

COMSYS Group Policy on the Prevention of Sexual Harassment against Job Applicants and Others

1. Basic Approach

The COMSYS Group (hereinafter referred to as “we”) respects the human rights of all stakeholders in accordance with the COMSYS Group Human Rights Policy and considers it an important responsibility to provide fair and sound recruitment processes and work experience opportunities.

We do not tolerate sexual harassment against job applicants, internship participants, or any other individuals involved in recruitment or related activities. We hereby establish this Policy to ensure an environment in which all such individuals can apply for employment and participate in these activities with confidence and peace of mind.

2. Scope of Application

This Policy applies to job applicants and other individuals who participate in recruitment selection processes, company information sessions, interviews, internships, visits with alumni or current employees, and any other activities conducted by the COMSYS Group in connection with recruitment or work experience opportunities.

3. Definition of Sexual Harassment against Job Applicants and Others

Sexual harassment against job applicants and others refers to conduct, comments, or other behavior of a sexual nature in connection with job-seeking or related activities that causes such individuals discomfort or disadvantage, or interferes with their job-seeking activities.

4. Examples of Conduct Covered by This Policy

Examples of conduct covered by this Policy include, but are not limited to:

- Making sexual jokes, teasing, or remarks
- Asking unnecessary questions about an individual’s appearance, physical characteristics, personal relationships, or similar matters
- Sending messages containing sexual content
- Persistently requesting meals or private social interactions
- Suggesting that preferential treatment will be provided in exchange for a sexual relationship
- Engaging in unwanted sexual contact or other indecent conduct
- Engaging in any other conduct of a sexual nature that undermines the character or dignity of job applicants or other individuals

The above are illustrative examples, and conduct covered by this Policy is not limited to these examples.

5. Initiatives to Prevent Sexual Harassment

To prevent sexual harassment against job applicants and others, we will:

- Communicate this Policy and promote awareness of its principles
- Provide education and training to employees responsible for recruitment and other relevant personnel
- Establish appropriate consultation channels
- Respond promptly and appropriately when an incident occurs
- Implement measures to prevent recurrence

6. Consultation Channels

We will establish channels to receive consultations and complaints from job applicants and others and will take appropriate measures to protect the privacy of individuals who seek consultation or submit complaints.

We will not subject any individual to disadvantageous treatment on the grounds that the individual sought consultation, submitted a complaint, or otherwise raised a concern.

7. Response to Incidents

If an incident is identified, we will promptly and appropriately investigate the facts and take necessary measures, giving the highest priority to the protection and consideration of the affected individual.

We will also take strict action against the person responsible in accordance with applicable internal rules and regulations and will endeavor to prevent recurrence.

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President and Representative Director