

# YASKAWA

Subject: <b>Corporate Authorization Policy</b>	
Control No:	Responsible Div. : HR&GA
1 <sup>st</sup> Issued Date: 31st/Mar/2020 Effective from: 31st/Mar/2020	Approved by : Akinori Urakawa

## 1. Purpose

This Policy defines the authorities and responsibilities and the procedures for decisions and approvals that shall be made by head of division and/or above (including President & CEO, COO, CFO and GM). This Policy is applied to all employees of the Company.

## 2. Corporate Authorization Summary Table

Corporate Authorization Summary Table ("Authorization Summary") specifies the matters to be approved by head of divisions and/or above ("Authorization Matter(s)") and the authorized approver(s) for each of Authorization Matters ("Approver(s)").

## 3. Corporate Authorization Application Procedures

### 3.1 Authorization Application

The employee who wishes to implement a matter specified as Authorization Matter in Authorization Summary ("Applicant") shall apply for approval(s) ("Authorization Application") and obtain approval(s) by the Approver(s).

- (1) In principle, Authorization Application and its approval(s) shall be completed before the implementation.
- (2) Upon application, attach relevant documents, if any, useful for decision making
- (3) Consult HR&GA Division, if uncertain about whether or not a matter fall under Authorization Matters or if uncertain about to which of Authorization Matters such a matter correspond, etc.

### 3.2 Approval

Each of the Approver(s) shall decide any of approval, conditional approval, or dis-approval of a matter applied for approval, while referring to supplemental information and opinions from the related divisions. In principle, approvals shall be made in sequential order specified in Authorization Summary, and authorized Final Approver shall make the final approval. The matter for which all the Approvers including Final Approver have approved ("Approval Completion") is hereinafter called "Approved Matter".

### 3.3 Report of Approval Completion

In regard to the matter that Authorization Summary defines persons to-be-reported (though not approvers), the approval results shall be reported to them after the Approval Completion. The reporter is, in principle, supposed to be its Applicant, but the supervisor of the Applicant or one of the Approvers who made approvals for the matter may report instead.

## 4. Implementation of Approved Matter(s)

### 4.1 Implementation

- (1) "Implementer" of an Approved Matter (either of the Applicant or the person whom ordered to implement) shall, after the Approval Completion and without delay, implement the Approval Matter in accordance with the approval results made.
- (2) In case that 3 months or longer has passed after the Approval Completion and that the Approved Matter has yet to be implemented, the new Authorization Application for approvals shall be issued again before the implementation of such a matter. If the initial application and the approvals were in advance made for a matter together with its implementation schedule or its deadline set, however, no re-application nor re-approval is necessary for such a matter as far as the matter is implemented before the deadline set (even if the implementation date has already exceeded 3 months after from the Approval Completion).

### 4.2 Revisions, Cancel of approved matters

- (1) In case that, upon implementation, revision(s) of an Approved Matter is necessary for inevitable reasons and if such revision(s) fall under one or more of Authorization Matters, the new Authorization Application is again required and its approvals shall be obtained before the implementation.
- (2) In case of any other changes or cancel, those shall be reported to each of the Approvers who approved the Approved Matter.

#### 4.3 Implementation Report

If an Approver request for the implementation report about the Approved Matter that he/she approved, the Implementer shall report the process, progress, and results of the implementation in accordance with the Approver's request, until the date designated by the Approver.