

Rules for the Prevention of Harassment Against Job Applicants and Candidates

1. Purpose

Based on the principles of respect for human dignity, diversity, and integrity set forth in the Continental Code of Conduct, the Company establishes these Rules to prevent harassment against job applicants and candidates and to ensure fair and appropriate recruitment activities. All persons subject to these Rules must comply with them in conjunction with the Continental Code of Conduct.

2. Scope of Application

These Rules apply to all officers, employees, contract employees, and any other persons involved in recruitment activities or other activities relating to job applicants, including temporary agency workers, and individuals performing work under service agreements with the Company (including freelancers and sole proprietors), as well as persons equivalent thereto.

“Job Applicants and Candidates” refers to individuals considering applying for employment with the Company, applicants, internship participants, trainees, and any other persons involved in recruitment-related activities, including those applying through recruitment agencies.

All persons engaged in recruitment activities must respect the dignity and rights of Job Applicants and Candidates and act fairly and appropriately.

Recruitment Activities Covered by These Rules

- Employment interviews
- Casual interviews
- Company information sessions
- Workplace visits
- Alumni visits
- Internships
- Training programs
- Online recruitment activities

3. Conduct of Interviews and Meetings

(1) Interview and Meeting Hours

Interviews and meetings shall, in principle, be conducted between 9:00 a.m. and 6:00 p.m.

If it is unavoidable to conduct them outside these hours, prior approval must be obtained from the relevant manager or the Human Relations Department.

(2) Venue

Interviews and meetings shall, in principle, be conducted in the following locations:

- Meeting rooms
- Reception rooms
- Open spaces
- Online meeting systems

Where it is necessary to conduct an interview or meeting at a location other than those listed above, arrangements shall be made in a manner that avoids environments where no third party could reasonably observe the situation, and appropriate safeguards shall be implemented.

4. Communication Methods

Communications with Job Applicants and Candidates shall be conducted through company-approved communication channels.

Unless prior approval has been obtained from the Human Relations Department, individuals shall not use personally owned social media accounts, messaging applications, personal email addresses, or other private communication methods for recruitment-related communications, selection-related communications, or ongoing communications with Job Applicants and Candidates.

5. Workplace Visits and Internships

Workplace visits and internships shall, in principle, be jointly managed by the host department and the Human Relations Department to ensure appropriate guidance and supervision.

6. Prohibited Conduct

The following conduct toward Job Applicants and Candidates is prohibited.

(1) Sexual Conduct

- Questions regarding romantic relationships or dating history
- Sexual comments or remarks
- Comments regarding appearance, clothing, body shape, or other physical characteristics
- Persistent questions regarding marriage, pregnancy, or childbirth

(2) Inappropriate Requests

- Requests for personal or private relationships
- Persistent invitations to meals or meetings
- Requests to exchange personal contact information

(3) Other Inappropriate Conduct

- Unnecessary physical contact
- Intimidating, discriminatory, or insulting behavior
- Discriminatory remarks or conduct, or suggestions of disadvantageous treatment, based on pregnancy, childbirth, childcare, nursing care, or similar circumstances
- Personal use of information obtained through recruitment activities
- Conducting recruitment-related meetings in venues involving alcohol consumption

7. Data and Personal Information

Personal information obtained through recruitment activities, including contact information, shall not be used for any purpose other than recruitment selection and recruitment-related operations.

8. Reporting Channels

The Company establishes the following reporting channels for Job Applicants and Candidates who experience harassment in recruitment-related activities and shall publicize these channels through brochures, websites, and other communication methods.

Any person who becomes aware of conduct that may constitute harassment toward Job Applicants and Candidates is expected to report it through the channels below rather than ignore it.

- [Human Relations Department \(Japanese and English support\)](#)
 - [Continental Integrity Line \(Japanese and English support\)](#)
- [Continental Reifen Deutschland GmbH | Home](#)

9. Cooperation with Fact-Finding Investigations

Where a report or complaint is received, the Company may conduct a fact-finding investigation involving the complainant, the alleged offender, and any other relevant parties. If there are conflicting statements regarding the facts and the Company determines that sufficient clarification cannot otherwise be obtained, the Company may also interview third parties. Persons requested to cooperate in such investigations may not refuse without a legitimate reason.

10. Support for Complainants

Where harassment is confirmed, the Company may take the following measures as appropriate:

- Prevent contact between the complainant and the offender
- Take corrective measures against the offender and implement measures to prevent recurrence
- Provide an apology from the Company and/or the responsible person and change the assigned contact person where appropriate
- Provide any other support necessary to enable the complainant to continue recruitment activities with confidence

11. Protection of Privacy

The privacy and personal information of complainants, offenders, and persons cooperating with investigations shall be strictly protected. Information relating to reports and investigations shall not be disclosed to third parties without a legitimate reason.

12. Prohibition of Retaliation

The Company shall not refuse employment or otherwise disadvantage a Job Applicant or Candidate because that person made a report, filed a complaint, or cooperated in an investigation. Likewise, no disadvantageous treatment shall be imposed upon persons cooperating with investigations.

13. Actions for Violations

The Company may take the following actions in the event of a violation of these Rules:

(1) Directly Employed Personnel

- Actions based on management and supervisory authority
- Disciplinary measures under the Work Rules

(2) Temporary Agency Workers

- Actions based on supervisory authority
- Requests to the staffing agency for corrective action

(3) Personnel Working Under Service Agreements or Similar Arrangements

- Direct instructions to cease inappropriate conduct
- Requests for corrective action through the contractor or service provider

14. Education and Awareness

The Human Relations Department shall ensure that all persons engaged in recruitment

activities are informed of these Rules and receive any necessary training.

Effective Date: October 1, 2026

This English version is provided for reference purposes. In the event of any discrepancy between the Japanese and English versions, the Japanese version shall prevail.