



Code of Conduct

A. Organizational Governance

- a. We respect ISO26000, international disciplines including EICC code of conduct, etc. Along with conducting activities that comply with internal regulations such as laws, corporate ethics and compliance to accomplish business activities which are based on open, fair and clear corporate culture.
 1. Compliance of Standard Outlines Seven Principles for Social Responsibility: We comply with the standard outlines seven principles for social responsibility (accountability, transparency, ethical behavior, respect for stakeholder interests, respect for the rule of law, respect for international norms of behavior and respect for human rights).
 2. Planning and implementing of Strategies, Objectives and Goals: In order to achieve the supply of original products and services, we conduct appropriate strategies, objectives and goals regularly to operate mechanism that feeds back the result.
 3. Efficient Operation of Management Resources: We operate and utilize management resources (fiscal, natural resources, human assets) efficiently and effectively. Besides, we conduct the formulation and operation of BCP (Business Continuity Plan) so as to make a sustainable society.
 4. Information disclosure: We disclose accounting records or financial reports which are related to our business activities to the stakeholders (customers, shareholders / investors, employees, local communities, business partners etc.) and require accountability.

B. Respect for Human Rights

- a. We care for the humanity and individuality of each person, and aim a healthy and stable life of them. Besides, we respect the diversity such as culture and customs of each country and region, races, etc. to create comfortable working environment.
 1. Respect for Individuality: We respect the character and individuality of each person and secure everyone's safe and comfortable working environment so as to ensure that every executive and employee can show his/her autonomy and creativity.
 2. Respect for Human Rights, Prohibition of Discriminatory Treatment: We will respect the human rights of all people and do not discriminate based on race, color, gender, age, language, nationality, religion, disability, and health condition.
 3. Prohibition of Harassment Act: We do not conduct speech and behavior (for e.g. sexual harassment, power harassment, moral



harassment, maternity harassment etc.) under the priority by gender, official authority and position, etc. that will hurt the individual's dignity.

4. Establishment of Complaints Counters: In case of having complaints based on human rights or one's character, we set up a counter to solve the problem and take remedial actions.
5. Respect for information privacy: We respect the privacy of each people by handling the personal information carefully and, moreover, making efforts with its management.

C. Labor Practices

- a. We comply with labor laws related to working conditions such as employment and wages, and secure a safe and comfortable working environment.
 1. Compliance with Laws and Regulations: We comply Employment Law of the countries involved, Working Conditions Regulation Law and International Labor Standards.
 2. Safe and Comfortable Working Environment: We secure safe and comfortable working environment, prevent occupational accidents and comply laws and regulations concerning job related with safety and hygiene. Besides, we carry out emergency drill, fire drill and safety training regularly and always work on accident and disaster measures.
 3. Education and Development of Human Resources: Aiming for a society in where individuals and company can prosper together, we educate, train and develop human resources to absorb and integrate knowledge, and moreover to improve ability, personality and humanity of each people.
 4. Diversity Understanding: We understand and respect the diversity of culture, religion, customs, institutions, etc. in each country and region while conducting our business.
 5. Prohibition of Child Labor and Forced Labor: We comply with the labor laws related with working conditions such as employment, wages, etc. by prohibiting the use of child labor under the legal working age and forced or unfair labor that ignores the will of employee.
 6. Health Management: We conduct regular health checks, always care for health management of our own and families and try to maintain a healthy mind and body.
 7. Realization of work-life balance We realize work-life balance (work-life harmony) by various working methods, and make effort in changing the working places into a



place where the employee can work comfortably and be able to show their abilities.

D. Consideration for environment

- a. At every branch, we aim to create a sustainable society by preventing environment pollution and reducing global warming gases to maintain a better global environment.
 1. Compliance with Laws, Regulations, etc.: We always comply with ISO regulations, domestic and overseas environmental laws and regulations in respective divisions of purchasing, manufacturing, research and development, sales while involving in business activities. Besides, we process industrial waste properly according to law, comply with laws related with effective utilization and recycling of resources and comply with domestic laws and regulations, international law and customer management standards regarding the use of chemical substances.
 2. Environment Pollution Prevention: We reduce waste, manage recycling and management of chemical substances properly to prevent environment pollution and protect the environment so as to maintain the conservation of biodiversity and sustainable resource utilization.
 3. Reduction of Global Warming Gases: We conduct energy conservation, resources saving, waste reduction and recycling activities to reduce global warming gases.
 4. Public Access to Information: We disclose information related to environment and if any complaint happens, we investigate the cause and carry out appropriate and prompt response immediately.

E. Fair Business Practices

- a. We obey compliances and conduct fair business activities. In addition, we respect for intellectual properties and make effort in operation management of proper information.
 1. Fair Competition: We prohibits any acts which hinder competition (unlawful cartels, bid-rigging, etc.) and neither provide nor accept any bribery and business entertainment which is not in accordance with generally acceptable business practices to have a fair and free competition among companies. Moreover, we adopt a resolute approach to and cut off all relations with antisocial individuals or groups.
 2. Prohibition of Act, Conflicting to the Company's Interest: We do not act against the company's interest. We do not engage in business competition with our group companies and shall not work for the competitor companies.



3. Prohibition of Insider Trading: We do not attempt to obtain own profit by buying and selling of bond, which includes corporate bond and share etc., based on the unreleased information known by using the convenience or from business affiliations by using the convenience of the duty itself.
4. Prohibition of Improper Use of Company Properties: We do not use tangible or intangible company properties such as product, equipment, fixtures, information and intellectual property, etc. for private interest. Besides, we aptly manage and use company properties.
5. Prohibition of Abuse of Superior Bargaining Position: We do not abuse the superior bargaining position and give disadvantages to suppliers, cooperators, etc.
6. Compliance with Laws and Regulations: We comply with the laws and regulations of each country and conduct import and export transactions based on laws and regulations while carrying out overseas business.
7. Respect for Intellectual Property: We respect intellectual properties of our own company and operate it properly. Besides, we don't violate others' rights and if the rights of our company is being violated, we promptly take appropriate countermeasures to protect it.
8. Proper Information Management: We manage our company's information and customer's information properly. If information leaking happens, we investigate into the causes and work out with countermeasures to prevent the recurrence.

F. Consumer Issues

- a. We understand customers' needs, plan the structure development and operation that protects quality, and make effort in traceability.
 1. Operation of Quality Management System: Based on ISO 9001, we plan the operation of quality management system, design products that meet the safety standards stipulated by laws and regulations of each country to provide products and services which are excellent in reliability and safety.
 2. Understanding Customers' Needs: We grasp customers' needs to provide products manufacturing and services that can improve customers' satisfaction.

G. Community Involvement and Development

- a. We cooperate in revitalization and development of community through social contribution activities, employment creation, education and culture advancement.



1. Involvement in Social Contribution Activities: We contribute in community's revitalization through social contribution activities such as various kinds of volunteer activities.
2. Employment Creation: We create employment in community that conduct business activities to cooperate in the development of regional economy.
3. Promoting Education and Culture: We contribute in the spreading of education and culture of community by carrying out our company's education propagation to the students and actively taking part in local community.