

September 2021

Dear Sir

Research Funds Improper Use Prevention Policy for Supplier

Tokyo International University

TIU strives to prevent improper use of research funds based on “Guidelines for Managing and Auditing Public Research Funds at Research Institutions (Implementation Criteria)” (Approved by the Minister of Education, Culture, Sports, Science and Technology on February 15, 2007 and revised on February 1, 2021)

1 Regarding suspension of transactions

We will take measures to suspend transactions for those who commit "illegal or inappropriate acts" such as depositing (Azukekin) and submission of documents that are different from the transaction facts.

"Tokyo International University Foundation Fixed Assets and Goods Procurement Regulations"

Article 9 (Suspension of Transactions)

We shall not engage in transactions for a certain period of time with those who have performed or may perform any of the following acts.

- (1) A person who made a false declaration in the investigation.
- (2) A person who commits an illegal act that raises the price unreasonably when bidding / quoting, etc.
- (3) A person who fails to fulfill the contract without a justifiable reason or lacks the ability to complete the fulfillment.
- (4) A person who intentionally performed rough construction or committed an illegal act regarding the quality, quantity, etc. of the property, etc. when fulfilling the contract.
- (5) A person who obstructed the execution of duties by staff members during supervision or inspection.
- (6) Others who have caused disadvantages to TIUF.

2 Regarding submission of " Oath "

- ① If all of the following four requirements are met , or if it is deemed necessary in light of the "Standards for Management and Auditing of Public Research Funds at Tokyo International University", we request the relevant supplier to submit an "oath".

Requirements for suppliers requiring submission of an oath

- 1) A supplier selected by a researcher.
- 2) There are no estimates from two or more companies.
- 3) Second order from the same supplier.
- 4) The total amount of one order is 100,000 yen or more.

- ② Contents of "Oath"

1. Observe the rules of Tokyo International University and do not engage an illegal act.
2. Cooperate with requests for viewing and submitting transaction books in internal audits and other investigations by Tokyo International University.
3. If fraud is found, there is no objection to any disposition including suspension of transactions.
4. If a member of Tokyo International University (faculty, staff, or other related member) requests an illegal act, contact the Tokyo International University whistleblowing contact point (The TIUF Headquarters Office "Compliance Desk").

3 Regarding setting up a Whistleblowing contact point

If you have any inquiries or requests regarding "illegal or inappropriate acts" from our faculty and staff members, please contact the "Whistleblowing contact point" immediately without responding.

The TIUF Headquarters Office "Compliance Desk" compliance-ml@tiu.ac.jp

Oath

Our company (our corporation) oath to comply with the following matters when dealing with the Tokyo International University Foundation.

1. Observe the rules of Tokyo International University and do not engage an illegal act.
2. Cooperate with requests for viewing and submitting transaction books in internal audits and other investigations by Tokyo International University.
3. If fraud is found, there is no objection to any disposition including suspension of transactions.
4. If a member of Tokyo International University (faculty, staff, or other related member) requests an illegal act, contact the Tokyo International University whistleblowing contact point (The TIUF Headquarters Office “Compliance Desk”).

Date:

To: Nobuyasu Kurata

Chancellor and Chair, Tokyo International University

Address:

Company name:

Representative title / name:

Signature:

Written oath form (for supplier)