Policies and Standards

Shiseido Group’s Policies and Standards for building an ethical supply chain

Specific Initiatives

Shiseido Group’s specific initiatives for building an ethical supply chain

Efforts toward Building an Ethical Supply Chain

Shiseido's Approach to an Ethical Supply Chain

In recent years, "Business and Human Rights" has been attracting increasing attention as evidenced by the enactment of the Modern Slavery Act in the UK in 2015 as well as the fact that similar legislation is being considered in other countries. Shiseido is also committed to an environmentally and socially ethical supply chain and encourages our business partners to strive for matching performance. We had been actively working to eliminate environmental and labor issues in our business, and took one step further and formulated the "Shiseido Group Policy on Human Rights" in 2017. We are now further promoting ethical business practices, respecting local communities and the global environment.

Policies and Standards

Shiseido has established the “Shiseido Group Procurement Policy” to build an ethical supply chain. Concerning palm oil, paper and pulp, which have been regarded as causing environmental and social issues, we also established the “Shiseido Group Sustainable Raw Materials Procurement Guidelines (2018)” and set our raw material targets for 2020.

It is essential that we cooperate with our business partners to build an ethical supply chain. To this end, Shiseido will review the “Shiseido Group Supplier Code of Conduct” in 2018 to keep its contents up to date with social changes. We are building an ethical supply chain working together with our business partners.

Shiseido Group Procurement Policy

- **Procurement Vision**

  We strive to expand the circle of "inspiring a life of beauty and culture on a global level" through procurement. Through these activities, while maintaining "coexistence with society", we will practice "creation of new value" from a procurement aspect.

  We respect all of our suppliers who share our vision, and work together with them toward each other’s sustained growth.

- **Procurement Way**

  (1) **With Our Consumers**

  We always conduct our procurement activities from the consumers’ perspective, and will achieve optimum cost and excellent quality based on the principle of providing safe and excellent products and services that satisfy our consumers.
(2) With Our Suppliers

・Building a Good Partnership

We conduct procurement sharing the same mission with suppliers with respect to creating new value and striving to make better products. Through that activity, we strive to build trust with suppliers based on high transparency and ethics as a business partner, to evolve and develop each other.

・Fair Purchasing Transactions

We open up wider opportunities to all suppliers who share our vision. In selecting our suppliers, we will make a comprehensive and fair judgment based on clear criteria such as quality, cost, delivery date, service, environmental response and respect for human rights.

・Toward Global Procurement

We conduct procurement activities from a global perspective without being confined to sales and production areas.

・Performance of Contract

We strictly adhere to contracts and rules related to purchasing transactions.

(3) With Society

We comply with all related laws and regulations and act with the utmost respect for rules due to differences in culture and values. We also actively promote sustainable procurement by giving priorities to respect for human rights and consideration for the global environment.

Shiseido Group Sustainable Raw Materials Procurement Guidelines

For palm-derived raw materials, known for their increasing problems involving the environment and human rights at the countries of origin, Shiseido Group Sustainable Raw Materials Procurement Guidelines have been established for the promotion of sustainable procurement as specified in the Shiseido Group Global Procurement Policy.

≪Shiseido Group Sustainable Raw Materials Procurement Guidelines≫

[Palm oil]

For palm-derived raw materials for use in Shiseido products, we will promote the procurement with due consideration of environmental conservation at the place of origin, as well as the respect for human rights.

Goal: By the year 2020, for all palm-derived raw materials for use in Shiseido products, we will accomplish procurement with due consideration of environmental conservation at the place of origin, as well as the respect for human rights, by procurement of RSPO-certified materials. In addition, the Shiseido Group factories will acquire RSPO’s supply chain certification.
Shiseido Group Supplier Code of Conduct

Shiseido aims to realize its Mission: "We cultivate relationships with people; we appreciate genuine, meaningful values; we inspire a life of beauty and culture" - and works on research, development, manufacturing, and sales of high quality, secure, and safe products and services. We consider every supplier a partner who will create new value with Shiseido and aim to realize sustainable development and highly ethical standards together.


Our business partners in Japan and overseas that fall within the scope of the Shiseido Group Supplier Code of Conduct are required to sign the Code. Business partners are closely monitored through questionnaires and regular audits. In the unlikely event that a violation of the Shiseido Group Supplier Code of Conduct is identified, Shiseido will strictly request remedial action and provide corrective guidance and support. In addition, we have established a "Business Partner Hotline" in Japan to receive feedback from business partners. (No report was made in fiscal 2017.)

Recent years have seen increasingly serious social and environmental issues, and companies have been under strong pressure to not only comply with the laws and regulations of each country but also to respect international conventions and rules and to make a stronger commitment to realizing a sustainable society, particularly to promoting respect for human rights with the suppliers forming their supply chain.

We revised this Code in April 2018 by enhancing some stipulations such as respect for human rights in order to accommodate these social demands.
Shiseido Group Supplier Code of Conduct

Foreword

Recent years have seen increasingly serious social and environmental issues, and companies have been under strong pressure to not only comply with the laws and regulations of each country but also to respect international conventions and rules and to make a strong commitment to realizing a sustainable society with the suppliers forming their supply chain. The Shiseido Group will utilize its best endeavours to provide products and services that offer peace of mind and safety to customers and that are friendly to both society and the environment, while also conducting its business operations in a sincere manner as it strives to achieve a sustainable society.

In order to achieve this end, it is essential for the Shiseido Group to collaborate with our suppliers, who are our business partners, in order to commit ourselves towards a sustainable society through our procurement activities. The “Shiseido Group Supplier Code of Conduct” specifies the non-negotiable minimum code of conduct that the Shiseido Group requests its suppliers and subcontractors to respect and follow, when they engage in transactions with the Shiseido Group.

Suppliers are requested to comply with the “Shiseido Group Supplier Code of Conduct” after having read and understood the purpose and contents of this Code.

The standards stated herein have been set forth for the purpose of protecting the rights of and responding to the demands of workers in the supply chain, including migrant workers and home workers.

I. Applicable Scope

Suppliers who are engaged in transactions with the Shiseido Group are requested to comply with this Code.
In addition, suppliers are also expected to require their subcontractors who are involved in business related to the Shiseido Group to comply with the same standards as those set forth herein.

II. Operation

The Shiseido Group selects suppliers who will comply with the matters set forth in this Code. Even after the commencement of transactions, the Shiseido Group will determine whether or not to continue transactions based partly on the compliance with this Code.

III. Inspection

Upon receiving a request from the Shiseido Group, suppliers shall answer questionnaire surveys, accept on-site inspections, submit related materials and records, and otherwise meet the Shiseido Group’s requests, so as to enable the Shiseido Group to confirm the compliance with this Code.

IV. Reporting of Violations / Corrective Measures

At the time when a supplier becomes aware of any violation of this Code (including becoming aware of the possibility thereof: the same shall apply hereinafter in this Article), it shall immediately inform the Shiseido Group thereof. If any violation is acknowledged, the supplier must formulate a plan to correct such violation and conduct suitable corrective measures, as well as reporting the status of such correction to the Shiseido Group on each occasion. An agreement entered into with the Shiseido Group may be cancelled depending on the contents of the violation.
I Legal Compliance

Suppliers shall comply with all applicable laws and regulations of the countries and territories in which suppliers conduct their business operations. Suppliers shall strive to comply with industry standards and international standards regarding fair business operations, human rights, labor and the environment.

※ The OECD Guidelines for Multinational Enterprises, the fundamental provisions of the ILO Conventions, the United Nations Global Compact 10 Principles, the United Nations Declaration on the Rights of Indigenous People, the United Nations Guiding Principles on Business and Human Rights, ISO26000 (Corporate Social Responsibility), etc.

II Anti-Corruption

1. Prohibition of Bribery and Corruption

Suppliers shall not pay or receive any bribes, kickbacks, illegal gratuities, etc., to or from any administrations, officials, or business partners, including, without limitation, the Shiseido Group.

In addition, suppliers shall not make any facilitation payments (i.e., the payment of a small amount, not based on applicable laws and regulations, in order to expedite administrative procedures such as customs clearance or visa acquisition).

2. Prohibition of Unfair Provision of Gifts and Entertainment

Suppliers shall not provide or receive gifts or entertainment in an unfair manner or in a manner that may cause suspicion regarding fairness, to and from administrations, officials, or business partners, including, without limitation, the Shiseido Group, for the purpose of influencing contracts or the contents of transactions, either directly or through a mediator.

3. Prohibition of Improper Transactions

Suppliers shall not engage in private monopolies, undue restrictions on transactions such as cartels, or any other acts which may prevent free and fair competition.

4. Protection of Intellectual Property, Confidential Information, and Personal Information

Suppliers shall not infringe upon any intellectual property rights of the Shiseido Group or any third party.

In addition, suppliers shall appropriately protect and shall not use for any improper purposes, confidential information (including insider information and business secrets) and personal information (including those of customers and employees) which are handled by the suppliers themselves or the Shiseido Group.

5. Publication of Information

If a supplier becomes aware of any events which raise doubts as to the quality, safety, efficacy, etc., of the supplier’s products or services, the supplier shall promptly disclose appropriate and sufficient information there on to the Shiseido Group.
III Respect for Human Rights

1. Prohibition of Discrimination
Suppliers shall not discriminate in any way against their employees in hiring practices or treatment in relation to remuneration, promotion, termination of employment, etc., on any basis, including, without limitation, race, skin color, gender, age, language, financial status, nationality, national origin, religion, ethnic or social origin, membership or non-membership of a labor union, political or other opinion, beliefs, disability, marital status, health conditions, pregnancy, sexual orientation and gender identity.

2. Prohibition of Abuse and Harassment
Suppliers shall respect the human rights of their employees and shall not inflict abuse, corporal punishment, psychological, physical, or sexual harassment or other forms of intimidation thereon.

3. Prohibition of Forced Labor and Human Trafficking
Suppliers shall not be involved, in any way, in any forced labor, including labor under conditions of slavery, labor with physical or psychological constraint, and human trafficking.
In hiring their employees, suppliers shall explain the employment conditions so that employees will be able to enter the suppliers based on their own discretion after having fully understood such conditions. Further, suppliers shall grant their employees the right to freely leave their employment with the supplier.
In relation to employment conditions, suppliers shall comply with all applicable labor-related laws and regulations of the countries and territories in which suppliers conduct their business operations, and shall agree to conditions under which human rights are respected. Further, suppliers shall provide a document to employees which sets forth the contents and conditions proving their respect of human rights, written in a language understandable to the employees.
Unless otherwise set forth in the laws or regulations, suppliers shall not restrict the free behavior of their employees, including by way of unduly imposing fees or advance payments relating to their employment, or confiscating or destroying passports, identification documents or work permits, etc.

4. Prohibition of Child Labor
Suppliers shall not employ children who have not yet reached the highest age among (i) 15 years of age; (ii) the age for completing compulsory education; and (iii) the minimum working age stipulated in local laws or regulations; provided, however, that, in the case of minor labor which will not cause any harm to the health or development of children, which will not prevent children from the opportunity to seek education, and which is permitted in accordance with the local laws and regulations, employment of children aged from 13 to 15 shall be permitted.
Suppliers shall not cause children to engage in any labor which may have a physically, psychologically, socially or morally adverse effect on children. In addition, suppliers shall take sufficient care to ensure that there will not be any prevention of the opportunity for education to be provided to children.
5. Compliance with Labor-Related Laws and Regulations

Suppliers shall comply with all applicable labor-related laws and regulations of the countries and territories in which suppliers conduct their business operations.

Suppliers shall pay wages in an amount equal to or greater than the minimum wage stipulated by local laws or regulations. In this regard, suppliers shall take into consideration the wage level to ensure that the wages paid will be at a level necessary for employees and their family members to live with human dignity. In addition, suppliers shall pay overtime allowance and other allowances, etc., in accordance with the laws and regulations of each country and territory. Suppliers shall also execute employment agreements with workers in writing, which will set forth the conditions for their employment, as well as confirm that all workers are aware of their legal rights and obligations.

6. Freedom of Association and Collective Bargaining

Suppliers shall respect the right of their employees to form a labor union, to join or not join a labor union, and to engage in collective bargaining with suppliers, and shall not discriminate against their employees based on the exercise of such rights.

7. Respect for the Rights of Indigenous People

Suppliers shall respect the land rights, culture, custom, and religion of indigenous people and shall conduct their business operations based on such respect. Suppliers shall respect the traditional knowledge and the rights in relation to genetic resources of indigenous people, and shall strive not to exploit the interests of indigenous people in a one-sided manner.

8. Migrant Workers

Suppliers shall treat migrant workers in the same capacity as local workers. In addition, suppliers shall treat foreign workers and migrant workers in a just manner, and provide such workers with transparent employment conditions as well as good working and living conditions.

Suppliers shall also: (i) reimburse migrant workers’ employment-related commissions, etc.; (ii) not hire any illegal migrant workers; (iii) neither confiscate ID documents of migrant workers nor keep migrant workers’ money in trust; and (iv) understand the scope of this Code includes workers employed through an agency or contractor.
IV Safe and Healthy Working Environment

1. Safe and Healthy Facilities
Suppliers shall design and construct facilities taking into consideration the safety and health of their employees, and shall maintain the safety of their facilities through regular confirmation of the structural integrity of the facilities and conducting repair work. Within the facilities, suppliers shall maintain hygiene and provide their employees with, at a bare minimum, safe drinking water and toilets. The same standards shall apply to supplier-provided dormitories for the employees.

2. Prevention of Workplace Injuries and Illnesses
In regard to physically severe labor, the handling of hazardous substances and chemicals, and inherently risky labor, such as the use of production machinery, suppliers shall adopt procedures to enable the avoidance of any risks to the extent possible, and shall provide their employees with necessary protective wear, as well as education on safety measures in advance, in order to prevent any occurrence of workplace injuries and illnesses.

3. Disaster Prevention Measures
As part of their disaster prevention measures, and in preparation for emergencies such as fire and natural disasters, suppliers shall secure fire prevention measures and emergency routes and cause their employees to be thoroughly informed of the same. The same standards shall apply to supplier-provided dormitories for employees.

V Protection of the Environment
Suppliers shall comply with all environment-related laws and regulations applicable to the countries and territories where suppliers conduct their business operations. Suppliers shall recognize the importance of preserving the environment, and, through their business activities, shall maintain a proactive stance toward such preservation and work to contribute to the development of a sustainable society through measures such as preserving biodiversity, controlling greenhouse gas emissions, reducing waste materials and drainage, conserving resources, recycling, and preventing pollution. Suppliers shall recognize the importance of preserving the environment and shall endeavor to conduct environmentally friendly business management, including measures such as preserving biodiversity and controlling greenhouse gas emissions in all phases from the use of resources to the control of waste materials.
VI Quality Assurance and Securing Traceability

Suppliers shall provide products and services that satisfy the quality and safety standards set forth in all laws and regulations of the countries and territories in which suppliers conduct their business operations, as well as complying with the contracts entered into with the Shiseido Group, and shall strive to grasp the origins of raw materials used for the products which are to be delivered to the Shiseido Group.

VII “Whistle-Blower Protection” Measures

Suppliers shall accept whistle-blowing and complaints from their employees, shall make sure to protect their employees from possible retaliation from the suppliers and persons against whom the relevant whistle-blowing was made, and shall take appropriate measures to rectify the status and conditions against which such complaints are made, while always taking the privacy of whistle-blowers into consideration.

VIII Subcontractors’ Compliance with this Code

Suppliers shall request their subcontractors involved in the business related to the Shiseido Group to comply with the same standards as those set forth herein. If the Shiseido Group deems it necessary, suppliers shall confirm their subcontractors’ compliance herewith and report the same to the Shiseido Group.

Revisions

The Shiseido Group shall revise the contents of this Code according to changes over time and demands from society, and shall publish the revised Code on the Shiseido website and inform its suppliers of the same. The obligations of Suppliers shall continue to exist after the revision of this Code, and suppliers are therefore requested to continue to comply with the revised Code. Should you have any questions or opinions regarding the revised contents, please do not hesitate to contact your local Shiseido Group member company.

<Revision History> Established in March 2006
Revised in May 2010
Revised in December 2011
Revised in April 2018
Specific Initiatives

In all business practices, including the procurement of raw materials, Shiseido acts with due consideration of developing together with society while promoting human rights and protection of the environment. We are working on the following to achieve sustainable procurement and fulfill our corporate social responsibility.

Initiatives toward Sustainable Procurement of Palm Oil

Palm oil, an ingredient in cosmetic products, is mainly produced from oil palms in Southeast Asia. It is essential for us to protect the environment of palm oil production areas as well as respect the human rights of people working on the farms in order to establish an ethical supply chain. Shiseido joined the RSPO (Roundtable on Sustainable Palm Oil) and formulated the Shiseido Group Sustainable Raw Materials Procurement Guidelines to procure palm oil and palm kernel oil with due consideration of the environment and society. Also, we are promoting the acquisition of RSPO supply chain certification*1 at factories of the Shiseido Group. Through these efforts, we are promoting the switch to sustainable procurement of palm oil.

Initiatives

| 2018 | - Regarding the sustainable procurement of palm oil and palm kernel oil, we are formulating the Shiseido Group Sustainable Raw Materials Procurement Guidelines and publishing the targets to be achieved by 2020.  
| - Holding dialogue with palm oil farmers in Indonesia  
| - Acquiring RSPO supply chain certification at the Shiseido Kuki factory and Shiseido Vietnam Inc. |
| 2 | - Holding dialogue with palm oil farmers in Malaysia  
| - Acquiring RSPO supply chain certification at the Shiseido Kakegawa factory |
| 2 | - We have been supporting the production of RSPO-certified sustainable palm oil by purchasing Book & Claim system*2 certificates representing an equivalent volume of all palm oil and palm kernel oil used by the Shiseido Group. |
| 2 | - We have been participating in the "RSPO: Roundtable on Sustainable Palm Oil," which was established with the aim of conserving the environment and promoting and operating a sustainable palm oil industry. |

*1 RSPOs supply chain certification: Certifying that the mechanism of securely supplying RSPO certified raw materials is in good order.

*2 Book & Claim system: A system for trading the output of palm oil and palm kernel oil produced at RSPO-certified plantations as certified credits. The system has the same structure as green electricity, which means that the purchase of certificates is recognized as the purchase of RSPO-certified oil.
Initiatives toward Sustainable Procurement of Mica

Cases of suspected child labor have come to light regarding Indian mica, an ingredient in cosmetic products. In 2017, Shiseido joined the Responsible Mica Initiative (RMI) aiming toward the solution of a responsible Indian mica supply chain.

Risk Assessment of Raw Materials

Social Risk Assessments for Introducing New Raw Materials

Shiseido is proceeding with social risk assessment of the raw materials we use in order to understand issues relating to human rights and labor in the supply chain in the procurement of raw materials. After analyzing palm oil using the Social Hotspots Database (SHDB) of the nonprofit organization New Earth, we found that the size and type of risks vary by country of origin. We will establish a tool to select social risks by examining raw materials other than palm oil with the SHDB and use it when introducing new raw materials in the future. We will manufacture products our customers can use with the assurance of an ethical background by assessing risks by raw material and appropriately managing them.

Sedex Membership

Shiseido joined Sedex in August 2017 with the intent of building an ethical supply chain based on trust and cooperation with our business partners. Sedex is a global platform which manages human rights, labor, environmental impact, and ethical information with regard to companies. In 2017, the Shiseido Group also registered its Kakegawa factory. The factory carried out self-evaluation regarding respect for human rights and environmental protection, and we will continue to register our factories with Sedex, and make the most of its platform to further promote initiatives for the supply chain in the future. In the third quarter of 2018, we conducted a questionnaire among about 300 companies aimed at investigating actual conditions. Based on the results, we are starting to discuss our approach according to the current situation with a view to using Sedex regarding business and human rights.

Employee Training regarding Business and Human Rights

Human rights issues cover a wide variety of problems. The HR Department, Risk Management Department, and Sustainability Department are making efforts in cooperation with each company in the Shiseido Group to help employees deeply understand respect for human rights and reduce the risks of violation through periodic training regarding business and human rights.
Performance

<table>
<thead>
<tr>
<th>Training</th>
<th>Theme</th>
<th>Attending parties</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar.-May 2018</td>
<td>Human rights promotion</td>
<td>Basic education about business and human rights</td>
<td>Human Rights Promotion Committee members of each department in the Shiseido Group in Japan</td>
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<tr>
<td>Aug. 2017</td>
<td>Responsible procurement</td>
<td>Procurement of raw materials considering human rights, corporate social responsibility</td>
<td>Purchasing department, Sustainability department</td>
</tr>
<tr>
<td>Jul. 2017</td>
<td>Human rights promotion/Corporate ethics</td>
<td>Basic education about business and human rights</td>
<td>All corporate officers of Shiseido Co., Ltd., and Shiseido Japan Co., Ltd.</td>
</tr>
</tbody>
</table>

Please see "Human rights promotion (Education)" for additional human rights promotion training.

Dialogue with Stakeholders

To achieve sustainable and responsible procurement and respect for human rights in all business practices, we engage in dialogue with various stakeholders about both aspects of the environment and society and make efforts for sharing and solving issues.

In August 2018, we participated in the Stakeholder Engagement Program organized by Caux Round Table Japan in Indonesia in order to understand human rights issues in the procurement of palm oil. We deepened our understanding of the risks that result in human rights violation and labor issues through dialogue with the NGO and NPO, as well as small-scale palm oil farmers. Shiseido will reflect these discussions with various stakeholders in the ethical supply chain to become a company that fulfills its responsibility with respect for human rights.

In September 2018, we engaged in dialogue with human right experts (the Danish Institute for Human Rights, Institute for Human Rights and Business, and Verisk Maplecroft), and received advice about how to advance due diligence regarding human rights in Shiseido. We will apply these findings in future efforts.
## Initiatives in 2018

<table>
<thead>
<tr>
<th>Name (host/-co-host)</th>
<th>Venue</th>
<th>Stakeholders</th>
<th>Main theme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May-Jul. 2018</strong></td>
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</table>
| Stakeholder Engagement Program (Nippon CSR Consortium) | Japan | Companies, NGO, NPO | Understanding and practicing “United Nations Guiding Principles on Business and Human Rights” by companies  
Identifying important human rights issues for each industry |
| **Aug. 2018**       |       |              |            |
| Stakeholder Engagement Program (CRT Japan) | Indonesia | Field work: Small-scale palm oil farmers in Indonesia, companies, NGO (Photo 1)  
Workshop: Companies, NGO | Human rights issues in the palm oil industry in Indonesia |
| **Sept. 2018**      |       |              |            |
| Global Stakeholder Engagement Program (CRT Japan) | Japan | Human rights experts, NGO, companies that participated in Stakeholder Engagement Program in Thailand, Malaysia, Indonesia, and Japan | Consideration and key points of business and human rights in South-east Asia |
| **Sept. 2018**      |       |              |            |
| 2018 International Conference regarding Business and Human Rights, Individual dialogue (CRT Japan) | Japan | Human rights experts (Danish Institute for Human Rights, Institute for Human Rights and Business, Verisk Maplecroft) (Photo 2) | Exchanging opinions about how to advance due diligence regarding human rights in Shiseido |
### Initiatives in 2017

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<td><strong>May 2017</strong></td>
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<tr>
<td>Stakeholder Engagement Program (CRT Japan/Global Compact Network Malaysia)</td>
<td>Malaysia</td>
<td>Small-scale palm oil farmers in Malaysia, companies, NGO</td>
<td>Considering the environment and society in the procurement of palm oil in Malaysia and present conditions</td>
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<tr>
<td></td>
<td>Malaysia</td>
<td>Government-affiliated companies, NGO</td>
<td>Considering human rights of migrant workers in Malaysia</td>
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<td><strong>Jun.-Jul. 2017</strong></td>
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<td>Companies, NGO, NPO</td>
<td>Connection between business practices and human rights, important human rights issues, importance of business practices considering human rights, and identifying important human rights issues for each industry</td>
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<td><strong>Sept. 2017</strong></td>
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<td>Global Stakeholder Engagement Program (CRT Japan)</td>
<td>Japan</td>
<td>Human rights experts, NGO, NPO, companies that participated in dialogue with stakeholders in Thailand, Malaysia, and Myanmar</td>
<td>Consideration and key points of business and human rights in Southeast Asia</td>
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<td><strong>Sept. 2017</strong></td>
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<tr>
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<td>Japan</td>
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<td>Exchanging opinions about how to advance due diligence regarding human rights in Shiseido</td>
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