



KnowTheChain Engagement Questions

2018 Information and Communications Technology Benchmark

Completing these questions provides you the opportunity to guide us to information regarding your company's efforts to address human trafficking and forced labor in its supply chains. **Answers to these questions will be made publicly available on the [Business & Human Rights Resource Centre \(BHRRC\) website](#)**, a KnowTheChain partner.

KnowTheChain will review the information available on your public website, as well as information you link to from your website.

If your company was included in our 2016 benchmark and you completed our engagement questionnaire at that time, relevant responses will be included in our 2018 benchmark as long as the information is not more than three years old.

Over a period of two months (during Q1-2018), you will be invited to review the information we collected and provide additional disclosure. We will particularly welcome specific examples you may be able to provide regarding the implementation of your processes, as well any leading practices. We will invite you either publish additional disclosure on your website, and send us the link to the specific page(s), or send the information to us, and we will publish them on the [website of Business & Human Rights Resource Centre](#).

In case you do not have sufficient publicly available information on some or all of the indicators of the KnowTheChain benchmark methodology (see attached methodology and guidance), you are welcome to disclose relevant information to us at this stage already.¹ Please let us know by 31 October that you wish to do so, and send us the additional information by 30 November. We will publish the information provided on the [website of Business & Human Rights Resource Centre](#).

Please email your response to the below questions to Felicitas Weber, BHRRC KnowTheChain Project Lead at weber@business-humanrights.org and CC companies@knowthechain.org.

The accuracy of our reports is important to us, we appreciate your help and cooperation. Should you have any questions, please contact Felicitas Weber at weber@business-humanrights.org.

¹ Please indicate which benchmark indicators the information relates to. Should this be of interest, we would be happy to send you the indicators in an Excel or Word document for you to fill out.



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General Information

Name of company: HOYA CORPORATION

Name of respondent: Jeremy Entwisle

Position of respondent: Regional Counsel EMEA

Respondent's email address: Jeremy.entwisle@hoya.com

Disclosure Information

1. Documents

KnowTheChain aims to decrease the reporting burden for companies. Therefore, we will review information available on your company's public website. However, to ensure we take into consideration all relevant documents, we invite you to provide us with links to any statements, reports, webpages, or documents that you would us to take into account as we review your company's approach to managing forced labor risks in its supply chains.

Our general Corporate Social Responsibility web page can be found here:

<http://www.hoya.co.jp/english/csr/index.html>

Within that page you can find the link to our Respecting Human Rights page here:

<http://www.hoya.co.jp/english/csr/index.html>

Toward the bottom of that page you will be able to find our link to our CEO and Chairman of the Board's statement on Modern Day Slavery, which can also be found here:

http://www.hoya.co.jp/english/csr/pdf/Hoya%20draft%20statement%2003_09_16_HOYA_fin.pdf

Other information that will be relevant to you will be our Hoya Business Conduct Guidelines for employees and our Supplier Code of Conduct. Neither of these documents are available on our website at the moment, but we are going through the internal processes necessary to get their uploading approved. Those approvals should be finalized by the time you complete your review of our website, and I will send you the links once they are up. If for some unforeseen reason they are not up on the webpage by the time you complete your review, I will be happy to see if we can provide them to you separately.

2. Membership in industry and multi-stakeholder associations



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- Where relevant, please indicate your level of membership with the Electronic Industry Citizenship Coalition (EICC) (see methodology FAQs for details on how the different levels count towards the KnowTheChain benchmark score).
 - EICC Full member
 - EICC Member
 - EICC Supporter member
 - EICC Affiliate Member

We are not a member of the EICC, however, many of our electronics customers are and if requested we provide them with the right to audit us to ensure compliance with the EICC model supplier code of conduct.

- Please also indicate your membership in other industry and multi-stakeholder associations relevant to addressing forced labor in the supply chain.



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Note: Integration of forced labor allegations in the 2018 benchmarks

Our 2018 KnowTheChain benchmarks will evaluate whether companies respond to forced labor allegations in their supply chain, whether they provide remedy, and whether remedy is satisfactory to the victims (see benchmark methodology for details).

We have not identified an allegation regarding your company's supply chains that meets our criteria for inclusion (see methodology FAQs for further details).

Note: Should an allegation arise during our assessment period, to receive the relevant scores, we will invite you to issue a letter of commitment covering the requirements set out under each indicator.