

# 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 696 (as of January 1, 2021)

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

# **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.

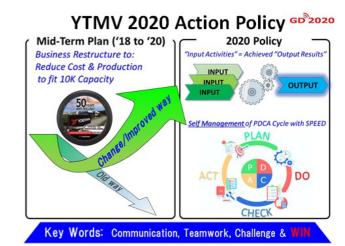
In the future, while working to safeguard the environment and natural resources in line with Yokohama Rubber's basic philosophy, we will also be working to put in place the sustainable foundations needed to support the growth of our business and its products.

# **Organizational Governance**

For fiscal 2020, 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 2021, 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.



Policies for fiscal 2020

# **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.



Computer based learning lessons

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.

# **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 2020, 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 2020, 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.



Fire drills

# **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 2021, YTMV will continue to monitor 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 2020, in collaboration with the Arbor Day Foundation, YTMV donated 1000 trees to the Econfina Creek Water Management Area in Florida to help filter pollutants and restore water quality, as well as bring wildlife back to the area.

#### Econfina Creek Water Management Area

Econfina Creek is nestled in the Florida panhandle and is the primary drinking water source for Bay County and the surrounding areas. In addition to providing drinking water to thousands of residents, Econfina Creek is also home to critical wildlife including bobwhite quail, gopher tortoise, Sherman's fox squirrel, deer, turkey, and more.

We're partnering with the Northwest Florida Water Management District to plant trees that will help filter pollutants and restore water quality, as well as bring wildlife back to the area.





A newly planted seedling on Econfina Creek.

#### **Environmental data**

Category		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)		1,332	1,307	1,509	1,509	1,369
Proportion sent to landfill (%)		0.0	0.0	0.0	0.0	0.0
Landfill waste (t)		0.0	0.0	0.0	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	16,790	16,728	16,776	16,549	13,969
	Fuel	8,783	8,915	9,109	8,553	6,884
	Total	25,574	25,643	25,885	25,102	20,853
Greenhouse gas emi CO <sub>2</sub> )	ssions (1,000t-	53.5	49.1	49.5	48.0	39.9

Water usage (1,000m³)	131.7	135.8	140.5	137.4	116.7

**%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 eight consecutive years.

On the basis of that achievement in 2020, 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. Although the projects were suspended in FY2020, YTMV will restart the implementation of the Bluebird Conservation Activity in 2021.



#### **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.

Although monitoring of the bluebird habitat at YTMV was limited in FY2020, YTMV plans to resume monitoring in FY2021.









Observing birdhouses

#### River water quality monitoring program

YTMV did not participate in the river quality monitoring program in FY2020.

#### **Environmental measures**

#### **Environmental Excellence Platinum Award**

On March 3, 2020, 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 five or more 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 2020, and into 2021 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 (Sphera/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

Due to pandemic, community interaction and volunteer activities were suspended in 2020.

# **Regional donations**

During fiscal 2020 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)





# Yokohama Tire Manufacturing Mississippi, LLC (YTMM)

**Business activities** 

Production of radial tires for truck and bus

Total site area 2,000,000m<sup>2</sup>



Number of employees 722 (as of December 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. Peter Papas

e-mail: Peter.Papas@ yokohamatire . com

# **Message from the President**



Takehisa Morimoto

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 CO<sub>2</sub> 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.

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 2021, we shall continue to 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 2023.



Vision for 2023

# **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 and recognize those who go above and beyond call of duty.



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.

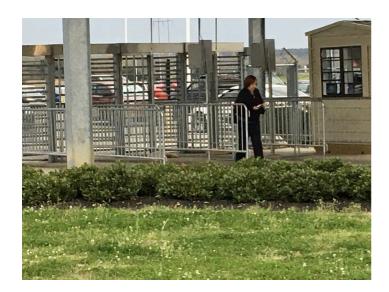
Executive Safety Audits were used to confirm direction and success of YTMM safety program.

2020 Safety briefs concentrated on COVID-19 Awareness, prevention, safety protocols both at work and at home. Scrolling Power Point were updated regularly to include Safety Topics and slogans pertaining to Safety 24/7 here and at home.



#### **Emergency response**

A COVID Response Team was organized comprised of EHS and HR team members in 2020 to prevent within the facility the spread of COVID-19 by implementing countermeasures, health, social distancing, disinfectant methods, tracking and education assessments and instituting such measures in a sustainable manner.





# The Environment

A 3-day Surveillance Focus Visit was conducted to assess the effectiveness, growth and maintenance of the site EMS. With sampling approach used to verify the sites system, process, and practices as to ISO 14001-2015.

The sampling confirmed no major nonconformances and recommendation was made by the auditor for continued certification.

# Yokohama Clean-up the World Day

No events were held due to COVID-19 issues and restrictions.

#### **Environmental data**

Category		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)		_	_	_	8,387	6,733
Proportion sent to la	ndfill (%)	_	_	_	0.0	0.0
Landfill waste (t)		_	_	_	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	_	-	_	15,167	13,448
	Fuel	_	_	_	5,444	4,609
	Total	_	_	_	20,611	18,056
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		_	_	_	38.3	33.6
Water usage (1,000)	m <sup>3</sup> )	-	_	_	197.0	159.6

**<sup>%</sup>FY:** January to December

<sup>%</sup>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 six 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 2020, 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 airconditioners, 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

1,129 (as of February 2021)

Location

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

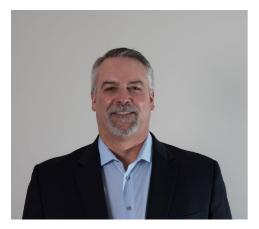
Contact for consultation and complaints

Tel: +1-859-879-3741 Fax: +1-859-873-8943

E-mail: Kellie.Campbell@ yokohamaia . com



# **Message from the Chief Operating Officer**

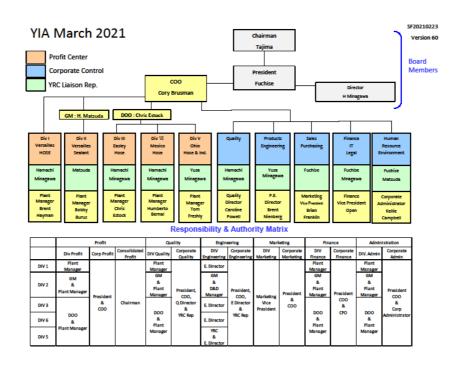


Cory Brusman

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.



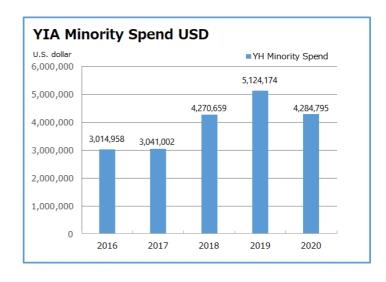
# **Human Rights**

# 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. In 2020 the purchased amount we effected by the automotive industry slow down due to the Covid 19.



# **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. We development a comprehensive Covid 19 policy to guide our operations during the pandemic.
- 2. We modified our work areas to reduce the spreading of Covid 19 and other germs.
- 3. We focused on 3S activities during the shutdown periods to improve our manufacturing areas and reduce our potential accidents.
- 4. We focused on safety training with all the new employees as we started back up our operations.

# **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 the 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. Meet quarterly with local government emergency management to review topics & open communications.

#### **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. 2020 was a challenging year for training due to social distancing requirements. We had to suspend our computer-based training rooms and do more training sessions on our factory and warehouse facility so that we could be in more open ventilated surrounds. We also utilized our Microsoft Teams to do more virtual training and started recording meetings and presentations with Microsoft Stream for employees to review and learn at there own pace. These practices that we started during the pandemic will be continued well after the pandemic is behind us.

# The Environment

#### **Environmental management**

All YIA manufacturing facilities are ISO 14001 certified. All YIA US operations are starting their 4th year of being "Zero Landfill". The last facility in Mexico is working with the Mexico laws to become landfill free in the near future. 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		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)		262	196	193	214	160
Proportion sent to la	ndfill (%)	17.1	9.1	0.0	0.0	0.0
Landfill waste (t)		45	18	0.0	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	1,907	2,004	2,150	2,288	1,987
	Fuel	133	102	79	122	42
	Total	2,040	2,106	2,229	2,409	2,029
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		4.5	5.2	5.5	6.0	5.0
Water usage (1,000r	m <sup>3</sup> )	19.2	17.7	25.3	30.1	24.5

\*\*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

Cat	Category		FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)		164	164	127	130	83
Proportion sent to la	ndfill (%)	70.7	51.8	0.0	0.0	0.0
Landfill waste (t)		116	85	0.0	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	980	1,012	1,042	1,043	998
	Fuel	388	374	320	273	298
	Total	1,367	1,386	1,362	1,316	1,296
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		2.9	3.2	3.2	3.1	3.1
Water usage (1,000	m <sup>3</sup> )	10.0	10.0	10.2	7.3	7.4

**<sup>%</sup>FY: January to December** 

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

Category	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)	265	423	361	432	321
Proportion sent to landfill (%)	11.3	4.0	0.0	0.0	0.0
Landfill waste (t)	117	17	0.0	0.0	0.0

<sup>\*\*</sup>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.

Energy use (oil equivalent: kl)	Electric power	1,317	1,134	1,093	1,079	961
	Fuel	116	165	104	141	107
	Total	1,433	1,299	1,197	1,220	1,068
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		3.1	2.5	2.3	2.4	2.1
Water usage (1,000m <sup>3</sup> )		6.8	3.2	4.4	5.8	3.8

**<sup>%</sup>FY: January to December** 

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

Category		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)		177	176	187	116	123
Proportion sent to la	ndfill (%)	33.0	11.4	0.0	0.0	0.0
Landfill waste (t)		58	20	0.0	0.0	0.0
Energy use (oil equivalent: kl)	Electric power	700	912	918	867	792
	Fuel	306	339	426	516	390
	Total	1,006	1,251	1,344	1,383	1,182
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		2.1	2.6	3.5	3.5	3.1
Water usage (1,000r	m <sup>3</sup> )	9.7	12.0	10.4	8.8	7.2

**<sup>%</sup>FY: January to December** 

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

<sup>\*\*</sup>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.

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Category		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Waste generated (t)		_	_	_	135	102
Proportion sent to la	ndfill (%)	_	_	_	7.0	0.2
Landfill waste (t)		_	_	_	9.5	0.2
Energy use (oil equivalent: kl)	Electric power	_	_	_	1,449	297
	Fuel	_	_	_	0	0
	Total	_	_	_	1,449	297
Greenhouse gas emissions (1,000t-CO <sub>2</sub> )		_	_	_	0.7	0.5
Water usage (1,000	m <sup>3</sup> )	_	_	_	4.5	5.5

**<sup>%</sup>FY:** January to December

# **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 2020 we improved our internet security to make sure that our employees are not tricked into fraudulent losses.

# **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 2020.

<sup>\*\*</sup>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.

Organization	Amount Donated (USD)
ACHS Archery Team	500.00
Anderson County Project Grad	500.00
City of Painesville	300.00
Ohio School Resource Officers Association	100.00
Ohio Police Chief	100.00
Angel Tree Christmas donations	[employees donate]
Daisy Hill Nursing Home Christmas donations	[employees donate]
Relay for Life	[employees donate]
Pickens County Sherriff's Office Drug Prevention	899.00
School District of Pickens County Most Improved Senior Sponsorship	1000.00
Hospice House of Greenville	500.00
Oconee Humane Society	500.00
Total	4,399.00



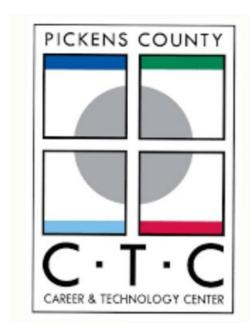
Donation made to a local softball team



community development



Terminal Care Center





Cancer Fund

vocational training school



# 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 14 (as of March 2021)

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



# **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 are also responsible for the procurement of parts and materials requested by the Yokohama Rubber Aerospace Division. 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. We have revised it in FY2020.

# **Human Rights**

#### **Human rights policy**

We strictly prohibit "harassment" in our company rules. The main content of these regulations is the prohibition of discrimination based on race, ethnicity, religion, gender, nationality, marital status, etc. In addition, we have been implementing in-house employee education based on education provided by external organizations and Yokohama Rubber's own education and training materials.

#### **Labor Practices**

Human Resources personnel participate in annual seminars on labor-related laws. 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.



Promote awareness of COVID-19 measures



# 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

We also participate in the annual food aid packaging operation at Northwest Harvest's Kent Warehouse located near our company.

In 2020, we were not able to participate due to the spread of infectious diseases. When the situation improves, we will continue to participate in food aid packaging.



Participation in community activities