

# Moriroku Group's Conduct Guidelines

We shall conduct ourselves in the following fashion in order to contribute to the enhancement of the corporate value of each company in the Moriroku Group and the formation of a sustainable society.

## Conduct Guidelines

### 1. Compliance

#### (1) Compliance with Laws and Regulations

We will accord the highest priority to complying with laws and regulations and the rules that exist both within and outside our organization in all of our activities.

#### (2) Proper Reporting and Disclosure

We will proactively and promptly report information to our supervising managers and top management, be it negative information or otherwise, and will not enter, input, submit, report or disclose false or fictional information; modify any records; or conceal any facts.

#### (3) Information Management

We will manage confidential information, customer information and personal information in accordance with laws and regulations and the rules that exist both within and outside our organization, and will not divulge said information to a third party nor use it for anything other than its designated purpose.

#### (4) Management of Corporate Assets

We will not use corporate assets or corporate expenses for any purpose not associated with company business.

#### (5) Conflicts of Interests

We will not engage in any acts that may create a conflict of interest between an individual, a business partner or a third party that will run contrary to the interests of our organization.

#### (6) Fair and Equitable Business Dealings

We will have absolutely no part of nor involvement in any antitrust activities, and we will decide upon the most ideal suppliers following a fair comparison and evaluation of various conditions that include quality, price, delivery, skill, and stable supply.

#### (7) Sound Relationship with Business Partners, Etc.

We will not offer business partners, etc. with gifts or hospitality that go beyond conventional wisdom, and will not offer domestic or overseas public officials or equivalent parties money, gifts, hospitality or other forms of economic gain that are prohibited by laws and regulations or go beyond conventional wisdom.

#### (8) Respect for Intellectual Property Rights

We will respect the intellectual property rights of others, and endeavor to prevent the infringement of such rights.

#### (9) Timely and Appropriate Disclosure

We will disclose corporate information in a timely and appropriate manner in line with pertinent laws, regulations and rules, and work towards deepening mutual understanding with all of our stakeholders.

#### (10) Prohibition of Driving Under the Influence

We will comply with traffic rules and etiquette, and refrain from driving under the influence of alcohol and illegal substances in violation of the law.

### 2. Respect for Life and Dignity

#### (1) Prohibition of Discrimination

We will not handle employment administration or employee treatment in a discriminatory manner for reasons based on nationality, gender, age, beliefs or any other protected class under applicable law.

## **(2) Prohibition of Harassment**

We will endeavor to maintain a safe and effective workplace environment, and we will refrain from any harassment and other forms of physical or verbal acts that impinge on individual character and dignity (violence, verbal abuse, slander, libel, intimidation, etc.).

## **(3) Respect for the Individual**

We will think and act of our own accord and bring forth new ideas, as well as to ensure we respect the individuality, ideas and privacy of other employees.

## **(4) Preservation of Safe Workplace**

We will endeavor to maintain a workplace environment that is both safe and hygienic, and will take preventive measures towards accidents and disasters as well as promptly respond to any accidents and disasters should they occur, ensuring to place the highest priority on human life.

# **3. Customer Satisfaction**

## **(1) Joint Creation of Customer Value**

We will supply products and services that benefit society and providing them with superior skill, quality, cost and delivery, and we will also endeavor to provide information that serves the improvement of our customers' corporate value and engage in the joint creation of customer value.

## **(2) Improvement of Customer Satisfaction Levels**

We will listen to customer input and handle their inquiries, requests, etc. with speed and precision, and we will promptly and accurately ascertain the needs of our customers, and work towards providing products, services and information that addresses those needs.

## **(3) Guarantee of Product Quality and Safety**

We will work towards maintaining and improving quality and safety levels of the products and services as well as preventing any accidents or incidents before they occur, and we will respond to any accidents, incidents or trouble should they occur with swiftness.

# **4. Contribution to Society**

## **(1) Consideration for the Environment**

We will promote energy conservation, resource conservation and the 3R's (Reducing, Reusing and Recycling), and will promote the procurement of materials and services with a low environmental footprint.

## **(2) Favorable Relationships with the Community**

We will build and preserve favorable relationships with nearby residents and other members of the community, and we will respect the culture and customs of the countries and regions in which we are active, and work towards enabling ourselves to contribute to the development of those countries and regions.

## **(3) Security Export Control**

We will engage in security export transactions only after thoroughly and carefully determining whether or not the products and/or technology we are to export will be subject to regulations under pertinent laws.

# **Core Values**

## **1. Progressive Spirit**

### **(1) Bold Challenges**

We will demonstrate industry leading creativity, and we will establish high goals for ourselves and continue to take on bold challenges in the name of further enhancement of our corporate value.

### **(2) Speedy Action**

We will take speedy action in order to achieve our established goals, and respond to any and all change with swiftness.

### **(3) Global Accommodation**

We will adopt a global perspective so that each and every one of us becomes a professional capable of contributing on the world front. In doing so, we will aim to become a truly-global business group.

### **(4) Skill Enhancement**

We will constantly keep up our learning and growth processes, and we will endeavor to enhance our individual ability and specialized skills of our own accord and, as members of an organization, assist in the growth and skill enhancement processes of other members as well.

## **2. Total Cooperation**

### **(1) Mutual Cooperation Free of Company or Organizational Barriers**

We will refrain from erecting company or organizational barriers, and will unite our spirit to mutually cooperate with each other and demonstrate synergy amongst ourselves in the name of realizing our goal of developing the Moriroku Group on a sustainable basis and contributing to global society at large.

### **(2) Sense of Responsibility and Passion**

We will engage in our work endeavors with a strong sense of responsibility, initiative, autonomy, and great enthusiasm (strong passion).

### **(3) Close Communication and Teamwork**

We will endeavor to communicate closely with the parties involved, and achieve results that go beyond the sum of individual capability through good teamwork.

## **[Administration of These Guidelines]**

### **(1) Instruction and Supervision**

Managerial personnel shall instruct and supervise employees in their care so that the latter complies with the matters stipulated in these Conduct Guidelines.

### **(2) Reporting and Consultation**

Should an employee discover an act that may constitute a violation of these Conduct Guidelines, laws or regulations, said employee shall immediately report the foregoing to either their supervisor or to the predesignated contact point.

### **(3) Prohibition on Retaliation**

The confidentiality of reporters shall be strictly maintained, said reporters must not be subject to retaliation for having made a report.

### **(4) Cooperation with Investigations**

Directors, officers and employees shall cooperate with an investigation into whether an act or instance of behavior took place that may constitute a violation of these Conduct Guidelines, laws, regulations or rules.

### **(5) Discipline**

Directors, officers and employees who have violated these Conduct Guidelines or have ignored such violations shall be subject to discipline up to and including termination of employment.