

## Code of Ethics and Code of Conduct

### Objectives

BlueVenture Group Public Company Limited and affiliates companies are committed to conducting business based on ethics and responsibility towards all stakeholders. The Company has established a code of ethics and business conduct to provide a framework and guidelines for the directors, executives, and employees of the Company to adhere to in conducting business and to create value, elevate the organization for growth, and achieve the Company's objectives and goals.

This version of the Code of Ethics and Code of Conduct has been prepared and duly approved by the company's board of directors. It is implemented to enhance the understanding for all personnel to perform their duties with professional awareness, and to act and conduct themselves according to good business ethics standards. This document contains content related to guidelines and standards for performance both within and outside the organization.

### Definitions

"Code of Ethics"	refers to the morals and ethics in conducting business.
"Code of Conduct"	refers to the proper guidelines for conducting business and the rules to be followed in work.
"Company"	refers to BlueVenture Group Public Company Limited.
"Board of Directors"	refers to the company's board of directors and executive board.
"Executives"	refers to those in command according to work regulations, such as the CEO, the highest authority of a department, or division.
"Employees"	refers to all operational-level employees in every position.
"Personnel"	refers to all employees and executives of the company.
"Partners"	refers to the suppliers of goods and services to the company.
"Customers"	refers to the users of the company's services.
"Stakeholders"	refers to all groups involved in the business, such as shareholders, employees, customers, partners, creditors, business competitors, the government, and other organizations.

### Policies, principles and guidelines

#### Code of Ethics

The company will conduct business with integrity and ethics towards the organization, external individuals, and all stakeholders.

#### Code of Conduct

The company has established good practices for conducting business, which are clear enough to prevent misconduct. It serves as a good example and maintains responsibility to all stakeholders. This reflects the

organization's commitment to having directors, executives, and employees behave and perform their duties under a framework of ethics, integrity, honesty, impartiality, equality, adherence to laws, and compliance with the company's regulations. This is vital for achieving the company's business objectives.

The company firmly believes that performing duties with honesty, utilizing knowledge and skills appropriately and diligently, coupled with the dedication of all personnel, is a key factor that supports the company's reputation and business. Therefore, personnel have a binding responsibility to strictly adhere to this Code of Ethics and Code of Conduct, to uphold the company's reputation as an organization that operates with honesty, and to take pride in being part of an organization that adheres to the highest Code of Conduct standards. These include:

1. Code of conduct
2. Code of conduct for stakeholders
3. Code of conduct for directors and management
4. Code of conduct for non-infringement of intellectual property rights.

## **1. Code of Conduct**

### **1.1 Honesty, Fairness, and Professional Integrity**

Committed to conducting business with honesty and a code of conduct, adhering to the principle of equality in providing services with certainty, not aiding or abetting any violations of laws, regulations, or the code of conduct, and acting rightly. Duties must be carried out with honesty, straightforwardly under the laws and company regulations, adhering to the Code of Ethics and Code of Conduct, and considering risks that could impact the organization.

### **1.2 Knowledge and Business Expertise**

Conducting business at the level of professionals in the field, performing duties according to academic principles efficiently, utilizing new technologies, and supporting the availability of professionals in providing services to customers to achieve business objectives and maximize benefits to customers. Committed to conducting business straightforwardly, based on the foundations of compliance with laws, regulations, standards, and adherence to the Code of Ethics and Code of Conduct, and best practices of personnel for the utmost benefit of customers or service users.

### **1.3 Treatment of Competitors**

The company promotes competition within a fair and transparent framework, without seeking confidential information of competitors through dishonest means, and without defaming competitors or engaging in any actions devoid of truth.

### **1.4 Compliance**

All personnel must comply with the laws, regulations, and company rules, and should not engage in any activities that contradict relevant business laws and must consider the following essential aspects:

- Use of Internal Information for Benefit: Personnel should not seek benefit from internal information relating to the company's performance, which might affect the stock or securities prices of the company. Executives or units that are privy to inside information must not disclose this information to external individuals or those uninvolved, and must refrain from trading the company's securities during the 1 month (one month) period before financial statements are released to the public.
- Fair Trade Competition: Respect legal standards for fair competition.
- Dishonest Actions and Misconduct: No one from the personnel must engage in bribery or corruption in various activities, nor offer unjust benefits, whether directly or indirectly, to gain improper business advantages. The company has set policies and practices to counter corruption and fraud to handle all types of deception and dishonesty that deviate from the power the company allows. No individual personnel may embezzle money and assets from the company with dishonest intent or use them inappropriately for personal benefit.
- Whistleblowing, Cooperation, Proof, or Participation in Managing Corruption: Personnel must not neglect to report information about corruption they encounter or are involved in. Such reporting must not adversely affect the job duties of the informant, unless it involves false reporting, intentional damage to groups, or harm to individuals and organizations. If false accusations are made, the informant may be subject to disciplinary action, including termination, and criminal penalties.
- Supervision and Control: All personnel must refrain from committing intentional criminal offenses that result in harm to customers, stakeholders, and the organization.

### **1.5 Use and Protection of Assets and Information**

- Personnel are responsible for taking care of and using the organization's assets with caution and to the maximum benefit, adhering to practices in protecting the company's trade secrets. This does not apply to employees who are legally responsible for disclosing information and for maintaining the security of the company's internal information technology data.
- The company is committed to protecting and keeping the confidentiality of customers' information, and to preserving the trust of customers by creating a system to monitor the use of information. It has implemented a Personal Data Protection Act: (PDPA) in accordance with the Personal Data Protection Act B.E. 2562 (2019) to ensure that information related to the business activities of customers is kept confidential. The company treats the information received from customers or related organizations as confidential, in the same way that customers or organizations treat their own information.

- The company is committed to keeping the secrets of partners, both strategic allies and trading partners, as if they were the company's own secrets.

#### **1.6 Avoiding Conflict of Interest**

- Personnel have a duty to disclose information to the company if they find a situation that leads to a financial benefit or personal gain that is contrary to the organization's policy.
- Personnel should not be involved in decision-making for the company's benefit if the company's business activities involve relatives or siblings of employees. If any employee encounters a situation that leads to overlapping interests, that employee must consult their supervisor or the company's legal advisor to find the most appropriate course of action.

#### **1.7 Corporate Social Responsibility**

The company places great importance on its responsibility towards society and the environment, strictly adhering to relevant laws and regulations. It considers its duties and responsibilities towards society, improving the quality of life for its employees and their families, offering assistance, and supporting various beneficial social activities within the community and neighboring business areas, at both the local and national levels, according to policies and guidelines related to social responsibility.

#### **1.8 Community Relationship**

The company takes responsibility for the communities where it operates, at both the local and national levels. It follows practices that align with established plans at both the community and national levels, coupled with appropriate responsibilities the company has towards shareholders, employees, partners, and customers, including, for example:

- Providing products or financial support to promote occupation and improve the quality of life, such as donations of money and essential items, organizing projects to create jobs and careers for schools, housewives group, communities, institutions, and government agencies, carried out through social activity departments.
- Supporting personnel to participate in assisting communities, institutions, government agencies, or promoting various environmental conservation activities as arranged by the social activity department.
- Finding ways to communicate and connect with local communities regarding company activities that may impact those communities.
- Collaborating with strategic allies, trading partners, and other partners in ventures that are responsible for maintaining good relationships with the community.

#### **1.9 Gifts and Donations**

The company has established a No Gift Policy concerning the giving and receiving of gifts. This policy ensures that personnel do not solicit, request, or accept gifts or donations that have an unusually high value

from business-related individuals. However, normal and minor value gifts arising from customary business courtesies in accordance with Thai cultural norms are deemed acceptable.

#### **1.10 Records and Accounting**

- The business information of the company must be prepared from accurate and reliable reports to present to executives, shareholders, customers, government organizations, and other agencies. Therefore, the information related to the company's business must be correct, truthful, and contain complete and significant content, without any restrictions. The accuracy of information refers to both the correctness of written documents and adherence to code of ethics.
- The company prohibits the purchasing, hire purchasing, or renting of concealed or hidden products by using aliases or transacting through third-party accounts.
- Personnel are responsible for maintaining information with honesty, purposefulness, and truthfulness. However, if personnel unknowingly commit an illegal act or violate the Code of Ethics and Code of Conduct, such actions cannot be used as an excuse for distorting or corrupting the company's information unless done negligently and without causing serious damage.

#### **1.11 Communication**

The methods of operation and the determination of the policy for information disclosure are clear and transparent as part of the company's communication policy. This policy is committed to transparent, impartial, and rapid disclosure of information and enables information and news to be accessible to all stakeholders under the law and regulations, rules, and the company's practices related to the prevention of trade secrets leaking to competitors.

#### **1.12 Public Relations**

The company adheres to honesty as a fundamental principle in marketing activities, advertising, and public relations. This is to present the best products and services to promote sales or to inspire confidence in customers, fulfilling the company's product and service needs according to accurate, complete, and truthful information. The company will not engage in false or deceptive advertising, nor will it conduct integrated marketing communication in a manner that is unclear and could confuse customers or lead to misunderstandings.

## **2. Code of Conduct for Stakeholders**

The company recognizes the importance of the rights of all stakeholder groups, including the board of directors, executives, employees, shareholders, customers, partners, creditors, and the state. Therefore, it has established the following practices for the Code of Conduct for Stakeholders:

## **2.1 Towards Employees in the Organization**

Enhance and develop a good work culture and environment, along with promoting teamwork. This is to build confidence and be a source of encouragement for employees in their work with the company, providing stability in their careers.

### **Good Practices towards Employees in the Organization**

- (1) Value all employees equally, without discriminatory treatment.
- (2) Define methods of operation, compliance with laws, and strict adherence to various rules and regulations relating to personnel.
- (3) Treat all personnel impartially, without discrimination based on race, gender, skin color, religion, nationality, age, physical disability, or any personal characteristics unrelated to job performance.
- (4) Appointments, transfers, rewards, and punishments, including benefits, must be based on knowledge, ability, suitability, as well as actions or performance of employees.
- (5) Encourage all personnel to fully demonstrate their abilities and to participate in determining direction and problem-solving. Listen equally to opinions and suggestions from employees at all levels, without biased treatment.
- (6) Take care and give importance to the development, knowledge transfer, and skills of employees at all levels for career progression and stability.
- (7) Maintain a working environment that is consistently safe for both life and property.
- (8) Consider knowledge, abilities, and skills necessary for job performance, and promote the development of subordinates who will have the opportunity to move to higher positions.
- (9) Consider compensation and other benefits fairly and appropriately, comparable to businesses in the same industry.

## **2.2 Towards Shareholders**

The company is committed to representing shareholders in conducting business transparently, with reliable accounting and financial systems. It aims to create the highest satisfaction for shareholders by considering the long-term growth of the company and continuous appropriate returns by the board of directors, executives, and all employees. They perform their duties with honesty and make decisions with sincerity and fairness to both major and minor shareholders for the benefit of all relevant groups to the fullest extent. They do not take actions that may cause conflicts of interest with the company, seek personal gain, or disclose confidential information to outsiders.

### **Good Practices towards Shareholders**

- (1) Support shareholders in receiving sufficient and appropriate information by disclosing significant financial and non-financial information to shareholders accurately, completely, and timely.

- (2) Be aware of the rights and equality of all shareholders and strive to conduct business efficiently and to the fullest extent to provide appropriate and sustainable returns to shareholders.
- (3) Allow shareholders the right to propose opinions or various complaints about the company's operations through the channels specified on the company's website. All opinions will be considered and screened to present to the board of directors or the relevant parties, and the results will be subsequently notified.
- (4) Conduct business effectively, efficiently, transparently, and achieve results that can generate continuously growing, stable, and appropriate returns for shareholders and stakeholders, while fully striving to preserve the assets, reputation, and good image of the organization.
- (5) Do not seek benefits for oneself and related parties by using any undisclosed company information to disclose to outsiders or undertake any actions that may cause conflicts of interest with the company.

### **2.3 Towards Customers**

Create customer satisfaction by delivering products and services of quality according to customers' needs. Disclose information and news about the services comprehensively, accurately, in a timely manner, and without distortion of the truth. Provide communication channels for customers to complain about product and service quality without imposing unfair trade conditions on customers. Comply with contracts, agreements, or any other terms transparently and equally towards customers, emphasizing the constant maintenance of customer confidentiality and not using such information for personal benefit or any related parties.

#### **Guidelines for Treatment of Customers:**

- (1) Focus on protecting the best interests of customers as a priority to ensure customer satisfaction, and respond to customer needs promptly and on time, with attentive, responsible service, and to maximize customer satisfaction by offering quality and efficient products and services.
- (2) Treat customers fairly and do not discriminate, avoiding any inappropriate actions.
- (3) Provide accurate, adequate, and timely information about products and services so that customers have sufficient information to make decisions, without overstating properties beyond reality, which could cause customers to misunderstand the quality of products and services or any conditions of the company.
- (4) Do not disclose customer information learned through conducting business, which is information that normally should be kept confidential unless consent is obtained from customers or disclosure is required by law, or it is revealed for the benefit of the insurance business or the general public.

- (5) Comply with the agreements made with customers fully and correctly, under regulations and law, and do not commit any actions that violate and/or breach the contract with customers. If unable to comply, notify customers in advance to jointly find a solution to prevent damage.

#### **2.4 Towards Partners, Business Competitors, and Creditors**

Consider the fairness and honesty in conducting business, as well as mutual benefits with partners, by strictly complying with laws and various rules, and maintaining a good code of conduct in business operations and competition. The company adheres to fair competition guidelines, with the following practices:

##### **Practices towards Partners:**

- (1) Promote a good and sustainable relationship between the company and partners, characterized by friendship and mutual satisfaction. This leads to quality, accurate, fast, relevant, and efficient services.
- (2) Select partners and conduct business responsibly, ethically, and with integrity, maintaining honesty and avoiding all forms of corruption.
- (3) Treat all partners and contracting parties equally, without prejudice or taking undue advantage of partners and contractors.
- (4) Preserve mutual benefits with partners by strictly following the laws and mutually agreed rules.
- (5) Monitor, review, and evaluate partners to foster sustainable business development between parties.
- (6) Do not demand, accept, or pay any dishonest benefits in business dealings with partners.
- (7) Strictly follow contracts, agreements, and various terms with partners. If unable to comply with the terms, promptly notify the partners in advance to jointly consider reasonable solutions to problems.

##### **Practices towards Business Competitors**

Compete freely and fairly within the framework of good competition rules, avoiding any actions that would disparage competitors' reputations. Do not seek confidential information from business competitors through dishonest or inappropriate means, and avoid attempting to tarnish the reputation of business competitors by making unfounded and untrue allegations.

##### **Practices towards Creditors**

- (1) Strictly, accurately, and timely comply with the terms of contracts with creditors, including payment obligations and any other agreements made with creditors, treating them fairly.
- (2) If unable to comply with the terms of the contract, promptly notify the creditors in advance, along with reasons and solutions, to jointly consider ways to resolve issues and prevent losses.

## **2.5 Practices Towards Government Entities and External Individuals**

- (1) Ensure that any news or information that is conveyed externally is clear, straightforward, and does not lead to improper suggestions against cultural and moral decency. Respect and honor individual dignity must be maintained.
- (2) Comply with policies against corruption and measures to combat corruption by upholding principles of integrity and fairness. Do not give or receive bribes, whether in the form of gifts or other benefits, and must not engage in anything that might lead to bribery or corruption. Do not commit, assist, or support illegal actions in accordance with laws and relevant announcements, or actions related to dishonestly acquiring assets, or actions that are a threat to the economy or the stability of the country. Also, do not conceal or participate in the transfer or sale of assets obtained from such actions.
- (3) Establish a monitoring system to ensure that contract terms are fully complied with and to prevent corruption.

## **2.6 Good Practices Regarding Society and the Environment**

- (1) Support all employees to participate in social activities and community development, conducting business without adverse effects on society and the environment.
- (2) Utilize resources according to the 3R principles, namely (1) Reduce (2) Reuse, and (3) Recycle, in order to use resources efficiently and minimize environmental impacts both now and in the future.
- (3) Maintain, improve, and preserve buildings, places, and the environment in a neat, beautiful, and hygienic condition at all times.
- (4) Uphold and enhance safety standards to minimize potential harm to health, locations, and the environment.
- (5) When benefiting from natural resources, the company will consider options that minimize social, environmental, and quality-of-life damage to the community.
- (6) Do not engage in any activities that harm natural resources and the environment beyond legal limits.
- (7) Promote and conserve energy efficiently for the benefit of the community and future generations.
- (8) Do not support activities that are harmful to society or violate moral decency, and/or promote vice.
- (9) Provide a grievance system for issues that may impact the community.
- (10) Investigate causes and rectify them, notifying complainants of the results in a timely manner.

- (11) Instill a sense of social and environmental responsibility among all levels of employees continuously and sincerely.
- (12) Comply with, and cooperate or control adherence strictly to the spirit of the laws and regulations issued by the supervisory agency.
- (13) Support community and social activities, focusing on social, community, and environmental development, including supporting youth education and public benefit activities.
- (14) Respond quickly and effectively to events that impact the community and the environment due to the company's operations, fully cooperating with government officials and relevant agencies.

### **3. Code of Conduct for Directors and Management**

The board of directors, executives, and employees demonstrate an intention to conduct business transparently and with integrity. They perform their duties according to the highest ethical standards, for the benefit of shareholders and all groups of stakeholders. This is considered a duty and responsibility for the directors, executives, and all employees, who must acknowledge, understand, and strictly comply with the practices outlined in this Code of Ethics and Code of Conduct.

If it is found that any personnel have violated or acted in a way that contradicts the Code of Ethics and Code of Conduct, the company will consider and take appropriate actions. In cases where such actions conflict with rules and work regulations, the company will consider implementing penalties based on the nature of the offense in each case. Executives at all levels have the responsibility to oversee, care for, and ensure that employees under their command are informed, understand, and strictly adhere to the company's Code of Ethics and Code of Conduct.

#### **3.1 Code of Conduct for Directors and management.**

- (1) Fulfill duties with responsibility, caution, honesty, and integrity, as well as comply with laws, objectives, regulations, and resolutions of the Company's Board of Directors and shareholders (Fiduciary Duty), to achieve maximum benefits for the Company's operations.
- (2) Provide effective internal control system, risk management, and promote corporate governance at all levels.
- (3) Perform duties with full ability, to be independent in making decisions and based on correctness, avoid conflicts of interest with the Company's benefits to ensure efficient and effective management.
- (4) Not seek personal financial benefits, use information obtained as a director or executive for personal financial gain, or use such information for the financial benefit of others.

- (5) Do not misuse the Company's confidential information and avoid serving as a director of a competitor's company.
- (6) Not obtain benefits or incur losses from contracts, do not accept goods or other benefits that conflict with the Company's interests for personal benefits, benefits of family members, or close relatives.
- (7) Have no interest or benefit in any business related to the Company or that is directly or indirectly competitive with the Company.
- (8) Protect confidential information of the Company and the stakeholders and not disclose it to unrelated parties, which may cause harm to the Company or the stakeholders.

### **3.2 Code of Conduct for Employee**

- (1) Perform duties with responsibility, honesty, and fairness, having ethics in conducting business.
- (2) Continuously study and work diligently to enhance job performance and utilize knowledge and skills in a professional manner.
- (3) Treat superiors, subordinates, and colleagues with respect, kindness, and good human relations, cooperating and supporting each other to work as a team, assisting and supporting each other in the work to create unity and good relationships within the organization.
- (4) Listen to feedback or suggestions regarding job responsibilities from subordinates and others and consider using them for the benefit of the organization's work.
- (5) Maintain a positive attitude towards the Company, superiors, subordinates, and colleagues, refraining from speaking falsely or unfairly, or engaging in actions that cause division within the team, show respect and honor towards superiors and those in higher positions, and do not engage in any actions that violate procedures or cross the chain of command.
- (6) Maintain the reputation of the Company and be cautious in expressing opinions towards third parties that may cause damage or harm to the reputation, and refrain from engaging in any business or investment competition or that may result in conflict of interests, or being the permanent or temporary employee of other organizations that conduct similar business or being an employee of competitors that have conflict of interests with the Company.
- (7) Support the policies of the Company and comply with the rules, regulations, announcements, orders, provisions, and resolutions of the Board of Directors or circulars of the Company. Do not participate in or cover up any actions that violate the law.
- (8) Complete the work effectively and efficiently while aiming to maintain the best interests of the Company or considering the potential harm to the Company in accordance with the law and ethics, and without favoring or giving special privileges to any person either directly or indirectly.

- (9) Monitor and report work progress promptly to superiors in any situations that may cause harm to persons, property, reputation, or benefits of the Company.
- (10) For use of insider information for the trading of the Company's securities, employees are prohibited from using insider information that is material to change the Company's stock price and has not yet been disclosed to the public to seek personal gain or for others' benefit in the acquisition or disposition of any other securities of the Company according to the regulations on the supervision of the use of insider information for the trading of the Company's securities.
- (11) Maintain the confidentiality of business operations and take precautions to prevent any leakage of confidential documents or information of the Company. Do not disclose any information or documents to unrelated persons, unless authorized by the Company. Do not use any customer documents or information for personal gain or for the benefit of others. Do not disclose confidential information of the Company, including salaries, bonuses, promotions, or pay raises of themselves or others, to unauthorized persons. In cases where employees are requested to disclose confidential customer information, they must report to their managers or superiors and obtain written approval before disclosure of the said information.
- (12) Refrain from using the Company's working time for personal gain, as well as refraining from using one's position and involvement with the Company to benefit oneself, for political gain, or to support any political party. Do not allow others to use their authority for personal gain, whether directly or indirectly, in seeking benefits for themselves or others.
- (13) Do not act in a harassing, threatening, or intentionally sexually harassing manner toward employees or subordinates.
- (14) Uphold integrity and refrain from any actions that may damage one's reputation or have negative consequences for the Company in the future, and avoid any behavior that could be detrimental to the Company's image or reputation.
- (15) Do not seek personal gain from the organization's assets, including using Company equipment for personal use, selling, lending, pledging, mortgaging or transferring the Company's assets without authorization for procurement, storage, and disposal of assets in accordance with the Company's regulations and practices, cooperate in taking care, maintaining, and safeguarding the Company's assets for maximum benefit, avoiding waste, loss, and early deterioration or loss.
- (16) Do not engage in any activities that would conflict with the interests of the Company, whether through contacts with business partners, competitors, or through the use of insider information

for personal gain, or in matters relating to competitive business or work beyond the scope of assigned duties that could impact the Company's operations.

- (17) Disclose any personal status or transactions that may lead to conflicts of interest or give rise to misunderstandings about conflict of interests.
- (18) All personnel of the Company shall not request or receive gifts, benefits, or other rewards from customers, including special pricing for goods or services that is not available to the general public, borrow money from customers or stakeholders, have a stake in the customer's business, directly or indirectly, or accept any form of compensation, cash or otherwise, including special offers (including stocks) from customers, business partners, or any other person. If invited by customers or business partners of the Company, employees must obtain written approval and authorization before buying or selling real estate before or after public sale.
- (19) The Company has a policy of not allowing any personnel within the Company to accept gifts from customers and business partners, including vendors/service providers, contract parties, or from any persons, except for major holidays or traditional souvenirs, provided that the value of the gift does not exceed 3,000 baht (three thousand baht). In cases where the value exceeds this limit, the customer or organization must be notified that it is against the Company's policy and the gift must be returned or delivered to customers or the relevant department. For gifts that cannot be returned, they must be superior for proper management such as donated to charitable organizations or non-profit organizations.
- (20) Avoid entertaining or exchanging high-value gifts that exceed reasonable price or excessive frequency, except for business purposes and maintaining normal business relationships. Employees who attend parties, sporting events, food banquets, festivals, product launches, or grand openings organized by business partners from various organizations and receive gifts or souvenirs, or participate in prize draws, do not need to report to the Company.
- (21) If employees suspect any misconduct or violation of business ethics, the concerns can be raised with their immediate supervisor, Human Resources Department, Internal Audit Department, or the Office of the Chief Executive Officer. Suggestions or complaints regarding transactions or services provided by the Company can be submitted through the specified channels for receiving complaints.
- (22) If an employee has any doubts about how to practice business ethics and integrity, they can ask their immediate supervisor or seek advice from Human Resources department, Internal Audit department, or the Office of the Chief Executive Officer, which are responsible for explaining the methods of practicing according to ethics and business code of conduct.

#### **4. Code of Conduct for Non-Infringement of Intellectual Property Rights**

The company has a clear policy regarding the respect for others' intellectual property rights, without infringement or supporting actions characterized as infringement of someone else's intellectual property, including copyrights, patents, utility models, trademarks, trade secrets, etc. This reflects the company's intention to conduct business with fairness, respect, and adherence to the laws concerning intellectual property, implementing the following policies and guidelines:

##### **Guidelines for Non-Infringement of Intellectual Property Rights**

- (1) Inspect all types of work or information before using them within the company, to ensure that such work or information can be used without infringing upon others' intellectual property, such as documents, printed materials, and computer software used within the company.
- (2) Promote the development and respect for creative works that have copyrights, and fairly evaluate the value of such creative works.
- (3) Collaborate in protecting and respecting the company's and others' intellectual property rights, without infringement or supporting any infringing actions, such as duplication, modification, copying, reproduction, public audio dissemination, image dissemination, public disclosure, or other similar actions, including not falsely claiming others' work as one's own.
- (4) Support and participate in activities beneficial for the protection and prevention of intellectual property infringement.
- (5) Encourage the provision of knowledge and training to employees to instill awareness of respecting and creating intellectual property among all levels of employees, and support their participation in various company activities.
- (6) Issue company rules and regulations concerning work, stipulating that employees must not act in a way that tarnishes the company's reputation, and must comply with legal provisions, announcements, and orders from government agencies related to intellectual property, as well as company rules, regulations, announcements, orders, and various practices concerning intellectual property.
- (7) Information systems must be taken care of and protected from unauthorized or illicit use, with the dissemination of policies through various channels such as email and the company's website. All employees must sign an agreement not to commit computer-related offenses and not to infringe upon intellectual property.
- (8) Designate intellectual property infringement and copyright-protected works as serious offenses, and if any wrongdoing is found, the company will take action against the offending employees according to the company rules, regulations, announcements, orders, and various legal practices of the company, along with the corresponding laws.

## Suggestions

Following these Codes of Ethics and Conduct may have aspects that cannot be explained in behavioral terms in every situation. However, the company has confidence in the judgment of all personnel, trusting they have the careful discernment to determine what should be done or not done according to the situation. If any personnel is unable to determine whether an action is appropriate or inappropriate, they can read and answer questions from the topics below. If the answer is "Yes," they can proceed. But if the answer is "No," they should not take that action:

- Is your action legal and in accordance with the company's policies and regulations?
- Is this action "right or wrong," and do you "feel it is the right thing to do"?
- Is this action consistent with what the public would approve?
- Would this action help build trust in the company as one that has a code of conduct?

The company has designated the Human Resources department to oversee this Code of Ethics and Code of Conduct. They are responsible for regularly reviewing and updating the information to keep it current, and presenting it to the board of directors for approval. If any personnel have questions, please contact the Human Resources department.