

# Yokohama Tire Manufacturing Virginia, LLC (YTMV)

## Business activities

Production of tires for passenger cars and light trucks

## Total site area

243,000m<sup>2</sup>

## Number of employees

740 (as of January 1, 2020)

## Location

1500 Indiana Street, Salem, VA 24153

## Contact for consultation and complaints

Tel: +1-800-433-9851 (Toll free number, available only in the United States)

Director, EHS. Neil Dalton

e-mail: [Neil.Dalton@yokohamatire.com](mailto:Neil.Dalton@yokohamatire.com)



## Message from the President



Tetsuro Murakami

Yokohama Tire Manufacturing Virginia (YTMV) continues to build CSR foundations that can win people's trust, aiming to proactively make a positive contribution not only to the local community, but globally as well.

To that end, following the standards prescribed in ISO 14001:2015, and in line with the CSR policy that forms a key aspect of Yokohama Rubber's basic philosophy, YTMV are implementing ongoing improvement in order to maintain its position as an important production facility within the North American region. We are committed to ensuring the safety of all the people who work in or live near our plant as well as safeguarding their environment.

This company is focused on being a sustainable business, and we are promoting measures to reduce our energy consumption, to minimize the amount of any waste that we generate, and ensure our full compliance with all municipal, state and federal regulations.

We aim to achieve harmony between our operations and the environment, and to contribute to the building of a sustainable society. We think implementing both of these represents our goal and our responsibility.

In the future, while working to safeguard the environment and natural resources in line with Yokohama Rubber's basic philosophy, we will also be working to put in place the sustainable foundations needed to support the growth of our business and its products.

## Organizational Governance

For fiscal 2019 as well, the slogan of our action plan is "Input Activities = Achieved Output Results". We shall continue to place an emphasis on communication and teamwork, and conduct initiatives that are aimed at achieving targets as has been the case up until now.

In 2020, we shall focus on strengthening a range of company activities, and place importance on working to minimize any impact on the environment thus both contribute to the protection of the global environment and to promote human happiness.



## Human Rights

All employees receive education and training on the Yokohama Rubber Action Guidelines that stipulate the protection of human rights in order to prevent unethical behavior and harassment.

Computer Based Learning Lessons (CB2L's) are used to this end.

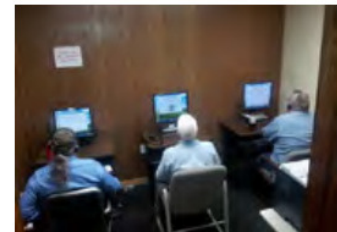
Lessons are composed of multiple slides that consist of mini quizzes that explain the policy, and a test on the level of understanding is conducted at the end of each session.

All employees are required to pass tests with a score of 80 or higher.

YTMV maintains an "open door" policy with respect to all employees.

Internal complaint handling procedures have been established and made as easy to use as possible; where employees feel that they have been treated unfairly in the workplace, we provide opportunities for them to raise their concerns and have them resolved.

In addition, we have reached agreement with our union regarding employment contracts that are free from discrimination with respect to the issues of race, religion, skin color, gender, age, and nationality, as stipulated in both state and federal law.



Computer based learning lessons

## Labor Practices

### Equal employment opportunity

YTMV is committed to providing equal employment opportunities for people who are interested in working for the company. We implement an equal employment opportunity (EEO) policy with respect to all terms and conditions of employment.

In 2019, the Human Resources Department organized training by interview for all managers and employees regarding employment in accordance with the requirements of employment legislation.

The training addressed issues including the areas to which equal opportunity legislation applies (including race, gender, religious beliefs, age, etc.), as well as physical and mental disability, and the utilization of company provided accommodation, etc. The training was successful in strengthening employees' understanding of such issues.

We will listen to employees' views regarding ideas for improving employment interviews, to strengthen the relationship between the company and its employees.



## Safety and health

Our Safety Management Department has clarified that protecting the health and safety of employees is its top priority again for fiscal 2019, and it conducts its activities based on that priority. That is reflected in active initiatives that include weekly risk assessments, meetings with department administrators, and many audit programs.

- New hire training and regular follow up sessions
- Training during workplace transfers
- Training of external contractors
- Emergency contact training for use during incidents
- Emergency transport training for use during incidents
- PIT (vehicle) training
- Lockout/Tag out training
- Thirty-hour OSHA mandated training
- Environmental management training
- Everyday kiken yochi (KY) and training upon the commencement of operations.

In addition to the types of education and training mentioned, concerning both YTMV's business units and all the various processes in which they engage, we are always promoting improvements with respect to our equipment and facilities, all of which have been equipped with protective and safety devices. Concerning the personal protective equipment that is issued to all employees, it is always kept in a ready state so that it can be used immediately. Additionally, both its wearing and usage is actively promoted and managed. Whereby accidents occur, thorough investigations are conducted, and various forms of response are suggested and then executed, with subsequent follow-ups also undertaken. More than anything else, it is important to us that our employees are able to return home safely after completing their work.

## Emergency response

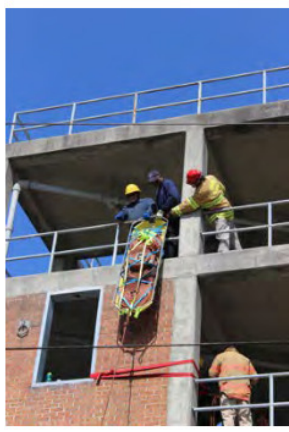
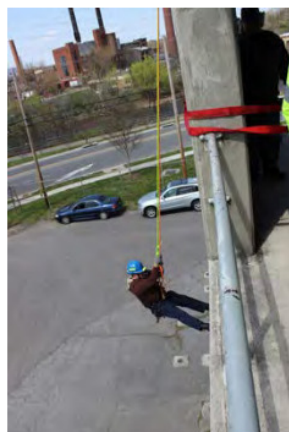
Emergency response vehicles are available 24 hours a day in order to respond to various medical emergencies that may occur in the workplace. The company has also organized a highly-skilled emergency rescue team with 24 team members, who have received training in order to be able to respond to a variety of situations including rescues from narrow spaces and heights. We conduct regular drills for responding to fires and emergencies as part of raising awareness among all employees. Below are photos of emergency response drills in 2019.



Fire hose drills



Fire drills



Various types of annual drills for emergencies

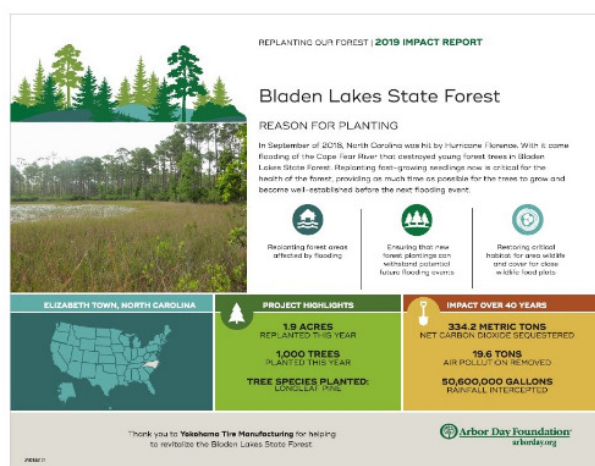
# The Environment

## Recycling of waste

In 2019, YTMV revised the method of recycling of all paper, aluminum cans, bottles, and cardboard throughout the facility. YTMV established sorting stations in breakrooms and common areas for employees to discard recyclable materials. In 2020, YTMV will be monitoring the progress of recycling in order maximize the amount of waste materials being recycled from the facility.

## YOKOHAMA Forever Forest Project

In 2017, YTMV concluded its onsite Forever Forest Project activities (those taking place within the grounds of the company). In 2019, in collaboration with the Arbor Day Foundation, YTMV donated 1000 trees to the Bladen Lakes State Forest in eastern North Carolina that was impacted by Hurricane Florence in 2018. During the hurricane, flooding destroyed young forest trees in the Bladen Lakes State Forest. See impact report below:



## Environmental data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		1,604	1,332	1,307	1,509	1,509
Proportion sent to landfill (%)		1.4	0.0	0.0	0.0	0.0
Landfill waste (t)		23	0.0	0.0	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	19,025	16,790	16,728	16,776	16,549
	Fuel	9,792	8,783	8,915	9,109	8,553
	Total	28,817	25,574	25,643	25,885	25,102
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		60.3	53.5	49.1	49.5	48.0
Water usage (1,000m <sup>3</sup> )		143	131.7	135.8	140.5	137.4

※FY: January to December

※Greenhouse gas emissions were calculated based on the Greenhouse Gas Protocol Initiative.



## Wastewater management

The company thoroughly enforces wastewater management, and it has been in compliance with legal standards for seven consecutive years.

On the basis of that achievement in 2019, YTMV once again received plaudits from the Western Virginia Water Authority and secured a Platinum Award in the Virginia Water Environment Association's Industrial Waste and Pretreatment Environmental Excellence Awards.



Sampling equipment purchased for voluntary sampling

## Biodiversity conservation activities

With the aim of improving our biodiversity activities and making a positive contribution toward the ecosystems and the environment in the vicinity of the plant, our company launched two biodiversity protection projects in 2015, and continued to implement these activities in 2019.



## Bluebird conservation activities

The Virginia Bluebird Society was established in 1996. Its purpose is to provide habitat for bluebirds to raise their young and to limit the decline of the species.

The company has participated in these activities since the third quarter of 2015.



Observing birdhouses

## River water quality monitoring program

YTMV monitors the water quality of the Roanoke River that flows downstream from the company, and gathers data on 2-4 times a year. By working together with the state of Virginia in these activities and providing information on the soundness of local river ecosystems, it is possible to take the measures necessary for restoring waterways in Virginia.

Surveys are conducted on a quarterly basis by a monitoring team at specified areas of the Roanoke River that consist of stretches of about one mile where the company could potentially have an impact on the water quality of the Roanoke River.



Water quality survey

## Environmental measures

### Environmental Excellence Platinum Award

On March 7, 2018, YTMV received a Platinum Award in the Virginia Water Environment Association's Industrial Waste and Pretreatment Environmental Excellence Awards, for having maintained compliance with all pollution prevention, waste reduction, and operating permit requirements for seven consecutive years; YTMV was nominated for the Award by the City of Salem in Roanoke, Virginia, and by the Western Virginia Water Authority.



### Virginia Environmental Excellence Program (VEEP)

The Virginia Environmental Excellence Program (VEEP) is a program launched by the Commonwealth of Virginia (the Virginia state government) to encourage facilities located within Virginia to make environmental improvements that go beyond the minimum statutory requirements. In the fourth quarter of 2017, YTMV's VEEP status was upgraded to E4 (Extraordinary Environmental Enterprise), the highest level that a business enterprise can attain under VEEP. The benefits of having E4 status include an enhanced profile within the local community, reduced handling charges for special permits, and regulatory incentives, etc.

Throughout 2019, and into 2020 as well, YMTV has been able to maintain its E4 status within the VEEP Program.

## | Fair Operating Practices

### Chemical substance management

All materials used within the plant are in compliance with Yokohama Rubber's list of prohibited chemical substances and in line with the Green Procurement Guidelines.

Safety data sheets (SDS) are continuously maintained for each material; and updated using the web system (Sitehawk).

## | Consumer Issues

### Customer visits

The company has systems fully in place to welcome visits from customers at any time.



## Community Involvement and Development

### Community interaction and volunteering activities

#### Blue Ridge Kite Festival of the Salem-Roanoke County Chamber of Commerce

On April 14, 2018, YTMV participated in the Blue Ridge Kite Festival organized by the Salem-Roanoke County Chamber of Commerce. More than 10,000 people attended the event, which provided a marvelous opportunity for spreading awareness regarding Yokohama Tire Manufacturing Virginia.



### Regional donations

During fiscal 2019 as well, the company and its employees continued to make donations to local charities and organizations.

#### Apple Ridge Farm

(which supports underprivileged children)



#### United Way

(which supports education, households, healthcare and the environment in the Roanoke region)



#### American Red Cross

(support for areas affected by hurricane damage)



# Yokohama Tire Manufacturing Mississippi, LLC (YTMM)

## Business activities

Production of radial tires for truck and bus

## Total site area

2,000,000㎡

## Number of employees

702 (as of January 2020)

## Location

1 Yokohama Boulevard, West Point, MS 39773

## Contact for consultation and complaints

+1-800-423-4544 x6936 (Toll free number, available only in the USA)

YTMM Manager, EHS. Cornell Nelson

e-mail: [Cornell.Nelson@yokohamatire.com](mailto:Cornell.Nelson@yokohamatire.com)



## Message from the President



Hikomitsu Noji

Yokohama Tire Manufacturing Mississippi (YTMM) aims to realize Yokohama Rubber's corporate vision of building a trusted identity as a contributing member of the global community. As such, we strive to achieve harmony between our manufacturing operations and the needs of the environment and society.

YTMM is contributing to the building of a sustainable society by promoting measures to reduce energy consumption and the amount of waste generated. We are recycling materials such as plastics and educating employees on how they can contribute to reduced CO2 emissions by reduce, reuse, recycle initiatives.

We are committed to a workplace that prioritizes employee safety and peace of mind.

All YTMM employees are taught and empowered to use stop, call, wait when they discover an anomaly. Increased use of 3S has led to a reduction of occupational accidents, with no lost time accidents reported in 2019.

As one of the largest employers in our local area, YTMM strives to create a workplace environment that allows employees to work in a safe and healthy manner, thus feeling secure to perform to the best of their abilities. We strive to be the employer of choice in our local community and for employees to be proud of their association with Yokohama. As our slogan says, "we are Team Mississippi."



## Organizational Governance

In 2020, we shall focus on strengthening all our company activities by performing TPM as the foundation. Our mission will be to use continuous improvement to drive down key metrics of machine downtime and scrap by using the PDCA methodology. Our vision is to be a strong and independent company by year end 2022.



Vision for 2022

## Human Rights

All employees receive education and training on the Yokohama Rubber Action Guidelines that stipulate the protection of human rights in order to prevent unethical behavior and harassment.

YTMM maintains an "open door" policy with respect to all employees. Internal complaint handling procedures have been established and made as easy to use as possible; where employees feel that they have been treated unfairly in the workplace, we provide opportunities for them to raise their concerns and have them resolved.

YTMM employment is free from discrimination with respect to the issues of race, religion, skin color, gender, age, and nationality, as stipulated in both state and federal law.

## Labor Practices

### Equal employment opportunity

YTMM is committed to providing equal employment opportunities for people who are interested in working for the company. We implement an equal employment opportunity (EEO) policy with respect to all terms and conditions of employment.

### Safety and health

All leaders must understand our goal of Zero Lost Time incidents.

New equipment safety assessments will be done prior to equipment being released to production.

The leadership team will provide training to 100% of supervisors in risk management.

We will conduct risk assessment to address our different heat source risk and eliminate that risk.

Complete FM Global capital investment projects to reduce risk of fire.

### Hazard Prediction

HP activity were performed for all levels.

Use HP activity at the beginning on the shift to identify workplace hazards.

Mill certification and recertification is mandatory for all mill operators.

Executive Safety Audits were used to confirm direction and success of YTMM safety program.



The weekly Safety briefs that were sent out during the month included:

"Incident Pyramid" – To eliminate the recordable and life changing injuries you need to reduce the near misses and unsafe acts.

"Safety Lifting Techniques" PowerPoint – Covered the basics of lifting and how they reduce risk from injury.

"Little Things Count" – covered Little things do count and if we take a few minutes to pay attention to all the potential hazards around us we can prevent serious injuries from happening to ourselves and other employees.

## Emergency response

The company has also organized an emergency rescue team with 20 team members, who have received training in order to be able to respond to a variety situations.



100% of plant employees trained in DOJO safety.



All Fire and sheltering drills were completed during FY 2019.

## The Environment

A Surveillance 1 visit was conducted to assess the implementation and effectiveness of the EMS and determine suitability for continued certification. A sampling approach was used to assess the organizations system processes and practices to ISO 14001:2015.

The sample taken did identify additional opportunities to improve and no nonconformities. No action is required at this time. Recommendation is made for continued certification.

## Yokohama Clean-up the World Day 2019

More than 400 eco-pledge forms and 200 eco-posters were submitted.





## Environmental data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		—	—	—	—	8,387
Proportion sent to landfill (%)		—	—	—	—	0.0
Landfill waste (t)		—	—	—	—	0.0
Energy use (oil equivalent: kl)	Electric power	—	—	—	—	15,167
	Fuel	—	—	—	—	5,444
	Total	—	—	—	—	20,611
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		—	—	—	—	38.3
Water usage (1,000m <sup>3</sup> )		—	—	—	—	197.0

※FY: January to December

※The calculation of emissions from overseas business locations has been based on the Greenhouse Gas Protocol Initiative.

## Wastewater management

The company thoroughly enforces wastewater management, and it has been in compliance with legal standards for five consecutive years.

## Fair Operating Practices

### Chemical substance management

All materials used within the plant follow Yokohama Rubber's list of prohibited chemical substances and in line with the Green Procurement Guidelines.

Safety data sheets (SDS) are continuously maintained for each material; and updated using the web system (Site hawk).

## Consumer Issues

### Customer visits

The company has systems fully in place to welcome visits from customers at any time.

## Community Involvement and Development

### Community interaction and volunteering activities

YTMM employees volunteer at local non-profit charities.

## United Way – Day of Caring



### Regional donations

During fiscal 2019, the company and its employees continued to make donations to local charities and organizations.



# Yokohama Industries Americas Inc. (YIA)

## Business activities

Production and sale of hose assemblies for auto air-conditioners, power steering units and transmission oil coolers, and adhesives products

## Total site area

YIA Inc. (DIV.1, DIV.2) 21,400m<sup>2</sup>

YIA South Carolina LLC. (DIV.3) 11,200m<sup>2</sup>

YIA Ohio Inc. (DIV.5) 12,820m<sup>2</sup>

YIA Mexico (DIV.6) 9,300m<sup>2</sup>



## Number of employees

1,260 (as of February 2020)

## Location

Versailles Plant 105 Industry Drive, Versailles, KY 40383, U.S.A.

## Contact for consultation and complaints

Tel: +1-859-879-2812 Fax: +1-859-873-8943

E-mail: [Mindie.DeShong@yokohamaia.com](mailto:Mindie.DeShong@yokohamaia.com)

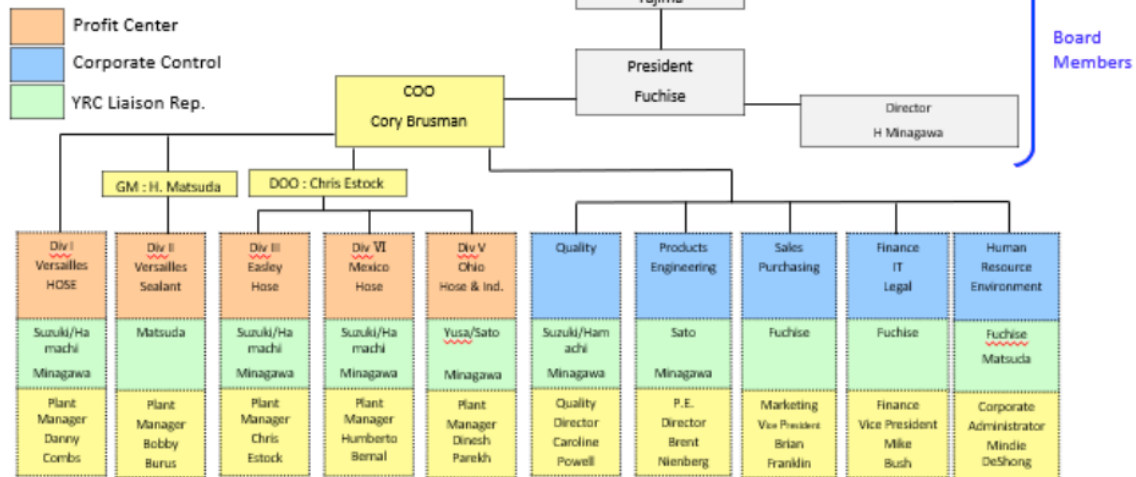
## Message from the Chief Operating Officer



Cory Brusman

Yokohama Industries Americas strives to continuously improve in all aspects of our company to benefit our customers, employees and our communities. We continuously look for ways that will create value while providing a safe workplace that minimizes our impact to our environment. YIA's management is committed to spending the time and resources to find the right solutions to effectively meet the needs of all our stakeholders without compromising our responsibilities.

Our "EARTH" slogan spells out how we approach our duty to our environment. Environmental "Excellences Achieved and Realized Through Heightened" Awareness.



Responsibility &amp; Authority Matrix

	Profit			Quality		Engineering		Marketing		Finance		Administration	
	Div Profit	Corp Profit	Consolidated Profit	Div Quality	Corporate Quality	Div Engineering	Corporate Engineering	Div Marketing	Corporate Marketing	Div Finance	Corporate Finance	Div Admin	Corporate Admin
DIV 1	Plant Manager			Plant Manager		E. Director				Plant Manager		Plant Manager	
DIV 2	GM & Plant Manager			GM & Plant Manager		GM & D&O Manager				GM & Plant Manager		GM & Plant Manager	
DIV 3		President & COO	Chairman		President, COO, Q Director & YRC Rep	E. Director	President, COO, E Director & YRC Rep	Marketing Vice President		President & COO		President COO & Corp Administrator	
DIV 6	DOO & Plant Manager			DOO & Plant Manager		E. Director				DOO & Plant Manager		DOO & Plant Manager	
DIV 5						YRC & E. Director							

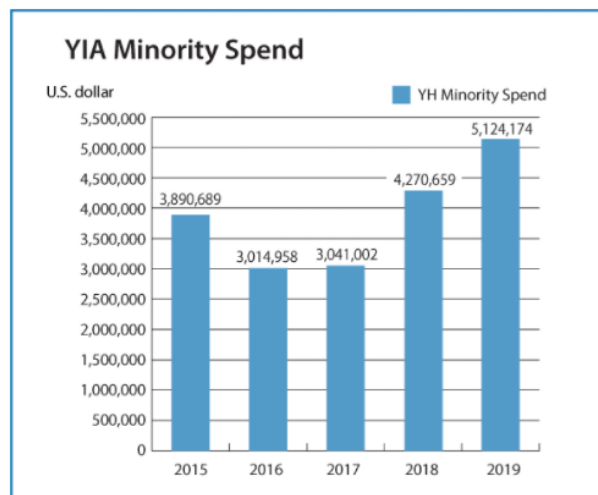
## Human Rights

### Measures for respecting human rights

YIA respects the rights of all people and rejects all actions that could potentially discriminate against any person directly or indirectly. YIA complies with all state and federal laws protecting human rights. YIA follows all the rules and regulations established by the Equal Employment Opportunity Commission.

### Minority Business Economic Development

YIA actively pursues business opportunities that foster the grow of minority businesses. YIA continuously searches for minority businesses that can provide goods and services that meet our needs. Over the years as our company has grown so have our purchases of products from minority owned business. In the last couple of years, the goods purchased from minority owned businesses has grown faster than YIA's overall business.



## Labor Practices

### Occupational safety and health

YIA's top priority is the safety of our employees. Central to our efforts is to identify safety risks and correct them before accidents happen. YIA's safety efforts shows in its below industry average incident rates. YIA is committed to improving our safety programs to continuously drive risks and injuries out of our operations.

#### Major Activities

1. Incorporate best practices from peer companies.
2. Track all safety incidents and investigate root cause to drive improvements to our machine and guarding standards.
3. Improving our initial safety awareness to quickly inform and educate our new employees.
4. Participate in voluntary programs such as the KYOSH Education and Training where a consultant from KYOSH is sent on site to perform a safety survey.
5. Provided free flu vaccinations onsite to all employees.

### Disaster Preparedness

YIA has a structured organization to handle disasters if they may happen. YIA has volunteers who are trained to be the initial responders to address injured personnel or dangerous situations. These teams are trained to help handle employees until government personnel arrive. Currently our ERT, emergency response teams, are being trained to help screen employees as they show up to work for COVID 19. They will be asking questions and taking temperatures to help understand if there are employees that might present a health risk to other employees.

### Education and training for employees

Education and training are vitally important to YIA to develop our employees and ensure that our operations run effectively. YIA encourages our employees to continuously learn so they are prepared for new challenges as our company expands.

#### 2019/Q1 2020 training:

1. Monthly Supervisor training at Division 1.
2. KYT Train-the-Trainer for Supervisors and Team Leaders at all Divisions.
3. We are sponsoring 5 employees to go to college through our Tuition Reimbursement program.
4. Continue to use our computer-based training for new hires and mandatory government requirements.

## The Environment

### Environmental management

All YIA manufacturing facilities are ISO 14001 certified. In 2019 our Mexico operation successfully completed its certification process. All YIA operations are starting their 3rd year of being "Zero Landfill". All facilities are focused on reducing and recycle all waste streams to further lessen our impact on the environment.



## YIA DIV.1 (Under the Hose Business Department) Environmental Data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		282	262	196	193	214
Proportion sent to landfill (%)		25.5	17.1	9.1	0.0	0.0
Landfill waste (t)		72	45	18	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	2,075	1,907	2,004	2,150	2,288
	Fuel	161	133	102	79	121
	Total	2,236	2,040	2,106	2,229	2,409
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		4.9	4.5	5.2	5.5	6.0
Water usage (1,000m <sup>3</sup> )		20.2	19.2	17.7	25.3	30.1

※FY: January to December

※Greenhouse gas emissions were calculated based on the Calculation and Reporting Manual for Greenhouse Gas Emissions jointly published by the Ministry of the Environment and the Ministry of Economy, Trade and Industry, Japan. Since 2016, they were calculated based on the Greenhouse Gas Protocol Initiative.

## YIA DIV.2 (Under the Adhesives and Sealants Business Department) Environmental Data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		210	164	164	127	130
Proportion sent to landfill (%)		76.2	70.7	51.8	0.0	0.0
Landfill waste (t)		160	116	85	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	991	980	1,012	1,042	1,043
	Fuel	377	388	374	320	273
	Total	1,368	1,367	1,386	1,362	1,316
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		2.9	2.9	3.2	3.2	3.1
Water usage (1,000m <sup>3</sup> )		15.3	10.0	10.0	10.2	7.3

※FY: January to December

※Greenhouse gas emissions were calculated based on the Calculation and Reporting Manual for Greenhouse Gas Emissions jointly published by the Ministry of the Environment and the Ministry of Economy, Trade and Industry, Japan. Since 2016, they were calculated based on the Greenhouse Gas Protocol Initiative.

## YIA DIV.3 (Under the Hose Business Department) Environmental Data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		151	265	423	361	432
Proportion sent to landfill (%)		13.2	11.3	4.0	0.0	0.0
Landfill waste (t)		117	117	17	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	1,405	1,317	1,134	1,093	1,079
	Fuel	98	116	165	104	141
	Total	1,503	1,433	1,299	1,197	1,220
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		3.3	3.1	2.5	2.3	2.4
Water usage (1,000m <sup>3</sup> )		5.6	6.8	3.2	4.4	5.8

※FY: January to December

※Greenhouse gas emissions were calculated based on the Calculation and Reporting Manual for Greenhouse Gas Emissions jointly published by the Ministry of the Environment and the Ministry of Economy, Trade and Industry, Japan. Since 2016, they were calculated based on the Greenhouse Gas Protocol Initiative.

## YIA DIV.5 (Under the Hose Business Department) Environmental Data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		114	177	176	187	116
Proportion sent to landfill (%)		28.0	33.0	11.4	0.0	0.0
Landfill waste (t)		32	58	20	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	883	700	912	918	867
	Fuel	411	306	339	426	516
	Total	1,294	1,006	1,251	1,344	1,383
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		2.7	2.1	2.6	3.5	3.5
Water usage (1,000m <sup>3</sup> )		11.9	9.7	12.0	10.4	8.8

※FY: January to December

※Greenhouse gas emissions were calculated based on the Calculation and Reporting Manual for Greenhouse Gas Emissions jointly published by the Ministry of the Environment and the Ministry of Economy, Trade and Industry, Japan. Since 2016, they were calculated based on the Greenhouse Gas Protocol Initiative.

## YIA DIV.6 (Under the Hose Business Department) Environmental Data

Category		FY2015	FY2016	FY2017	FY2018	FY2019
Waste generated (t)		—	—	—	—	135
Proportion sent to landfill (%)		—	—	—	—	7.0
Landfill waste (t)		—	—	—	—	9.47
Energy use (oil equivalent: kl)	Electric power	—	—	—	—	1,449
	Fuel	—	—	—	—	0
	Total	—	—	—	—	1,449
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		—	—	—	—	0.7
Water usage (1,000m <sup>3</sup> )		—	—	—	—	4.5

※FY: January to December

※Greenhouse gas emissions were calculated based on the Calculation and Reporting Manual for Greenhouse Gas Emissions jointly published by the Ministry of the Environment and the Ministry of Economy, Trade and Industry, Japan. Since 2016, they were calculated based on the Greenhouse Gas Protocol Initiative.

## Fair Operating Practices

### Corruption prevention

YIA has taken steps to ensure that corruption does not occur in our operations. We continuously improve our processes to make them more effective with checks and balances to make sure mistakes and fraud can not happen. In 2019 YIA became JSOX compliant where additional measures were put in place to reduce the potential for risks.

## Community Involvement and Development

Each production location undertakes activities to make donations to support events organized by the local community. This is the list for 2019.

Organization	Amount Donated (USD)
Kentucky Impact Baseball	500.00
Woodford County HS Graduation Project	1,000.00
Jessamine County Youth Baseball	500.00
L.A.W. Publications	899.00
Toledo Animal-Donation Memory Bob's Mom	500.00
Pickens County Career and Technology	1,200.00
Oconee Humane Society	500.00
Hospice of Marion County	1,000.00
Woodford County HS Senior Industry Day	employee time
Angel Tree Christmas donations	[employees donate]
Humane Society of Woodford County Christmas donations	[employees donate]
Lawrenceburg Nursing Home Christmas donations	[employees donate]
Relay for Life	[employees donate]
Total	6,099.00



Donation made to a local softball team



community development



Terminal Care Center



vocational training school



Cancer Fund



# Yokohama Aerospace America, Inc. (YAA)

## Business activities

Sales of components for aircraft parts, and purchase of components

## Total site area

2,362 m<sup>2</sup>

## Number of employees

16 (as of March 2020)

## Location

22223 68th Avenue, South Kent, WA 98032 USA.

## Contact for consultation and complaints

Administrator Tel: +1-253-395-0123 Fax: +1-253-893-0170

E-mail: [asuka.ohara@yokohama-aero.com](mailto:asuka.ohara@yokohama-aero.com)



## Message from the President



Tetsuzo Yoshida

Yokohama Aerospace America, Inc. was established in 2001. The company sells spare parts and conducts delivery support for bathroom units (lavatory modules) and water tanks that are delivered by Yokohama Rubber for installation into Boeing-manufactured 737 and 757 series passenger aircraft. We also procure parts and materials in response to procurement requests received from the Aerospace Parts Division of Yokohama Rubber.

Furthermore, as the company is certified by the Federal Aviation Administration (FAA) of the United States, we engage in the sale of spare parts to airline companies both in the US and around the world.

Following the environmental policy of Yokohama Rubber and maintaining awareness of environmental challenges, we engage in sales of environmentally friendly products, of which lightweight aircraft bathroom units are a representative example.

## Organizational Governance

### Ingraining the Code of Conduct

Within the Employee Handbook, the Code of Conduct is stipulated as Yokohama's Philosophy. Furthermore, when new hires join the company, or when the Handbook undergoes revision, we take steps to ensure that employees confirm the content.

Concerning the duty of confidentiality, in addition to what is set out in the Handbook, in fiscal 2014 we took steps to strengthen the situation through the conclusion of Employee Confidentiality Agreements with employees. Starting from 2016, when new hires join the company, Employee Confidentiality Agreements are concluded with each one of them.

## Human Rights

### Human rights policy

We provide employee education, using the "Harassment Free Regulations" noted in the company regulations. The main content of this education is prohibiting discrimination based on race, ethnicity, religion, gender, nationality or marital status.

In addition, with regard to harassment, starting from 2016 we have been implementing regular in-house employee education based on Yokohama Rubber's own education and training materials.

## Labor Practices

The human resources manager attends state-run seminars on "drug and alcohol surveillance" each year. In accordance with federal and state law, once each year (or when there is a revision of the applicable laws), we fulfill our statutory duty by notifying employees and displaying the following information in the workplace.

- A. Emergency Plans (responses in cases of disaster)
- B. Safety Rules and Injury Reports (internal safety rules)
- C. Employees' Rights (laws related to the rights of employees)
- D. Discrimination Laws (revision of laws related to racial discrimination, etc.)

### Safe and healthy work environment

Proper management of dangerous substances, machinery and equipment, etc., is regularly conducted. Furthermore, a program of checks and onsite inspections is conducted by the Kent City Fire Department (this involves the disposition of warehouses, sprinklers, fire extinguishers, the disposition of dangerous substances and various electrical sources, etc.). Training content includes ensuring that employees are familiar with safe evacuation routes; before implementing non-regular operations such as inventory-taking, etc., we check that employees are aware of the importance of "KY" hazard prediction.

## The Environment

### Environmental guidelines

1. We strive to identify the impacts of our business on the environment, and make efforts to improve environmental conservation.
2. We comply with environment related laws and statutes.
3. We make efforts to plan and sell aircraft products while aiming at reduction of the environmental impact.
4. We make efforts directed at energy savings, resource savings, recycling and reduction of waste.

## Recent measures

We have made changes to the packaging materials that we use, switching over from tailor-made boxes for packaging purposes to ordinary, commercially available packaging materials that are easier to recycle.

## Fair Operating Practices

### Corruption prevention

Entertaining public officials and engaging in the exchange of gifts with them is prohibited. We have recorded no such violations in the past.

### Communication with business partners

The assessment documents that we forward to business partners include items that allow requests or opinions to be noted.

## Consumer Issues

### Communication with customers

Starting with Boeing who is one of our customers, we visit airline companies worldwide in order to both understand their satisfaction with our products and listen to their wishes. Such feedback allows us to work hard in providing them with even better products. With respect to quality, we have obtained AS9100 certification which represents the quality management system used in the aeronautics industry. Furthermore, we continue to maintain its standards.



## Community Involvement and Development

### Relationship with local societies

Starting from 2014, we have participated in activities to protect the banks of the Green-Duwamish River section of the King Country North Wind's Weir estuary situated outside Seattle in Washington State. We also participate in food aid packaging operations at Northwest Harvest's Kent Warehouse every year. In 2019, we continued to participate in food aid packaging operations as in the previous year.



Participation in community activities