

# [Tomoe Shokai Group Ethics Policy]

## 1. Basic philosophy

Under our CSR policy of "contributing to the creation of a society in harmony with the global environment", our group aims to contribute to the creation of a fair and honest society by clarifying a basic policy for corporate ethics to be observed by each and every employee.

## 2. Action guidelines

### (1) Thorough compliance with treaties, laws and regulations and norms

- We will comply with applicable local ordinances and the laws and regulations of each country, and act responsibly with ethical standards in accordance with social norms.

### (2) Fair business and competition

- We will not tolerate any kind of corrupt practices (bribery, extortion, embezzlement, corruption, etc.) or misconduct, and will work to prevent unfair competition, and conduct fair transactions.
- We will disclose necessary information regarding our business transactions.

### (3) Prevention of money laundering and exclusion of anti-social forces

- To ensure that our products and services are not used for money laundering or terrorist financing, we will strive to maintain employee training and monitoring systems.
- We do not have relationships with antisocial forces, etc., and will strive to exclude inappropriate business partners, etc.

### (4) Information security and privacy protection

- In order to prepare for all information-related risks, we will develop a system infrastructure with enhanced information security.
- We will strive to maintain regulations and educate and train employees to prevent information leakage due to employee error or misconduct.
- We will respect privacy and strictly manage personal and corporate information obtained through our business activities.

### (5) Contributing to local communities and society

- We will actively pursue regional and social development and the realization of a recycling-oriented society in our business activities.
- We will actively participate in local disaster prevention drills, local government and disaster prevention councils, and work together to ensure regional safety.

### (6) Protection of intellectual property

- We will comply with laws and regulations concerning patents, copyrights, and other intellectual property rights.
- We protect the results of the intellectual activities of our stakeholders and respect the legitimate intellectual property rights of third parties.

Established: September 1, 2024

President & Representative Director,  
Tomoe Shokai Co., Ltd.

**Hisayuki  
Nishimura**

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