Achilles Group Policy on Preventing Harassment in Recruitment

1. Basic Policy

As a member of society, the Achilles Group (the "Group") recognizes the importance of respecting human rights. To ensure respect for human rights in all its activities, the Group has established the "Achilles Group Human Rights Policy" and promotes initiatives to uphold human rights.

The Group does not tolerate sexual harassment, power harassment, or any other form of harassment against job seekers and other individuals participating in the Group's recruitment and selection processes, company information sessions, internships, or other job-seeking activities (hereinafter referred to as "Job Seekers and Other Participants"). Such harassment is hereinafter referred to as "Harassment of Job Seekers and Other Participants." The Group is committed to ensuring a fair and healthy environment in its recruitment activities so that Job Seekers and Other Participants are not hindered from attending the Group's recruitment interviews or recruitment information sessions, visiting its employees, participating in internships, or engaging in other job-seeking activities (hereinafter collectively referred to as "Job-Seeking Activities").

2. Rules Governing the Group's Recruitment and Related Activities

(1) Interviews and Meetings

As a general rule, interviews and meetings shall be conducted by two or more Group representatives, either at Group facilities or other appropriate locations, or through an online meeting system approved by the Group.

(2) Locations

In-person interviews, meetings, and similar activities shall not be conducted at the homes of Group representatives or Job Seekers and Other Participants, at other private locations, in settings involving alcohol consumption, or at any other locations inappropriate for recruitment activities.

(3) Times

As a general rule, interviews and meetings shall be conducted during the Group's working hours. Interviews, meetings, and similar activities shall not be conducted late at night or early in the morning unless requested or consented to by the relevant Job Seeker or Other Participant.

(4) Means of Communication

Communications shall be conducted using Group email addresses, telephone communications, or a recruitment management system approved by the Group. Group representatives shall not use their personal social media accounts or other private contact channels.

(5) Questions and Conduct

Group representatives shall not engage in sexual conduct or make sexual remarks, request romantic relationships, ask excessive questions about private life, ask inappropriate questions or collect information concerning matters unrelated to an applicant's aptitude or abilities, or engage in any other speech or conduct that undermines the personal integrity or dignity of Job Seekers and Other Participants.

3. Consultation Channel

Consultations regarding Harassment of Job Seekers and Other Participants in the Group's recruitment activities are accepted through the following channel:

https://achilles-recruit.jp/contact/?inquiry=harassment

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4. Action Against Offenders

If Harassment of Job Seekers and Other Participants is found to have occurred, the Group shall take strict action against the offender in accordance with its work rules and other internal regulations.

5. Protection of Privacy and Prohibition of Adverse Treatment

The Group shall take the necessary measures to protect the privacy of persons seeking consultation regarding Harassment of Job Seekers and Other Participants and other persons involved. The Group shall not subject any Job Seeker or Other Participant or any employee to adverse treatment on the grounds that they have sought consultation, provided cooperation, or otherwise assisted in relation to Harassment of Job Seekers and Other Participants.