

## **COMSYS Group Code of Conduct**

We, the officers and employees of the COMSYS Group, have established the "COMSYS Group Code of Conduct" as a principle of action regarding compliance, in order to gain the trust of society and maintain sound corporate management. This code outlines the principles that each officer and employee of the group companies should practice from the perspective of legal compliance and corporate ethics.

### **I. Basic Policy**

We are aware of our responsibilities as corporate citizens, and we conduct our business operations in a fair and transparent manner, complying with laws and acting ethically.

### **II. To our customers**

- We ensure safety to gain the trust and confidence of our customers.
- We strive to meet the diverse needs of our customers with the highest technology and quality.
- We manage customer information under strict systems and do not leak or misuse it.
- We do not engage in bribery or provide entertainment and gifts that deviate from social norms.

### **III. To our shareholders and investors**

- We strive to disclose company information in a timely and appropriate manner to gain understanding of our business activities.
- We conduct sound management and work to enhance shareholder value.

### **IV. To society**

- We recognize our social responsibilities and actively engage in environmental conservation and social contribution activities.
- We respect intellectual property rights, including copyrights, and do not engage in unauthorized use.
- We sever ties with anti-social forces and take a resolute stance against them.

### **V. To our business partners**

- We conduct transparent and fair transactions without taking advantage of a superior position.
- We do not offer or accept entertainment or gifts among COMSYS Group companies.

VI. As a company, officers, and employees

- We respect the human rights of each individual and do not engage in discrimination, harassment, slander, sexual harassment, or power harassment based on gender, age, religion, etc.
- We strive to ensure information security and do not engage in privacy violations or misuse of personal information.
- We recognize the influence of the information each of us disseminates and strive to avoid causing social misunderstandings or damage to the company's reputation.
- We do not engage in entertainment, gift-giving, or ceremonial gifts within the company.
- We do not engage in actions that conflict with the company's interests.
- We do not engage in insider trading or unauthorized access.

In the event of a violation of this code of conduct, individuals may be subject to personnel measures or disciplinary actions in accordance with the employment regulations of each company.