# コーポレートガバナンス

CORPORATE GOVERNANCE

March 28, 2022

dip Corporation

Representative: Hideki Tomita,

Representative Director, President and CEO (Chief Executive Officer)

Contact: +81-3-5114-1177

Stock code: 2379

https://www.dip-net.co.jp/en/

Corporate governance at dip Corporation is as follows:

# I. Basic Approach to Corporate Governance and Capital Structure, Corporate Attributes and Other Basic Information

#### 1. Basic Approach

As a "General trading company dealing in labor force" that provides personnel recruiting services and DX services, dip promotes a vision of becoming a "Labor force solution company" under the corporate philosophy of "tapping into dreams, ideas and passion to create a better society."

Ensuring effective corporate governance is essential to realizing this vision. Under an appropriate corporate governance system, we aim to increase medium and long-term corporate value while fulfilling our responsibilities to all stakeholders by enhancing management transparency and conducting efficient corporate operations.

Dip adopts a system of corporate governance carried out by the Board of Directors, corporate auditors and the Audit & Supervisory Board, with the aim of simultaneously achieving continuous and stable business operations and enhanced audit and internal control functions, while working to effectuate a corporate management that is able to swiftly address changes in the management environment. Dip has adopted this system because it believes that it is preferable for some of its board directors to be involved in important business executions in order to make effective use of its managerial resources and maintain continuous and stable business operations. In addition, the system should, from the perspective of ensuring management soundness, preferably enable non-executive directors to supervise executive directors and corporate auditors to audit business management.

Dip appoints independent outside board directors as non-executive directors and provides a system to enable such directors to fully exercise their abilities and knowledge. Assistance offered by the system includes providing extensive prior briefings of the agendas of Board of Director meetings. Dip has also established the Nomination and Compensation Committee as a voluntary advisory body to the Board of Directors. Entrusted by the Board of Directors, the Committee determines individual

# CORPORATE GOVERNANCE

director compensation (base amount and coefficients determined for each position) and also deliberates and reports on matters related to director nominations and compensation in response to inquiries from the Board of Directors. To ensure impartiality, the Committee comprises independent outside board directors in the majority and is chaired by an independent outside board director.

Furthermore, corporate auditors including independent outside auditors attend important meetings such as Board of Director meetings and conduct effective audits by cooperating with the accounting auditor and the Internal Audit and Control Office to enhance audit functions. In addition, dip has introduced a corporate officer system to expedite decision-making and ensure smooth execution, thereby contributing to the establishment of a system that is able to swiftly address changes in the management environment.

Dip is determined to continue its efforts to pursue healthy and transparent corporate management and further improve and enhance its corporate governance in the future.

### [Reason for Non-compliance with the Principles of Japan's Corporate Governance Code]

Dip complies with all principles (including those for the Prime Market) of Japan's Corporate Governance Code that was revised in June 2021.

#### [Disclosure Based on the Principles of Japan's Corporate Governance Code] (Updated)

The following statements are based on the Corporate Governance Code that was revised in June 2021.

# [Principle 1.4 (Cross-Shareholdings)]

Dip does not maintain a cross-shareholdings policy simply for the objective of deepening business relationships.

# [Principle 1.7 (Related Party Transactions)]

In the event that the Company enters into a related party transaction, a prior report to the Board of Directors is required and approval from the Board of Directors needs to be obtained in accordance with the "Related Party Transaction Guidelines" established by the Board of Directors. When approving such transactions, the Board of Directors compares the terms and conditions of the transaction with those of general transactions, etc., to prevent its deliberations from becoming arbitrary and ensures that the transaction is not significantly unfavorable to the Company.

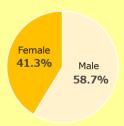
Individuals who conduct such transactions must report the details to the Audit & Supervisory Board to receive an audit on the legality of the transaction. Furthermore, dip requires its board directors and corporate auditors to submit a Confirmation on Related Party Transactions on a quarterly basis to ensure the effectiveness of the above Guidelines.

#### [Supplementary Principle 2.4.1 (Ensuring Diversity in Appointing Key Personnel)]

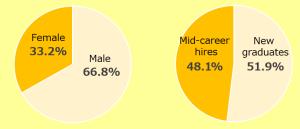
Dip appoints personnel based on their capabilities and performance, irrespective of their gender or nationality. We believe that it is important to respect diverse viewpoints and values in order to realize medium and long-term increase in corporate value, and we are actively recruiting human resources with different experiences and skills while creating a workplace environment that facilitates their activities.

In addition, we have welcomed many new graduates every year, placing great importance on their development, and giving them opportunities to play an active role regardless of gender. Consequently, as of February 2022, the percentage of women in management positions is 41.3% for employees promoted from new graduates to management positions, and 33.2% overall, including mid-career hires. Going forward, we will continue to set important management indicators for promoting the activities of female managers, such as employee satisfaction regarding the working styles of female managers, with the goal of first increasing the ratio of women among employees promoted from new graduates to managers to 50%. We are also actively promoting mid-career hires to management positions, and as of February 2022, mid-career hires accounted for 48.1% of all management positions. We will continue to create an environment in which all employees, regardless of whether they are new graduates or mid-career hires, can play an active role. We will also be more proactive in promoting foreign nationals to management positions.

· Sex ratio of employees promoted from new graduates to managers



 Sex ratio and ratio of employees promoted to managers from new graduates and mid-career hires



Given the decrease in the working-age population associated with an aging population and a declining birth rate, as well as increasing diversity in terms of the need for workers to balance their childcare/nursing care responsibilities with their work, it has become important in recent years for

corporations to create working environments that are able to accommodate diverse working styles. Efforts are underway at dip to promote work style reforms, including the achievement of work-life balance and diversity at work, with the aim of enabling employees to work flexibly according to their lifestyles and establishing a work environment in which every employee can demonstrate their job performance to the fullest. The status of our efforts in these areas is posted on our corporate website at the following URL.

(Promotion of Work Style Reforms and Diversity at Work)

https://www.dip-net.co.jp/en/esg/society/S004

### [Principle 2.6 (Roles of Corporate Pension Funds as Asset Owners)]

Dip has not introduced corporate pension funds.

#### [Principle 3.1 (Full Disclosure)]

Dip actively discloses information, recognizing the disclosure of useful information for shareholders and other stakeholders as an important managerial issue.

(1) Dip operates personnel recruiting services business and a DX business as a "General trading company dealing in labor force" based on a vision of becoming a "Labor force solution company." Under a corporate philosophy of "tapping into dreams, ideas and passion to create a better society," dip will strive to realize a sustainable society through its business activities.

Please refer to the following link for dip's vision and corporate philosophy.

<Vision, Corporate Philosophy>

https://www.dip-net.co.jp/en/company/philosophy

- (2) Please see "1. Basic Approach" above for dip's basic approach and basic policy on corporate governance.
- (3) The policy and specific procedures of the Board of Directors for determining the compensation for senior management and board directors are disclosed in dip's Securities Reports.
- (4) The appointment of board directors and corporate auditors is decided by a resolution of the general meeting of shareholders in response to a proposal of candidates nominated by a resolution of the Board of Directors after the Representative Director, President and Chief Executive Officer (CEO) or another board director refers the candidates to the Board of Directors following confirmation that the candidates meet the basic policy for appointment as stated below.

The nomination of board director candidates takes into account the opinions of the Nomination and

Compensation Committee, a voluntary advisory body to the Board of Directors where independent outside board directors account for a majority of votes.

Proposals on the appointment of corporate auditors are submitted to the general meeting of shareholders after obtaining the consent of the Audit & Supervisory Board. The basic policy for appointment is as stated below.

#### <Board director>

Dip's basic policy for appointing executive directors requires the candidates to, among others, possess the broad knowledge and experience necessary for making corporate managerial decisions.

In appointing outside board directors, the candidates are required to be able to oversee and supervise business management of the Company through important decision-making at the Board of Directors meetings, oversee whether there is any conflict of interest between the Company, management and controlling shareholders, and actively make recommendations concerning management policies and management improvements in order to advance medium/long-term corporate value. In addition, the basic policy is to appoint at least two independent outside board directors after considering the appropriate balance of the diverse knowledge and experience expected of such directors.

#### <Corporate auditor>

With the aim of reinforcing oversight and supervisory functions, dip's basic policy for appointing corporate auditors is to appoint individuals with experience in corporate management, individuals with knowledge and experience in corporate finance, accounting and legal affairs as a certified public accountant, tax accountant or lawyer, or individuals with considerable knowledge and experience in risk management.

The dismissal of board directors is decided by a resolution of the general meeting of shareholders after timely and appropriate deliberation by the Board of Directors in view of the basic policy on the appointment of board directors. The dismissal of corporate auditors is also decided by a special resolution of the general meeting of shareholders after timely and appropriate deliberation by the Board of Directors in view of the basic policy on the appointment of corporate auditors.

(5) The reasons for the appointment or dismissal of board directors or corporate auditors are disclosed in the Notice of Convocation of the Annual General Meeting of Shareholders and the Securities Reports, among others.

## [Supplementary Principle 3.1.3 (Initiatives on Sustainability)]

Dip discloses its initiatives on human resources and sustainability on its corporate site. It has also expressed its support for the recommendations of the Task Force on Climate-related Financial

Disclosures (TCFD). Based on the recommendations of the TCFD, dip will analyze the risks and opportunities to its business posed by climate change, reflect them in its management strategies, disclose information from the four perspectives of governance, strategy, risk management, and indicators, and further strengthen and promote its environmental initiatives. Dip will also promote dialogue with its stakeholders and contribute to the creation of a sustainable society.

(Initiatives on Sustainability)

https://www.dip-net.co.jp/en/esg/

#### [Supplementary Principle 4.1.1 (Matters for Resolution by the Board and Scope of Delegation)]

Dip specifies in its Board of Director Regulations which matters must be decided by a resolution of the Board of Directors. Specifically, they include matters concerning the general meeting of shareholders, results, board directors, shares, bonds and stock acquisition rights, budgets and business plans, human resources and the organization, disposal or succession of important properties beyond a certain amount, significant assets and funds such as investment and loans, subsidiaries, and other matters stipulated by law such as the Companies Act or any equivalent matters.

Dip conducts prompt and bold decision-making by delegating authority over business execution to its Representative Director, President and CEO, Representative Director and COO, and executive directors. It has introduced a corporate officer system and has established a Corporate Officer Meeting consisting mainly of board directors and corporate officers to expedite decision-making and facilitate business execution. The Corporate Officer Meeting is held on a weekly basis in principle to expedite and streamline decision-making and business execution by sharing information and exchanging opinions on important matters. Dip will continue to improve its business execution system by revising which matters should be delegated and the scope of delegation in accordance with the scale, importance and risks of the transaction.

With regard to matters concerning business strategies, information is shared and opinions are exchanged at the Corporate Officer Meeting mentioned above as well as at councils consisting of division heads to identify managerial issues at an early stage and deepen discussions before submission to the Board of Directors.

### [Principle 4.9 (Independence Standards and Qualification for Independent Directors)]

To ensure that oversight and supervision are appropriately performed by independent outside board directors, dip has established Standards on Independence of Outside Officers and nominates candidates for independent outside board directors who are not only independent but also possess the expertise and experience in business strategy to enable them to actively offer frank and constructive recommendations at Board of Directors meetings.

The Standards on Independence of Outside Officers are disclosed in this Corporate Governance

Report.

# [Supplementary Principle 4.10.1 (Independence of Composition, Authority, Roles, etc. of Nomination and Compensation Committee)]

In order to strengthen the independence, objectivity and accountability of the Board of Directors' functions, the Company has established the Nominating and Compensation Committee, which is an independent, voluntary advisory body to the Board of Directors, comprising independent outside directors in the majority. Entrusted by the Board of Directors, the Committee determines individual director compensation (base amount and coefficients determined for each position) and also deliberates and reports on matters related to director candidate nominations and director compensation in response to inquiries from the Board of Directors.

#### [Supplementary Principle 4.11.1 (Preconditions for Board Effectiveness)]

Based on a deliberation of the diversity and appropriate size of the Board of Directors, dip's Board of Directors consists of executive directors, who have deep knowledge of dip's business and operations and can conduct agile business execution, and independent outside board directors, who can be expected to provide appropriate advice and supervision concerning business management of the Company based on a high level of expertise as well as a breadth of knowledge and experience.

The basic policy for appointing executive directors requires the candidates to, among others, possess the broad knowledge and experience necessary for making corporate managerial decisions.

With regard to outside board directors, dip appoints individuals who can fulfill management oversight and supervisory functions through important decision-making at Board of Directors meetings as well as oversee any conflict of interest between the Company and its management and controlling shareholders, and actively make recommendations concerning management policies and management improvements to improve medium/long-term corporate value. Furthermore, dip's basic policy is to appoint at least two independent outside board directors after considering the appropriate balance of independent directors with diverse knowledge and experience.

Dip's Board of Directors is well balanced and also diverse in terms of knowledge, experience and capabilities as a result of appointing individuals with diverse and extensive experience as directors. In-depth examinations and swift decision-making through active discussions have enabled the Board to function effectively and efficiently.

The skill matrix of the Board of Directors and the Audit & Supervisory Board is disclosed in the Notice of Convocation of Annual General Meeting of Shareholders and on the final page of this Corporate Governance Report.

#### [Supplementary Principle 4.11.2 (Concurrent Positions of Outside Officers)]

Ms. Eriko Tanabe does not concurrently serve as an officer of other listed companies. She is

vigorously engaged in her duties at the Company, such as actively making recommendations on the Company's business and operations at the Board of Directors meetings and the Nomination and Compensation Committee. Mr. Kuniyoshi Mabuchi, who was newly appointed as an outside board director at the 24th Annual General Meeting of Shareholders held on May 26, 2021, concurrently serves as outside board director of three listed companies; however, we believe this to be a reasonable number of listed companies at which to concurrently serve as an officer.

Outside auditor Mr. Koichi Kobayashi does not concurrently serve as an officer of other listed companies. Outside auditor Mr. Takashi Ejiri concurrently serves as an outside board director of two listed companies; however, we believe this to be a reasonable number of listed companies at which to concurrently serve as an officer. Mr. Ejiri vigorously works to improve dip's corporate value through supervisory or audit operations.

The concurrent positions held by dip's directors and auditors as officers in other listed companies are stated in the Notice of Convocation of Annual General Meeting of Shareholders and Securities Reports.

#### [Supplementary Principle 4.11.3 (Evaluation of Board Effectiveness)]

Dip evaluates the performance of its Board of Directors once a year to improve its effectiveness. In March 2021, a questionnaire survey of, and interviews with, all board directors and corporate auditors were conducted to analyze issues surrounding the current effectiveness of dip's Board of Directors. Based on the results of the analysis, dip has formulated measures to improve the effectiveness of the Board. Going forward, dip will implement the measures as soon as possible in an attempt to further enhance the effectiveness of the Board.

### [Supplementary Principle 4.14.2 (Disclosure of Training Policy for Directors and Auditors)]

Dip provides its board directors with the opportunity to participate in internal training programs offered by dip as well as external seminars on corporate governance. In the internal training sessions, board directors and corporate auditors strive to acquire and enhance their knowledge to enable continuous growth at dip through lectures by experts and discussions on themes that could become medium/long-term issues.

Board directors—outside board directors in particular—also strive to acquire and enhance their knowledge through discussions on management strategies and social conditions.

Furthermore, dip assists corporate auditors in joining the Japan Audit & Supervisory Board Members Association so that they can enhance their expertise and better enable them to perform the roles and functions required of their position by obtaining the latest information provided by the Association.

# [Principle 5.1 (Disclosure of Policies concerning Organizational Structures and Measures for Constructive Dialogue with Shareholders)]

Dip recognizes interactive communication with shareholders and investors, its key stakeholders, to be essential for dip's continuous growth and medium/long-term corporate value improvement. Based on this recognition, dip has been enhancing information disclosure on its corporate website and actively disseminates information related to its management strategies and business environment to deepen stakeholders' understanding. Furthermore, the CEO, COO, and CFO provide briefings to investors on dip's business situation and strategies at results presentations and individual meetings. The opinions and requests obtained through such dialogue with shareholders and investors are compiled by the IR section, reported to management, and shared with the Company's employees on a regular basis.

#### 2. Capital Structure

Percentage of shares held by foreign investors	Less than 30%
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### [Major Shareholders]

Name	Number of shares held	Percentage
EKYT Co., Ltd.	20,340,000	35.42
The Master Trust Bank of Japan, Ltd. (Trust account)	9,640,000	16.79
SSBTC CLIENT OMNIBUS ACCOUNT	2,995,418	5.22
Custody Bank of Japan, Ltd. (Trust account)	2,366,000	4.12
The Master Trust Bank of Japan, Ltd. (ESOP trust account 75525)	1,562,485	2.72
SMBC Nikko Securities Inc.	1,482,000	2.58
The BANK OF NEW YORK MELLON 140044	1,368,400	2.38
Northern TRUST CO. (AVFC) RE FIDELITY FUNDS	685,100	1.19
The BANK OF NEW YORK MELLON SA/NV 10	570,000	0.99
The Nomura Trust and Banking Co,. Ltd. (Investment Trust Account)	493,100	0.86

Existence	of	controlling	shareholders	_
(excluding	parent	company)		

Existence of parent company	None
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#### Supplementary Information

1. It is stated in the change report that is open to the public as of April 21, 2021, that Nomura Asset Management Co., Ltd. and one other company that is a co-owner of Nomura Asset Management Co., Ltd. own the following shares as of April 15, 2021. However, since the number of shares actually owned as of the date of submission of this Corporate Governance Report cannot be confirmed by the Company, they are not included in the list of major shareholders above.

The details stated in the change report are as follows.

		Number of share	Shareholding	
Name	Address	certificates held	ratio	
		(shares)	(%)	
Nomura Asset	2.2.4 Tayony Katalay Takun	2 276 200	3.78	
Management Co., Ltd.	2-2-1 Toyosu, Koto-ku, Tokyo	2,276,200	3.70	
Nomura International	1 Angel Lane, London EC4R	446,200	0.04	
PLC	3AB, United Kingdom	146,200	0.24	

2. It is stated in the change report that is open to the public as of April 22, 2021, that FMR LLC owns the following shares as of April 15, 2021. However, since the number of shares actually owned as of the date of submission of this Corporate Governance Report cannot be confirmed by the Company, it is not included in the list of major shareholders above.

The details stated in the change report are as follows.

Name	Address	Number of share certificates held	Shareholding ratio	
		(shares)	(%)	
FMR LLC	245 Summer Street, Boston,	3,967,401	6.60	
I WII CLO	Massachusetts 02210, USA	3,907,401		

3. It is stated in the change report that is open to the public as of July 20, 2021, that AllianceBernstein L.P. owns the following shares as of July 15, 2021. However, since the number of shares actually owned as of the date of submission of this Corporate Governance Report cannot be confirmed by the Company, it is not included in the list of major shareholders above.

The details stated in the change report are as follows.

		Number of share	Shareholding	
Name	Name Address		ratio	
		(shares)	(%)	

AllianceBernstein L.P.	501 Commerce Street,	3.329.020	5.54
	Nashville, TN 37203, U.S.A.	3,329,020	0.04

4. It is stated in the change report that is open to the public as of January 21, 2022, that FIL Investments (Japan) Limited owns the following shares as of January 14, 2022. However, since the number of shares actually owned as of the date of submission of this Corporate Governance Report cannot be confirmed by the Company, it is not included in the list of major shareholders above.

The details stated inf the change report are as follows.

		Number of share	Shareholding
Name	Address	certificates held	ratio
		(shares)	(%)
FIL Investments	7-7-7 Roppongi, Minato-ku,	4 224 400	7.00
(Japan) Limited	Tokyo	4,224,100	7.02

5. It is stated in the change report that is open to the public as of February 7, 2022, that Capital Research and Management Company and three other companies that are co-owners of Capital Research and Management Company own the following shares as of January 31, 2022. However, since the number of shares actually owned as of the date of submission of this Corporate Governance Report cannot be confirmed by the Company, they are not included in the list of the major shareholders above.

The details stated in the change report are as follows.

		Number of share	Shareholding	
Name	Address	certificates held	ratio	
		(shares)	(%)	
Capital Research and	333 South Hope Street, Los	2,807,500	4.67	
Management Company	Angeles, CA 90071, U.S.A.	2,607,500	4.67	
Capital International	11100 Santa Monica			
Inc.	Boulevard, 15th Fl., Los	205,000	0.34	
IIIG.	Angeles, CA 90025, U.S.A.			
Capital International	3 Place des Bergues, 1201	187,100	0.31	
Sarl	Geneva, Switzerland	187,100	0.31	
	14F Meiji Yasuda Life			
Capital International	Insurance Building, 2-1-1	2,208,100	3.67	
K.K.	Marunouchi, Chiyoda-ku,	2,200,100	3.07	
	Tokyo			

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# 3. Corporate Attributes

Stock exchange and section	First Section, Tokyo
Fiscal year-end	February
Industry	Services
Number of employees at the end of the previous	More than 1,000
fiscal year (consolidated)	
Net sales during the previous fiscal year	More than ¥10 billion but less than ¥100 billion
(consolidated)	
Number of consolidated subsidiaries at the end	Less than 10
of the previous fiscal year	

4.	Guidelines for	Measures t	o Protect	Minority	Shareholders	When	Conducting	Transactions	with
	Controlling S	hareholder							

5. Other Particular Conditions That May Materially Affect Corporate Governance

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- II. Management Organization and Other Corporate Governance Systems concerning Management **Decision-Making, Execution and Supervision**
- 1. Matters related to Organization Structures and Organizational Operations

Organizational form	Company with Audit & Supervisory Board
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# [Board Directors]

Number of board directors in Articles of	12
Incorporation	
Term of office for board directors in Articles of	1 year
Incorporation	
Chairperson of the Board of Directors	President
Number of board directors	6
Appointment of outside board director	Appointed
Number of outside board directors	2
Number of outside board directors designated	2
as independent officer	

Relationship with the Company (1)

Name	Association	Relationship with the Company			<b>/</b> *							
		а	b	С	d	е	f	g	h	i	j	k
Eriko Tanabe	From another company											
Kuniyoshi Mabuchi	From another company											

- Choices regarding relationship with the Company.
- For (a) through (k), a circle (○) indicates the current or recent status of the individual, and a triangle (△) indicates the past status of the individual.
- For (a) through (k), a filled-in circle (•) indicates the current or recent status of a close relative of the individual, and a filled-in triangle (▲) indicates the past status of a close relative of the individual.
- a. An executive of a listed company or its subsidiary
- b. An executive or a non-executive director of the parent company of a listed company
- c. An executive of a sister company of a listed company
- d. An individual whose major business client is a listed company or an executive of such individual
- e. A major business client of a listed company or an executive of such business client
- f. A consultant, accounting specialist, or legal professional who receives a substantial amount of money or assets in addition to the customary remuneration from a listed company
- g. A major shareholder of a listed company (In the case that such major shareholder is a corporation, an executive thereof)
- h. An executive of a business client (that does not fall under any of (d), (e), or (f)) of a listed company [This applies to the individual only.]
- i. An executive of a company whose outside officers are mutually assigned [This applies to the individual only.]
- j. An executive of a company to which a listed company donates products, services, or money (This applies to the individual only.]
- k. Other

# Relationship with the Company (2)

Name	Independent	Supplementary	Reason for appointment
	director	information	
Eriko Tanabe	0	No material fact to report	Having engaged in numerous
			projects centering on the IT
			field at TEMPSTAFF CO.,
			LTD. (currently PERSOL
			TEMPSTAFF CO., LTD.),
			including the construction of
			websites and online systems
			provided by said company,

			Mo Friko Tanaha has
			Ms. Eriko Tanabe has
			extensive management
			experience. Dip believes that
			she can be expected to
			continue providing valuable
			advice and perform oversight
			and supervisory functions for
			dip by utilizing her unique
			perspective as a woman on
			businesses related to
			personnel recruiting services
			and the Internet in the
			management of dip as well as
			in product development. For
			these reasons, dip has
			judged her to be suitable for
			the position of outside board
			director and appointed her to
			the post.
			Ms. Tanabe has also been
			designated as an
			independent officer of dip
			since there is no risk of a
			conflict of interest with
			general shareholders as she
			is not involved in dip's
			business and does not
			receive remuneration from
			dip as a consultant,
			accounting specialist, or legal
			professional in addition to the
			customary remuneration.
Kuniyoshi Mabuchi	0	No material fact to report	Mr. Kuniyoshi Mabuchi has
			extensive management
			experience as the manager of
			multiple business

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corporations including global companies. Along with his extensive experience and a high level of knowledge in the latest technologies, such as digital marketing Al/blockchain, dip believes that he can be expected to provide valuable advice and perform oversight and supervisory functions. For dip these reasons, has judged him to be suitable for the position of outside board director and appointed him to the post. Mr. Mabuchi will also be designated as an independent officer of dip since there is no risk of a conflict of interest with general shareholders as he is not involved in dip's business receive does not and remuneration from dip as a consultant, accounting specialist, legal or professional in addition to the customary remuneration.

# [Voluntary Committee]

Existence of voluntary committee equivalent to	Yes
a nominating committee or compensation	
committee	

Establishment of Voluntary Committee, Composition of Committee Members and Attribute of Chairperson

Voluntary committee equivalent to nominating committee

Name of committee			Nomina	ation and Com	pensation Cor	nmittee
No. of	No. of full-	No. of	No. of	No. of	No. of	Chairperson
committee	time	internal	outside	internal	other	
members	committee	board	board	experts	persons	
	members	directors	directors			
3	0	1	2	0	0	Outside
						board
						director

Voluntary committee equivalent to compensation committee

Name of committee			Nomination and Compensation Committee			
No. of	No. of full-	No. of	No. of	No. of	No. of	Chairperson
committee	time	internal	outside	internal	other	
members	committee	board	board	experts	persons	
	members	directors	directors			
3	0	1	2	0	0	Outside
						board
						director

# Supplementary Information (Updated)

Entrusted by the Board of Directors, the Nomination and Compensation Committee determines individual director compensation (base amount and coefficient determined for each position) and also deliberates and reports on matters related to director nominations and compensation in response to inquiries from the Board of Directors. The Committee is composed of the President and CEO and independent outside directors, who shall account for the majority of the members. The current members are Hideki Tomita, Representative Director, President and CEO, Eriko Tanabe and Kuniyoshi Mabuchi, Independent Outside Directors. An independent outside board director is to serve as chairperson.

Each member's attendance at Nomination and Compensation Committee meeting is as follows: (Attendance at Nomination and Compensation Committee meetings during the fiscal year ended February 2022)

	No. of meetings attended	Attendance rate
Hideki Tomita	3 out of 3	100%
Eriko Tanabe	3 out of 3	100%
Kuniyoshi Mabuchi	1 out of 1	100%

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Note: Mr. Kuniyoshi Mabuchi was newly elected as board director at the 24th Annual General Meeting of Shareholders held on May 26, 2021, and assumed the posts of board director and Nomination and Compensation Committee member on the same day. Therefore, the number of meetings he attended is the number of meetings held on and after said date.

#### [Corporate Auditors]

Establishment of Audit & Supervisory Board	Established
Number of corporate auditors in Articles of	4
Incorporation	
Number of corporate auditors	4

Cooperation among Corporate Auditor, Accounting Auditor and Internal Audit Section

Corporate auditors hold meetings with the accounting auditor or the Internal Audit and Control Office on a timely basis to exchange opinions and share information as well as request a report from the accounting auditor or the Internal Audit and Control Office as needed. During the process of and after the completion of audit by the accounting auditor, the corporate auditors receive a report on the findings of the audit.

Appointment of outside auditor	Appointed
Number of outside auditors	2
Number of outside auditors designated as	1
independent officer	

# Relationship with the Company (1)

Name	Association			Re	elatio	onsh	ip v	vith t	he C	Com	pan	у*		
		а	b	С	d	е	f	g	h	i	j	k	ı	m
Koichi Kobayashi	Certified public													
	accountant													
Takashi Ejiri	Lawyer													

<sup>\*</sup>Choices regarding relationship with the Company

- a. An executive of a listed company or its subsidiary
- b. A non-executive director or accounting advisor of a listed company or its subsidiary
- c. An executive or a non-executive director of the parent company of a listed company
- d. An auditor of the parent company of a listed company

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- e. An executive of a sister company of a listed company
- f. An individual whose major business client is a listed company or an executive of such individual
- g. A major business client of a listed company or an executive of such business client
- h. A consultant, accounting specialist, or legal professional who receives a substantial amount of money or assets in addition to the customary remuneration from a listed company
- i. A major shareholder of a listed company (In the case that such major shareholder is a corporation, an executive thereof)
- j. An executive of a business client (that does not fall under any of (f), (g), or (h)) of a listed company [This applies to the individual only.]
- k. An executive of a company whose outside officers are mutually assigned [This applies to the individual only.]
- I. An executive of a company to which a listed company donates products, services, or money (This applies to the individual only.]
- m. Other

# Relationship with the Company (2)

Name	Independent	Supplementary information	Reason for
	auditor		appointment
Koichi Kobayashi	0	No material fact to report	Mr. Koichi Kobayashi has been appointed as outside auditor since dip believes he can be expected to perform his duties as outside
			auditor appropriately because of his extensive insight for overseeing and supervising corporate management based on his deep knowledge of finance, legal affairs and tax affairs gained from his career as a certified public

		accountant and tax
		Kobayashi has also
		been designated as an
		independent officer of
		dip since there is no risk
		of a conflict of interest
		with general
		shareholders as he is
		not involved in dip's
		business and does not
		receive remuneration
		from dip as a
		consultant, accounting
		specialist, or legal
		professional in addition
		to the customary
		remuneration.
		D 1 11 1
Takashi Ejiri	No material fact to report	Based on the legal
Takashi Ejiri	No material fact to report	expertise he has
Takashi Ejiri	No material fact to report	
Takashi Ejiri	No material fact to report	expertise he has
Takashi Ejiri	No material fact to report	expertise he has accumulated over many
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr.
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr.  Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr.  Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit &
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr.  Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit & Supervisory Board to
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit & Supervisory Board to solve the issues.
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit & Supervisory Board to solve the issues. Therefore, believing
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit & Supervisory Board to solve the issues. Therefore, believing that he can be expected
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit & Supervisory Board to solve the issues. Therefore, believing that he can be expected to make the necessary
Takashi Ejiri	No material fact to report	expertise he has accumulated over many years as a lawyer, Mr. Takashi Ejiri strives to identify issues concerning dip's corporate governance and actively makes recommendations at the meetings of the Audit & Supervisory Board to solve the issues. Therefore, believing that he can be expected

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	Board meetings, dip has
	judged him to be
	suitable for the position
	of outside auditor and
	appointed him to the
	post. Dip believes that
	he can appropriately
	execute his duties as an
	outside auditor because
	of his expertise as a
	lawyer in corporate
	legal affairs and
	extensive knowledge in
	corporate governance.

### [Independent Officers]

Number of independent officers

3

Other Matters related to Independent Officers

Dip and its subsidiaries (the "Group") have established the Standards on Independence of Outside Officers (outside board directors and outside auditors) as outlined below. If an outside officer does not fall under any of the following, such outside officer is deemed to be independent of the Group and have no risk of a conflict of interest with general shareholders.

- 1. An executive (as stipulated in Item 6, paragraph 3, Article 2 of the Regulation for Enforcement of the Companies Act. Includes not only executive directors but also employees. Does not include auditors.) of the Group or an individual who was an executive of the Group within the past 10 years (for individuals who were a non-executive director or auditor of the Group at any point of time within the past 10 years, 10 years prior to appointment of such post).
- 2. A major shareholder of the Group (an individual who holds 10% or more of total voting rights at the end of the previous fiscal year), or an executive thereof.
- 3. An individual whose major business client\* is the Group or an executive of such individual
- 4. A major business client\* of the Group or an executive of such business client
- 5. An accounting auditor of the Group or an individual in charge of the Company's audit operations as an employee of the accounting auditor
- 6. A consultant, accounting specialist, or legal professional who receives money of more than 10

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million yen per year or other assets in addition to the customary remuneration from the Group; provided, however, that in the case that the individual receiving such assets is an organization such as a corporation or a union, this shall be limited to an individual who is an executive of an organization whose assets received from the Group account for more than 2% of annual income.

- 7. An individual who fell under any of 2 to 6 above in the past three years.
- 8. A relation within the second degree of an individual listed in any of 1 to 7 above (limited, however, to a significant individual)
- 9. In addition to those stated in the above items, an individual with a special reason that prevents him or her from fulfilling the duties as an independent outside board director, such as a risk of a conflict of interest with the Group
- \*A major business client refers to a client whose transaction amount in the previous fiscal year accounted for more than 2% of consolidated net sales for the year.

In addition to the above criteria, outside officers are required to possess extensive knowledge and experience necessary for auditing and supervising the status of Group directors' compliance with laws and business management.

#### [Incentives]

Implementation of measures on incentive provision to board directors

Adoption of performance-linked compensation plan

# Supplementary Information

Dip has established a BIP (Board Incentive Plan) trust for executive directors as a performance-linked compensation. It also offers restricted stock to executive directors.

Decisions regarding the levels of performance-linked compensation, and its percentage relative to base compensation, are taken after a comprehensive review of the medium/long-term ratio of performance-linked compensation to annual compensation and the difficulty of achieving performance targets, after conducting an objective benchmark comparison that takes into account the scale of dip's business, and utilizing a remuneration database aggregated and analyzed by a specialist external institution.

The BIP trust adopts net sales and operating income, which are dip's key managerial indicators, at a 1:1 ratio as performance indicators. The number of shares granted ranges between 0% and 150% based on the achievement of performance targets.

The restricted stock compensation adopts net sales and operating income, which are dip's key managerial indicators, as performance indicators.

The restrictions will be lifted in accordance with the achievement of performance targets, which will be disclosed in the financial results report for the fiscal year ending February 28, 2025. The planned

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target figures are 100 billion yen for net sales and 30 billion yen for operating income.

#### Grantees of stock options

**Employees** 

#### Supplementary Information

Dip issues stock options to its employees with the aim of further bolstering employees' morale and motivation to contribute to long-term improvement in corporate value.

#### [Directors' Compensation]

#### Disclosure status

Individual compensation is not disclosed.

# Supplementary Information

The compensation of those whose total amount of compensation, etc. is 100 million yen or more is individually disclosed in the Securities Report. Securities Reports and Business Reports are available for public inspection on dip's corporate website (available in Japanese only).

# Existence of a policy for determining the amount or calculation of compensation

Yes

# Disclosure of Policy for Determining the Amount or Calculation of Compensation (Updated)

The basic policy of the compensation system for dip's management and board directors, which excludes that for independent outside board directors and auditors who are expected to perform oversight and supervisory functions with impartiality, is to share value with shareholders, taking into consideration a sufficient level for employing and retaining competent personnel while maintaining objectivity and transparency that enable full accountability, and promote continuous growth of the Company and as well as a medium/long-term increase in its corporate value through a sound entrepreneurial spirit.

#### <Executive directors>

The compensation system for executive directors consists of cash compensation as the base compensation and performance-linked compensation. Said performance-linked compensation is aimed at emphasizing the link with dip's share value and bolstering executive directors' awareness toward contributing to medium/long-term performance and corporate value improvement.

<Independent outside board directors and auditors>

Compensation for independent outside board directors and auditors consists solely of cash compensation as the base compensation, in principle, to ensure the effectiveness and impartiality of supervision and audit.

<Policy for each managerial position>

Compensation for the different managerial positions is derived by multiplying the base amount, which is the base compensation for the Representative Director, President and CEO, by a coefficient

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for each managerial position prescribed by internal rules. The Board of Directors entrusts the determination of the base amount and the coefficient for each managerial position to the Nomination and Compensation Committee.

# [Support System for Outside Board Directors (Outside Auditors)]

The secretariat of the Board of Directors is in charge of supporting outside board directors. Support staff for outside auditors are assigned if requested. In this case, the auditor's opinions are respected when conducting personnel changes and evaluations of the assigned staff members. If briefings to outside board directors or auditors are required before meetings of the Board of Directors, the necessary information is communicated by the secretariat of the Board of Directors. A system has also been established to enable outside board directors and outside auditors to gather information using an internal communication tool.

[Status of Individuals that Have Retired from Positions such as President]

Information including the names of counselors, advisors, etc. who previously held positions such as president

Name	Title and Position	Description of Position	Form and Conditions of Employment (Full-Time or Part- Time, Paid or Unpaid, etc.)	Date of Retirement as President, etc.	Term
_	_	_	_	_	_

Total number of counselors, advisors, etc. who previously held positions such as president

# Other Matters

Dip has not appointed a counselor presently. It commissions a former board director or corporate auditor as counselor through the required internal procedures if the Board of Directors finds it particularly necessary for business. The counselor provides advice for and implements the matters necessary for managing the Company as commissioned by the Board of Directors. Commissioning a counselor requires a resolution of the Board of Directors. The term of office is one year.

2. Matters related to Functions of Execution of Business, Audit and Supervision, Appointment and Decisions regarding Compensation, etc. (Outline of the Current Corporate Governance System)

The Board of Directors, which is the management decision-making organ, consists of six directors

who possess a high degree of expertise and broad knowledge based on extensive experience. Board meetings are held on a monthly basis, in principle, and extraordinary Board meetings are held when needed to discuss and decide important management matters. Two of the six directors are outside board directors, who provide well-balanced recommendations based on their experience in corporate management, etc. from standpoints independent of the management and controlling shareholders to enhance supervisory functions toward management.

The Board of Directors comprises Hideki Tomita, Representative Director, President and CEO, Masatsugu Shidachi, Director, COO and CIO, Kazuhisa Iwata, Director and CBO, Katsumi Ueki, Director, and Eriko Tanabe and Kuniyoshi Mabuchi, Outside Directors.

Matters concerning business strategies are deliberated at regular Corporate Officer Meetings attended by executive directors as well as at councils consisting of division heads to ensure efficient decision-making by the Board of Directors, CEO, COO, and heads of groups by recognizing managerial issues at an early stage.

The appointment of board directors and corporate auditors is decided by a resolution of the general meeting of shareholders in response to a proposal of candidates nominated by a resolution of the Board of Directors, after the Representative Director, President and CEO or another board director refers the candidates to the Board of Directors following confirmation that the candidates meet the basic policy for appointment stated below.

The nomination of board director candidates takes into account the opinions of the Nomination and Compensation Committee, a voluntary advisory body to the Board of Directors where independent outside board directors account for a majority of votes.

The proposal on the appointment of corporate auditors is submitted to the general meeting of shareholders after obtaining the consent of the Audit & Supervisory Board. The basic policy for appointment is as stated below.

## <Board director>

Dip's basic policy for appointing executive directors requires the candidates to, among others, possess the broad knowledge and experience necessary for making corporate managerial decisions.

In appointing outside board directors, the candidates are required to be able to oversee and supervise business management of the Company through important decision-making at the Board of Directors meetings, oversee whether there is any conflict of interest between the Company, management and controlling shareholders, and actively make recommendations concerning management policies and management improvements in order to advance medium/long-term corporate value. In addition, the basic policy is to appoint at least two independent outside board directors after considering the appropriate balance of the diverse knowledge and experience expected of such directors.

# <Corporate auditor>

With the aim of reinforcing oversight and supervisory functions, dip's basic policy for appointing corporate auditors is to appoint individuals with experience in corporate management, certified public accountants, tax accountants or lawyers who possess knowledge and experience in corporate finance, accounting and legal affairs, or individuals with considerable knowledge and experience in risk management.

The basic policy of the compensation system for dip's management and board directors, which excludes that for independent outside board directors and auditors who are expected to perform oversight and supervisory functions with impartiality, is to share value with shareholders, taking into consideration a sufficient level for employing and retaining competent personnel while maintaining objectivity and transparency that enable full accountability, and promote continuous growth of the Company as well as a medium/long-term increase in its corporate value through a sound entrepreneurial spirit.

#### <Executive directors>

The compensation system for executive directors consists of cash compensation as the base compensation and performance-linked compensation. Said performance-linked compensation is aimed at emphasizing the link with dip's share value and bolstering executive directors' awareness toward contributing to medium/long-term performance and corporate value improvement.

<Independent outside board directors and auditors>

Compensation for independent outside board directors and auditors consists solely of cash compensation as the base compensation, in principle, to ensure the effectiveness and impartiality of supervision and audit.

<Policy for each managerial position>

Compensation for the different managerial positions is derived by multiplying the base amount, which is the base compensation for the Representative Director, President and CEO, by a coefficient for each managerial position prescribed by internal rules. The Board of Directors entrusts the determination of the base amount and the coefficient for each managerial position to the Nomination and Compensation Committee.

Dip's Audit & Supervisory Board comprises four corporate auditors, half of whom are outside auditors. The constituent members are Tsuneyo Otomo, Full-Time Corporate Auditor, Koichi Kobayashi, Independent Outside Auditor, Takashi Ejiri, Outside Auditor, and Akihiko Mochizuki, Auditor. The appointed corporate auditors have experience in corporate management at dip, knowledge and experience in corporate finance, accounting and legal affairs as a certified public accountant, tax accountant or lawyer, and considerable knowledge and experience in risk management.

All corporate auditors attend Board of Directors meetings, in principle, to oversee and supervise the

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execution of duties by the Board of Directors and board directors from the standpoints of legality and soundness of corporate management, as well as auditing legality by performing corporate auditor's audits.

Dip also performs an internal audit by the Internal Audit Office, which was established as an independent auditing body directly under the Representative Director, President and CEO. The corporate auditors and the Internal Audit Office share information and exchange opinions on a timely basis and also cooperate with the accounting auditor to enhance the effectiveness of audit.

The certified public accountants who were involved in auditing during the fiscal year ended February 2021 were as follows:

Certified public accountants involved in auditing: Atsushi Fukuda, Nobuyuki Ishii, Hiroshi Uekusa

Affiliated auditing firm: KPMG AZSA LLC

Assistants involved in auditing: 24 certified public accountants; 5 others

The consecutive period of auditing is 11 years.

#### 3. Reason for Selecting the Current Corporate Governance System

Dip adopts a system of corporate governance carried out by the Board of Directors, corporate auditors and the Audit & Supervisory Board, with the aim of simultaneously achieving continuous and stable business operations and enhanced audit and internal control functions, while working to effectuate a corporate management that is able to swiftly address changes in the management environment.

Dip has adopted this system because it believes that it is preferable for some of its board directors to be involved in important business executions in order to make effective use of its managerial resources and maintain sustainable business operations. In addition, the system should, from the perspective of ensuring management soundness, preferably enable non-executive directors to supervise executive directors and corporate auditors to audit business management.

Furthermore, to ensure that oversight and supervision are appropriately performed by independent outside board directors, dip has established Standards on Independence of Outside Officers and nominates candidates for independent outside board directors who are not only independent but also possess the expertise and experience in business strategy to enable them to actively offer frank and constructive recommendations at Board of Directors meetings.

Due to the above initiatives to achieve sustainable business operations and enhance audit and control functions, dip deems its current corporate governance system to be effective. Furthermore, dip strives to expedite decision-making and strengthen its smooth execution by introducing a corporate officer system.

# III. Implementation of Measures for Shareholders and Other Stakeholders

# 1. Measures to Vitalize General Meetings of Shareholders and Facilitate the Exercise of Voting Rights

	Supplementary information
Early delivery of	Dip sends out notices of convocation of its general meeting of shareholders at
notice of	least 19 days prior to the date of the meeting to ensure that shareholders have
convocation of	sufficient time to examine the agendas of the meeting, while simultaneously
general meeting of	making efforts to guarantee the accuracy of the information. It also discloses
shareholders	the contents of the notice of convocation on TDnet and the Company's
	corporate website at least 27 days prior to the date of the meeting.
Setting the date to	Dip sets the date of its general meetings of shareholders to avoid conflict with
avoid conflict with	other shareholders' meetings.
other shareholders'	
meetings	
Exercise of voting	Dip uses the electronic voting system operated by Mitsubishi UFJ Trust and
rights by electronic	Banking.
means	
Participation in	Dip participates in electronic voting platforms to facilitate the exercise of voting
electronic voting	rights by institutional investors and overseas investors.
platforms and other	
initiatives to	
improve	
institutional	
investors' voting	
environment	
Provision of notice	Dip discloses a summary convocation notice in English on TDnet and the
of convocation	Company's corporate website at least 27 days prior to the date of the meeting,
(summary) in	simultaneously with the Japanese version.
English	

# 2. Investor Relations (IR) Activities

		Explanation by
	Supplementary information	the representative
		of dip
Creation and	Dip has created an IR policy in order to engage in	
announcement of	constructive dialogue with its shareholders. Details of the	
disclosure policy	policy are posted on dip's corporate website.	

	(https://www.dip-net.co.jp/en/ir/attention/disclosure)	
Holding regular	Dip holds results presentations for analysts and institutional	Yes
meetings for	investors on a quarterly basis on the day of the results	
analysts and	announcement.	
institutional		
investors		
Disclosure of IR	Dip has set up a page dedicated to IR on its corporate	
materials on	website where the latest and past timely disclosure	
website	materials, such as financial results, and materials related to	
	results announcements (presentation materials, fact sheets,	
	etc.) can be found.	
	(https://www.dip-net.co.jp/en/ir)	
	English versions of the timely disclosure materials and	
	materials related to results announcements are also	
	disclosed simultaneously with the Japanese versions.	
	(https://www.dip-net.co.jp/en/ir)	
Establishment of IR	Dip has established the IR Team under the Business	
department (officer)	Planning Division, Corporate Management Group as the	
	department in charge of IR.	

# 3. Status of Initiatives to Respect the Standpoint of Stakeholders

	Supplementary information
Internal regulations	Dip's brand statement, "One to One Satisfaction," also serves as a guideline
for respecting the	for the Company to satisfy all of its stakeholders. Dip declares this brand
standpoint of	statement on its corporate website, etc.
stakeholders	
Promotion of	Based on its corporate philosophy, "Here at dip, we want to tap into dreams,
environmental	ideas and passion to create a better society," dip has established an
conservation	environmental policy as a guideline to reduce the environmental impact of its
activities and CSR	business activities and to fulfill its responsibilities toward the realization of a
activities	sustainable society.
	<environmental policy=""></environmental>
	https://www.dip-net.co.jp/en/esg/environment/E003

# IV. Matters concerning the Internal Control System

# 1. Basic Concept and Status of the Internal Control System

- 1. Ensuring Director and Employee Compliance with Laws, Regulations and Articles of Incorporation
- (1) Dip has established a Basic Policy on Compliance and takes steps to instill the policy among all board directors and employees to ensure that their execution of duties complies with laws, regulations and the Articles of Incorporation as well as enabling them to execute their duties while respecting social responsibilities and corporate ethics.
- (2) Dip includes at least two independent outside board directors in its Board of Directors to strengthen oversight functions concerning the fairness of execution of duties.
- (3) The Legal Affairs Office, Corporate Management Group is responsible for compliance and the maintenance and improvement of the compliance system. Specifically, it offers regular training programs as well as creating and distributing manuals to board directors and employees in order to improve knowledge and awareness related to compliance.
- (4) Dip has established a reporting channel outside the Company and developed a whistle-blowing system for employees with the aim of detecting violations of laws and the Articles of Incorporation quickly and redressing them.
- (5) Dip rejects all relationships with anti-social forces. To ensure this, it designates the Business Support Department, Personnel & General Affairs Group as the responsible section for responding to anti-social forces and establishes rules for responses. It is also prepared to respond resolutely to emergencies by cooperating with specialized external agencies such as the police.
- (6) The corporate auditors and the Internal Audit Office work in conjunction with each other to audit the status of the compliance system on a regular basis and report to the Board of Directors.
- 2. Retention and Management of Information regarding the Execution of Duties by Board Directors Information regarding the execution of duties by board directors shall be appropriately and surely retained and managed over a prescribed period of time and also made searchable and viewable in accordance with the Document Management Rules and other internal rules.
- 3. Rules and Other Systems for Risk Management

Dip establishes a system for business risk management based on the Corporate Risk Management Rules. In the event of a critical situation in business activities, dip sets up a task force under the CEO's command to make swift and accurate responses as well as a system to minimize loss or damage. Against risks related to the handling of personal information, in particular, dip has set up a department and manager responsible for information management, who carry out trainings of employees and internal audits on a regular basis as well as maintaining and improving the management system based on the Privacy Mark and Information Security Management System (ISMS) certifications dip has already acquired.

#### 4. Ensuring Efficiency in the Execution of Duties by Board Directors

Board of Directors meetings are held on a monthly basis to make important decisions on business execution. Furthermore, the CEO, COO, CBO and heads of groups conduct careful and flexible decision-making according to the decision-making authority stipulated in internal rules. In addition, dip ensures efficient decision-making by the Board of Directors, the CEO, COO, CBO and heads of groups by deliberating matters at Corporate Officer Meetings and councils consisting of division heads to identify managerial issues at an early stage.

Efficient and swift business execution is pursued through the introduction of a corporate officer system and a group system and in accordance with the Organization Regulations and Rules on the Division of Duties and Authority.

- 5. Ensuring Appropriate Operations of the Corporate Group consisting of the Company and its Subsidiaries
- (1) The Group emphasizes the importance of the Basic Policy on Compliance stipulated by dip to all employees in order to establish a compliance system for the entire Group.
- (2) Dip dispatches board directors or corporate auditors to subsidiaries, who will oversee and supervise the execution of duties by board directors at the subsidiaries.
- (3) The business conditions between Group companies are compared with general business conditions to prevent them from being significantly disadvantageous or arbitrary. Experts are consulted as needed.
- (4) The Internal Audit Office conducts internal audits of subsidiaries to ensure the propriety of their overall operations.
- (5) Dip and its subsidiaries hold regular meetings to share important information on the Group's overall corporate management. Dip approves or receives reports on important business executions at the subsidiaries in accordance with rules on subsidiary management.

#### 6. Ensuring the Reliability of Financial Reporting

In order to ensure the propriety of the Group's financial reporting, the Group establishes an internal control system for valid and appropriate submission of internal control reports in accordance with the Financial Instruments and Exchange Act. It also continuously evaluates whether the system functions properly and makes amendments as needed.

7. Matters concerning Employees Who Support the Duties of Auditors where Required by Corporate Auditors, the Independence of Such Employees from Directors and Ensuring the Effectiveness of Instructions to Such Employees

Dip assigns personnel to support the execution of duties of the Audit & Supervisory Board or corporate auditors as needed at their request or instruction. In such cases, the impartiality of such

personnel will be retained so that they will not be subject to instructions or orders from anyone other than corporate auditors and to ensure the effectiveness of the auditors' instructions. The opinions of the Audit & Supervisory Board are respected when conducting personnel changes or evaluations of such personnel.

Systems Designed to Enable Directors and Employees to Report to Corporate Auditors and Other
 Systems concerning the Reporting to Auditors

All corporate auditors attend Board of Director meetings, in principle. At the Board of Director meetings, matters for deliberation at important councils such as the Corporate Officer Meeting are reported. In the event of an emergence of a fact that causes substantial damage to the Group or a risk thereof, or an occurrence of a situation that significantly discredits the Group, a material defect or problem concerning the system or procedures of internal control, a violation of law or other illegal act, or a material unjust act, the board directors and employees of the Group immediately report to corporate auditors in writing or orally. Furthermore, corporate auditors are allowed to inspect the minutes and proceedings documents of various meetings such as the Corporate Officer Meeting and request reports from the Group's board directors and employees. The Internal Audit Office, which is in charge of the whistleblowing system, reports to corporate auditors on the status of whistleblowing within the Group on a regular basis.

Ensuring the Prevention of Unfavorable Treatment of Informants of the Preceding Paragraph Due to Reporting

Dip stipulates in regulations and responds appropriately so that the Group's board directors and employees will not be treated unfavorably due to making a report of the nature described in the preceding paragraph to corporate auditors.

10. Matters concerning Policies on the Handling of Expenses or Debts Resulting from the Execution of Duties by Corporate Auditors, including Procedures for Advance Payment or Indemnification of Expenses

When a corporate auditor requests dip indemnification of expenses resulting from the execution of his/her duties pursuant to Article 388 of the Companies Act, dip responds to such request except in cases where it proves that such request is not necessary for the execution of the duties of such corporate auditor.

- 11. Ensuring Effective Auditing by Corporate Auditors
- (1) Audit & Supervisory Board meetings are held at least once a month.
- (2) In addition to Audit & Supervisory Board meetings, the corporate auditors hold meetings as

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needed.

- (3) Corporate auditors meet with the accounting auditor or the Internal Audit and Control Office on a timely basis to exchange opinions and information and request a report from the accounting auditor or the Internal Audit and Control Office as needed.
- (4) Corporate auditors receive reports from external experts (lawyers, tax accountants, etc.) on risks facing the Group in meetings with such parties.

# 2. Basic Approach toward the Exclusion of Anti-Social Forces and Establishment of Internal Structures

- Basic Approach toward the Exclusion of Anti-Social Forces
   Dip rejects all relationships with anti-social forces and groups that pose a threat to social order and security.
- 2. Establishment of Internal Structures for the Exclusion of Anti-Social Forces

Dip has designated the Business Support Department, Personnel & General Affairs Group to supervise responses to anti-social forces and appointed a person in charge of preventing undue demands. It has established a network for cooperation with specialized external agencies such as the police and lawyers for its daily information gathering and responding to any incidents that occur. Guidelines for addressing undue demands have already been established but will be appropriately revised according to changes in the environment. At the same time, dip has added clauses for the exclusion of anti-social forces in basic transaction agreements to prevent transactions with anti-social forces in its ordinary business and to immediately stop any unforeseen transaction it discovers.

## V. Others

1. Adoption of Anti-Takeover Measures

Adoption of anti-takeover measures	No

Supplementary Information

# 2. Other Matters related to Corporate Governance System, etc.

<System for Information Disclosure>

1. Basic Approach to Timely Disclosure

Dip defines information on its business, operations and results that has a significant impact on securities investment decisions as "material information" and discloses it on a timely basis in compliance with relevant laws and regulations including the Companies Act and the Financial Instruments and Exchange Act as well as the Timely Disclosure Rules of the Tokyo Stock Exchange. Furthermore, dip goes beyond the Timely Disclosure Rules, etc., and will voluntarily and actively

disclose information that is deemed to affect stock prices and investment decisions through the Tokyo Stock Exchange (TDnet) and dip's corporate site.

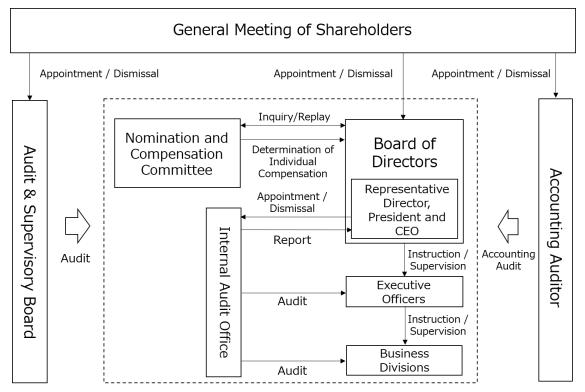
Information disclosed at briefings or individual meetings will be limited to facts disclosed to the public, facts that are in the public domain, facts pertaining to the general business environment and the like. No reference whatsoever will be made to undisclosed "material information".

## 2. System for Timely Disclosure

Whenever a decision is made or an event occurs that may be subject to timely disclosure, the department in charge consults in advance with the IR Team of the Business Planning Division, Corporate Management Group. The IR Team determines whether or not timely disclosure is necessary, and if it is determined that timely disclosure is necessary, prepares the appropriate materials in cooperation with relevant departments such as the Accounting and Finance Division and the Legal Affairs Office before disclosing them following a review by the Information Handling Officer.

With regard to results information, the Accounting and Finance Division of the Corporate Management Group will take the initiative in preparing disclosure materials, which will be disclosed by the IR Team following approval from the Board of Directors and a review by the Information Handling Officer.

# [Flow Chart (Reference Material)]





[Skill Matrix of Board of Directors and Audit & Supervisory Board (Reference Material)]

			Current position ·	Parti	cular experience ·	Fields in which exp	pertise is applical	ole
	Name		Responsibilities	Corporate Management	Sales/ Marketing	Technology/ Innovation	Finance/ Accounting	Risk Management
	Hideki Tomita		Representative Director, President and CEO (President and Chief Executive Officer)	•	•	•		
	Masatsugu Shidati		Director, COO (Chlef Operating Officer), CIO (Chlef Information Officer) and head of Service Development Group	•	•	•	•	
Board of Directors	Kazuhisa Iwata		Director, CBO (Chief Business Officer)	•	•			•
	Katumi Ueki		Director	•		•		•
	Eriko Tanabe	lependent Director External Director	Outside Director	•		•		•
	Kuniyoshi Mabuchi	lependent Director External Director	Outside Director	•	•	•		
	Tsuneyo Otomo		Full-time Corporate Auditor	•	•			•
Audit & Supervisory	Koichi Kobayashi	lependent Director External Director	Outside Auditor				•	
Board		External Director	Outside Auditor					•
	Akihiko Mabuchi		Auditor				•	

The chart above is not necessarily a representation of all the relevant experience and expertise held by each officer.

(Note) English documents are prepared as a courtesy to our stakeholders. In the event of any inconsistency between English-language documents and the Japanese-language documents, the Japanese-language documents will prevail.