

Eisai Network (ENW) HR Policy

Eisai Co., Ltd. and its subsidiaries and affiliates (“Eisai Network Companies” or “ENW”) endeavor to become human health care (*hlc*) companies in line with our Corporate Concept which is to give the first thought to patients and the people in the daily living domain, and to increase the benefits that health care provides to them. For employees, who are the most important stakeholders and directly responsible for achieving our concept, we strive to increase value and develop and maintain good relationships through "ensuring stable employment," "respecting human rights and diversity," "providing full opportunities for growth in support of self-fulfillment," and "creating an employee-friendly environment," as stipulated in the Articles of Incorporation of Eisai Co., Ltd.

The Eisai Network (ENW) HR Policy establishes the global policy aimed at enhancing the value of employees involved in ENW's business.

Article 1: Purpose

1. This policy aims to establish and operate the basic global principles of the personnel system and measures in order to enhance employee value involved in ENW's business while respecting the rights of employees, based on the Articles of Incorporation of Eisai Co., Ltd., and complying with all local, regional and international laws and regulations.

Article 2: Scope

1. This policy applies to personnel systems and measures related to employees and contractors working for ENW.
2. This policy applies to the Global HR HQs and the HR departments of each region, function, and Japanese subsidiaries.

Article 3: Global HR Organization

1. The Global HR operations shall be overseen by the Chief HR Officer (CHRO).
2. Hold a Global HR Board chaired by the CHRO and composed of designated HR department heads to make decisions and share information on global HR strategies, policies and practices.

Article 4: Talent Management

1. Establish and fairly operate a performance evaluation system (objective

- setting, progress review, evaluation, feedback) that promotes business goal achievement and employees' performance and growth.
2. Develop and implement skill and career development programs tailored to employees' levels and job types.
 3. Develop succession plans and conduct talent reviews for key positions at global, regional, country and functional levels.
 4. Implement strategic workforce planning and placement based on the business environment, business plans, business needs, and employees' skills and potential.
 5. Establish and operate a global mobility system that enables short-term, medium-term and long-term assignments across countries, facilitating optimal placement, talent exchange, and development.

Article 5: Culture Cultivation

1. Work on initiatives to foster a culture that generates organizational synergy from individual energy by sharing values and purposes based on the hhc concept, mutually respecting all individuals, and promoting collaboration.
2. Utilize the Global Engagement Survey and custom surveys, as needed, to identify issues in organizational culture and implement improvement actions, promote dialogue within the organization, and gather employee opinions.

Article 6: Compensation

1. Ensure compensation that exceeds the living wage level and is competitive in the local labor market. Regularly review the appropriateness of compensation based on objective market data and internal company data.
2. Ensure fairness of compensation levels. To the extent permitted by local laws and regulations, regularly identify and analyze wage gaps between employee demography, such as gender, and take corrective actions as necessary.

Article 7: Work Time Management

1. Set a cap on working hours for overtime eligible employees within statutory limits, and accurately record, manage, and take corrective measures regarding working hours to comply with laws and regulations.
2. If applicable, establish and operate a process to set overtime pay at or above the statutory requirement and to make payments according to standards.
3. Grant annual paid leave and special leave at or above statutory minimums.
4. Establish and operate flexible working arrangements in accordance with the nature of job roles, including hybrid work.

Article 8: Welfare and Well-being

1. Provide social security and welfare programs at or above statutory requirements, such as health insurance and pensions.
2. Establish and operate leave programs and work style systems at or above statutory requirements, corresponding to life events such as childbirth, childcare, nursing care, illness or injury, and celebratory and compassionate occasions.
3. Implement programs aimed at improving well-being, including physical and mental health, workplace safety, and psychological safety.

Article 9: Protection of Rights

1. Throughout the employee lifecycle from hiring to leaving, implement processes that comply with employment laws and regulations, and respect employees' rights in employment relationships. When necessary, such as hiring, changes in working conditions, or retirement, provide advance notice or conduct consultations with a period at or longer than the statutory requirement.
2. In the event of violations of labor laws and regulations, infringement of employee rights, or improper operation of personnel systems, provide employees with access to appropriate channels including the internal compliance reporting system and the human resources contact, and properly manage the records thereof.
3. Regarding the protection of employee rights, including human rights, work in collaboration with the legal and compliance departments to implement necessary preventive and remedial measures.

Article 10: Data Integrity

1. Establish and operate processes that protect employees' privacy in compliance with local personal information protection laws, international regulations, and internal company rules.
2. Implement appropriate management systems and technical measures to ensure the accuracy, completeness, and confidentiality of personal data including sensitive personal data.

Article 11: Dialogue with Employees

1. Conduct regular or ongoing dialogues with employees regarding management information and working conditions. Hold dialogue meetings between management and employees and provide feedback based on dialogues and surveys. If applicable by local law or practices, conduct

consultations with labor unions, work councils or employee representative groups. Hold dialogue meetings between management and employees.

Article 12: Disclosure and Communication

1. Disclose reliable and appropriate information regarding employee value (human capital) in line with international and national disclosure standards related to sustainability and corporate governance, laws, guidelines, and social demands, to contribute to corporate branding.
2. Based on the disclosed information, promote communication with internal and external stakeholders.
3. For disclosure at the corporate level, each HR department shall timely provide accurate and reliable personnel data to the extent permitted by local law, including data protection laws.

Article 13: Revision

1. Revisions to this policy shall be decided by the CHRO after consultation with the Global HR Board.