

Standards for Ethical Behavior

Basic rules

Shall comply with laws, regulations, social norms, and social rules, confirm and execute contracts with customers and other parties, and shall conduct lawfully and fairly when performing company affairs.

Negative information such as violations of the law, violation of the rules and unethical behavior shall be reported to the supervisor promptly without concealment.

Confidential internal information (including personal information) shall not be disclosed to others unless otherwise required.

Official and personal businesses shall be kept separate, and the use of Company property (facilities, machinery, equipment, consumables, supplies, etc.) shall not be used for personal use.

All interpersonal relationships shall be courteous, with respect to privacy, and shall not engage in discrimination, sexual harassment, slander, libel and other actions that may harm the other person.

In everyday life, abide by the law, company regulations, act ethically, and shall not behave in the way that may harm the Company's image or credit rating.

When overseas, the laws of the land and international rules should be respected, as well as the culture, traditions of the country, when interacting and doing business with the local people.

Common rules

Shall not engage in disclosing or other illegal use of insider information of the Company, affiliated companies, and customers that have been obtained while on the job.

When contacted by antisocial forces or groups or find yourself caught up in some trouble, do not respond individually and report and consult the general affairs

department.

In personal relationship for work, healthy social norms and behaviors shall be maintained and graft (monetary, material, unconventional hospitality and convenience) shall not be received or offered.

Intellectual property rights shall be respected and the copyrights of literatures, softwares shall not be infringed.

Sales relationship

Fair sales practices shall be conducted based on related laws and basic trade agreements to maintain and promote mutual respect and trust.

Antitrust laws shall be complied and no acts to obstruct fair trade (forming cartels, collusions) shall be conducted.

When topics of collusion come up during meetings with other companies in the industry that may harm fair trade or competition, one should immediately leave the meeting, cease any further discussion, and report the incident to the superiors or legal department.

When receiving a proposal from a third party that has the potential to impede fair competition, refusal of the proposal shall be clearly indicated, and the incident must be reported to the superiors and the legal department.

Contacts with political, and administrative officials shall be social in nature, and any suggestions or provisions to offer services or materials outside the socially accepted norms or that may have legal ramifications shall be prohibited. Any demands from the other side shall also be rejected.

Contacts with clients shall also be cordial and respectful, and any provision of services or material benefits outside the social norms shall be strictly prohibited.

Exporting goods and technology shall be strictly in compliance of export control laws including foreign exchange laws and regulations.

Any claims raised by the clients shall be reported to the superiors immediately and shall be dealt with in a professional and respectful manner.

Purchasing relationship

Antitrust laws shall be complied, fair acquisition activities shall be performed, and mutual respect and trust shall be maintained and promoted.

Transactions with subcontractors shall be conducted in compliance with the Subcontract Act (Act on Prevention of Delay in Subcontract Payment).

The superior position as a buyer shall not be used to in extracting favors, unfair trading conditions, or to exclude certain vendors that are outside the social norms or practices.

Production work relationship

Work standards and manuals shall be complied with, appropriate safety working conditions, facilities and equipment shall be maintained, and appropriate measures for safety, environment, and local community shall be observed.

Reports and declarations on environment, safety and hygienes as required by administrative agencies shall be conducted properly, and the results followed, and falsification or data adjustment in the reports shall be prohibited.

Any violation on laws and regulations for prevention of accidents (pollution through leakage, etc.), or if chances for developing such a situation is detected, report immediately to the superiors and corrective steps shall be performed.

Safety and health-related laws and regulations, internal safety and health regulations, safety work standards, and work manuals shall be complied with, and every effort to ensure work safety and prevention of accidents must be exerted.

That manufacturing know-how and other technical information are important company assets shall be recognized by all employees and care must be provided so as not to disclose important information without imposing confidentiality obligation to outside technicians and third parties.

Manufacturing, processing, inspection, and packing shall be conducted appropriately and accurately in order not to incur product liability issues.

R & D work

Care must be taken so as not to infringe the intellectual property of another company, to steal ideas from other companies, or to misuse or misappropriate the trade secrets of other companies.

Antitrust laws shall be complied with, requiring others to divulge confidential information and technical know-how while engaging in cooperative work or research beyond the scope of work, or colluding to eliminating participation of certain companies shall be prohibited.

That new technologies, existing manufacturing know-how and other technical information are important company assets shall be recognized and care must be provided so as not to disclose important information without imposing confidentiality obligation to outside technicians and third parties.

Inventions, ideas, inventions, designs developed shall be kept confidential and any announcements shall follow the in-house rules.

Confidentiality agreements concluded with the other party of joint research and joint development shall be faithfully implemented.