

## <Internal “Alcohol Policy”>

### 【Principles】

- Do not engage in work or drive a car while under the influence of alcohol.
- Do not drink alcohol or encourage others to do so when you are scheduled to work or drive.
- Comply with laws and regulations.
- When being on board, comply with the alcohol policy set by shipping management companies.

### 【Rules for drinking】

- Always be aware that you are a member of the MOL Group, and maintain dignity and moderation when drinking.
- Do not drink in excess of the limit and do not allow others to do so.
- Do not force others to join in private drinking events and always respect their decisions.
- Do not cause trouble or harassment (sexual harassment, power harassment, alcohol harassment, etc.) related to drinking.
- Any person present who finds any act of harassment must immediately warn the person and report it to the supervisor or the consultation counter (Internal : Corporate Audit Division, External : City-Yuwa Partners).

### 【Reference】Guidelines on allowed drinking

- Drinking alcohol at lunch time when work is scheduled in the afternoon → **NOT allowed**
- Returning to work after drinking alcohol at dinner → **NOT allowed** (also NOT allowed during remote work). However, in unavoidable cases such as unexpected troubles or emergencies, rework is permitted with the approval of the supervisor.
- Drinking alcohol during working hours (actual working hours including overtime hours) → **NOT allowed**
- Working when the under the influence of alcohol over the previous night → **NOT allowed to work**
- Drinking during business trips → **Allowed** unless work is scheduled afterwards
- Drinking at a business dinner → **Allowed** unless work is scheduled afterwards
- Drinking of very small amounts of alcohol in ceremonial occasions, such as a visit to Konpira Shrine and ceremonies → **Allowed**