainable Development Goals. We organise workshops popularising knowledge on the SDGs where students can participate in a contest for a grant. While implementing the winning projects, students also contribute to SDG achievement.



**15 projects**  
completed within  
“Changing the World  
Together” programme

Over **300 students**  
participated in workshops



In 2019, we joined the Partnership for Sustainable Development Goals initiated by the Ministry of Development, Labour, and Technology.



## Work safety

We pay special attention to propagating health and safety of our employees. Our objective is to eliminate accidents at work and to create a comfortable, employee-friendly environment that is safe to their life and health. Before proceeding with work, new employee undergo a number of training courses in health and safety. These include mandatory training that must be repeated annually. To make sure our new employees remember health and safety rules, we also conduct training in safety extended with additional information on 3xZ (in Polish), namely STOP, CALL, WAIT and on KYT. Regular safety patrols are organised.

Index	2018	2019	2020
Accidents at work	9	12	10
Lethal accidents	0	0	0
Days of absenteeism at work due to accidents at work	314	447	550
Confirmed cases of occupational diseases	0	0	0
Subcontractors' accidents at work	0	0	0
Subcontractors' lethal accidents	0	0	0

**Safety patrols** for selected production areas. The patrols are oriented at health & safety, any irregularities are documented and eliminated.

Safety patrols		
Year	Patrols	Results
2018	24	225
2019	23	260
2020	23	419

## Safety Dojo

a series of practical training to improve employee awareness. The training involves the use of instruction films and equipment specially designed to present risks and efficiency of individual protective measures (limit switches, surge protection, residual pressure, toe crushing).

**KYT (Japanese Kiken Yoshi Training)** meaning safety and prediction is aimed at training the ability of predicting risks at workplace and taking appropriate measures to avoid such risks.

## "Suiage" for safe work

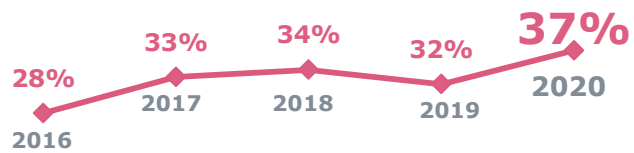
We encourage our employees to get involved in improving their workplace. In 2018, we created a form via which every employee may report their objections and present proposed solutions.

**2917 times**  
Employees reported ideas to improve work safety within the framework of "Suiage"

## Diversity and equal opportunities

According to SumiRiko Poland's HR and payroll policy, as well as remuneration by laws applicable at our Company, salary rates are independent of employees' gender. Gender also does not affect appointments to management positions, or decisions made during the recruitment and promotion processes.

### Women at management positions



Since 2015, SumiRiko Poland has been among the signatories of the Diversity Charter and we continuously promote values stated therein.

**100% employees** trained in counteracting discrimination and mobbing

## Employee development

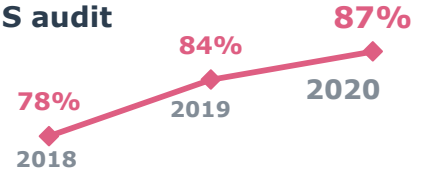
We believe our development depends on the knowledge and skills of our employees. Therefore, every year, we implement a number of measures for our employees to improve and obtain new competences. Starting from preparatory training, through vocational training, Language courses, through specialist training in process engineering, technology, or R&D.

**Monozukuri** (Japanese: high production quality). In 2017, in cooperation with the headquarters in Japan, we implemented the training programme: we offer internal training in management tools and production process optimisation.

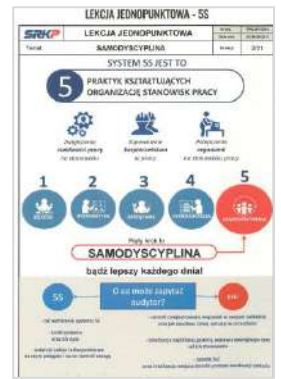
Training	Participants
Monozukuri	63
Karakuri	18
On The Job Training	18

**5S** (the name has been coined from S letters referring to Japanese words describing 5 elements: selection, systematics, sanitation, standardisation, self-discipline). The tool is to create and maintain a well-organized workstation.

### Average result of 5S audit



**105 5S** audits performed in 2020 (149 in 2019)

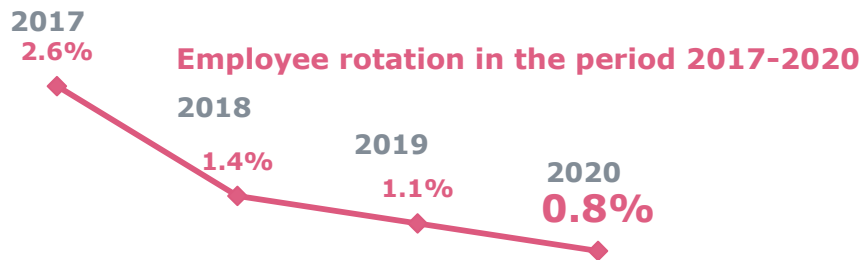


# Employees

## “SRKP, it’s a good choice!”

This is our slogan for Vision 2022.

We continue to work on keeping and developing our employees through taking measures to guarantee stable employment, healthy and safe conditions of work, and pursuing their professional aspirations. Human resources constitute our foundations and the driving force for corporate growth and development. Therefore, we offer our employees opportunities for continuous improvement of their professional qualifications – because we know that SumiRiko Poland’s development depends on the skills and knowledge of our employees.



**99% positive opinions on satisfaction** with student internship programme at our Company in 2019

**10 780** times our employees used the “SRKP Hobby Club” offer in 2018-2019

## Management system certificates:

Certificate award does not only mean confirmation of top standards, but it is also an opportunity for continuous improvement.

We hold 3 certificates forming the basis for our policies on quality, safety, and environmental protection.

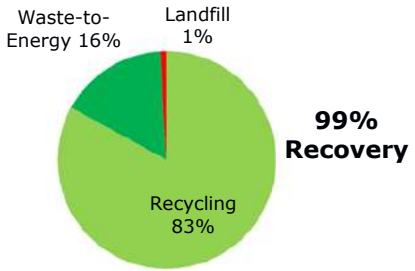
Standard	Refers to
ISO45001	Occupational Health and Safety Management System
ISO14001	Environmental Management System
IATF16949	Automotive Quality Management System

## Environmental policy

Major activities in environmental impact management

- ✓ Minimising the risk of environmental pollution,
- ✓ Taking measures aimed at reducing the quantity of raw materials consumed, waste generated, and rational water management,
- ✓ Raising awareness, responsibility, and involvement of all employees in environmental protection and promoting pro-ecological activities in the local community,
- ✓ continuous monitoring and elimination of substances limited by clients from our products.

## Waste management

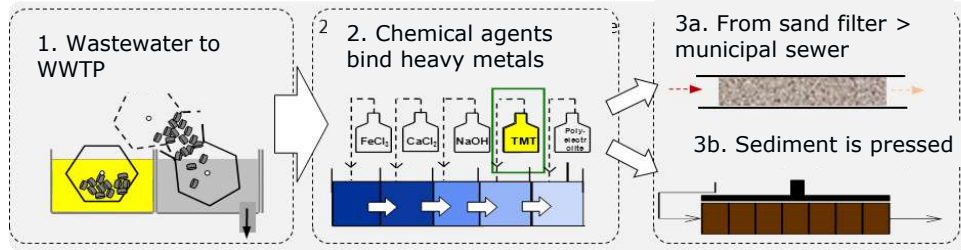


Most waste we generate (as much as 99%) is recycled or recovered, and just 1 % waste is deposited at a landfill.

## Sewage Treatment Plant

Industrial wastewater generated during the production process may not be directly released to the sewage system. Therefore, prior to that process the wastewater is pretreated: first neutralized, then filtered by means of sediment traps and sand filters. Chemical compounds in the form of dry deposits are directed to the waste treatment company. The sewage water cleared in such a way is directed to the municipal sewage system. The sewage treatment process is fully supervised and monitored by internal and external laboratories.

### “Heavy Metals” Process waste – reduction through treatment plant



Over **1 million plastic cups** eliminated from the Company in the period 2019-2020

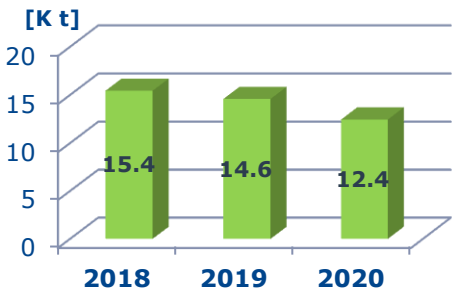




## Responsible production

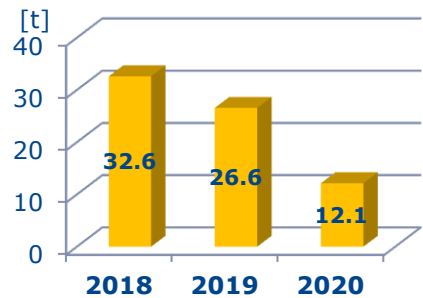
### CO2 emissions

**230 tonnes**  
**CO2 reduction**  
**Owing to heat recovery**  
**from vulcanisation process**  
**(2020)**

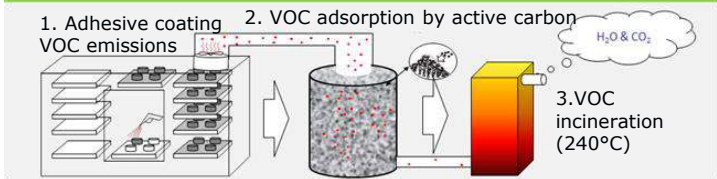


### VOC reduction

Volatile organic compounds (VOC) generated during the production process are extracted, and then concentrated at the absorbers, and incinerated at a very high temperature in catalytic afterburner, with catalytic agent present. As a result of the process, exclusively environmentally harmless compounds are released to air. Owing to this solution, we reduce 98% VOC.

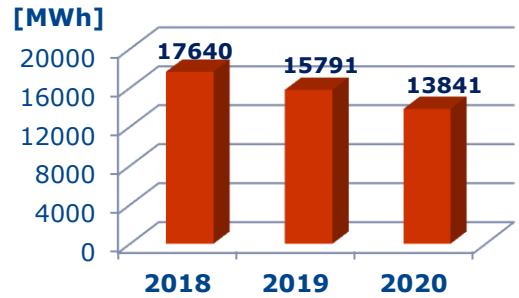


#### VOC emissions – reduction via adsorption-catalytic system

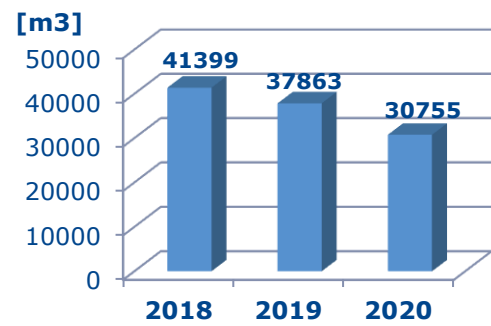


## Natural resources consumption

### Electricity



### Water



## Policy on social activities

### ASSUMPTIONS

Creating value through measures that are investments in the community, which leads to increasing corporate value.

### ORIENTATION

1. We address our activities principally to the local community where a given plant is located.
2. We Focus on cooperation and collaboration with the local community – not only on donations alone.
3. Activities responding to the challenge faced by the community
4. Involvement of all employees

### 5 PRIORITIES

- 1) supporting diversity,
- 2) participation in education and development of children and youth,
- 3) participation in creating a safe community,
- 4) supporting civic initiatives,
- 5) promoting the idea of co-existence with the natural environment.

### 2 AREAS OF ACTIVITIES

1. Activities oriented at social issues that create value both for the community and for the Company.
2. Employee involvement in voluntary campaigns.

### SUPPORTING DIVERSITY

**“Na własne oczy” / “With one’s own eyes” – workshops with the z Polish Blind Association, Olkusz**

Workshops organised for employees within the diversity policy was aimed at making the participants sensitive to the needs of persons with disabilities. Such workshops are also performer for primary school students.

### Japanese Culture Workshops

As a Company with Japanese capital, we strive to promote the culture of Japan. In cooperation with The Manggha Museum of Japanese Art and Technology in Kraków, we organise “Japanese Culture Days” for primary school students and children from institutions dealing with education of children and youth. The event covers presentation of Japanese culture and history, origami workshops, as well as presentation of the traditional Japanese clothing, kimono. Since 2007, almost 900 students from institutions, schools, and preschools from Olkusz and Sanok poviats have participated in our workshops.

## Involvement in education and development of children and youth

For thirteen years, our Company has been providing scholarships to students of two primary schools in Wolbrom. Our intention is to financially support children achieving good educational results. Funds provided to students are used for educational aids. So far, 400 students from our municipality have received financial support owing to SumiRiko Poland Scholarship.

### SRKP scholarship

## Participation in creating safe community

To improve safety on the road, we conduct educational campaigns to raise awareness in safe behaviour on the road. Every year, we visit primary schools in Wolbrom and Zagórz. Children can listen to interesting presentations, and receive reflective items at the end. In cooperation with *Centrum Inicjatyw na rzecz poprawy Bezpieczeństwa Ruchu Drogowego*, we have organised several editions of the Road Show - emotional multimedia educational programme addressed to secondary-school students, presenting a road accident from the point of view of the victim and the perpetrator. The programme involved students from Wolbrom and Olkusz.

### Safe road to school, Road Show



## Employee volunteers

Since the beginning of our business in Poland, we have been involved in the life of the local community, responding to current needs. Since 2011, we have implemented a voluntary grant programme, SumiRiko Social Energy. Within the programme, our employees receive financial support to pursue their own projects for the local community. Many of them are active in sports clubs and centres, parent councils, organising sport competitions or other events. Through the grant programme, the Company may support employee activities in the area of education, ecology, health, culture, and sports.

### SumiRiko Social Energy



**222 employees**  
volunteers

**11543**  
beneficiaries  
of the  
programme

**25 projects**  
completed within the "SumiRiko Social Energy" programme in cooperation  
with **26** institutions.

The data refer to 4 editions of the "SumiRiko Social Energy" programme. In 2020, further editions of the programme were suspended due to the pandemic.

# SumiRiko means responsibility...

## Responsible production across the supply chain

### CSR Guidelines for suppliers

Acknowledging that fulfilling the corporate social responsibility is a precondition for the Company's survival, we wish to assure that our procurement measures are conducted in a fair and transparent manner in all aspects of our transactions and across our supply chain. As the fundamental policy for procurement, we have established CSR Guidelines for Suppliers.



**Green Procurement Standard** has been developed to assure correct management of chemical substances by suppliers. The document contains information on the controlled substances and control standards, so that suppliers can assure compliance of products offered with our standards by their own means.

## High ethical standards

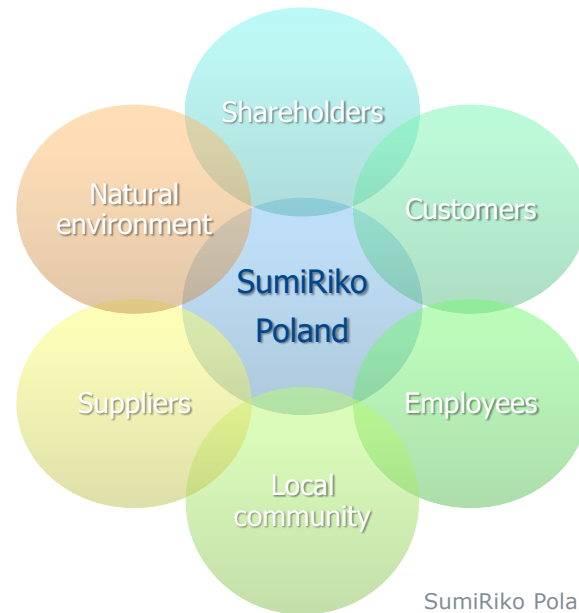
### Zero tolerance for corruption and illegality

We regularly organise training for employees with respect to Compliance. All reports are analysed by the Compliance Committee, with absolute protection for the person reporting violation of SumiRiko Code of Conduct.

## Slogan for SRKP Vision 2022

***SRKP to dobry wybór***  
***SRKP, IT'S A GOOD CHOICE!***

We have coined this slogan with an aspiration that all our stakeholders can say: SumiRiko, it's a good choice.



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