Corporate Ethics Regulations

Effective Date: July 2006

Revision Date: 5 June 2025

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- 2. Code of Ethics
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Ethics Charter

Our company aspires to be a world-class enterprise that contributes to humanity by creating the finest products and services, based on human resources and technology.

To achieve this, "talent development, technology innovation, highest quality, leading-edge technology, driving change, ethical management, mutual prosperity, and environmental safety" are set as our core values to be shared and upheld by all employees.

Furthermore, we have established this Ethics Charter as our standard for thought and behaviour to ensure that we observe laws and ethical principles, fulfil our fundamental role as a company, and carry out our social responsibilities in all business activities. We are fully committed to actively putting these principles into practice.

- -. We make customer satisfaction our highest priority, and pursue shared prosperity based on mutual trust and respect as partners in the creation of new value together with our employees, business partners, and competitors.
- -. We respect the cultures and customs of all the regions and countries in which we operate, comply with laws and ethical standards, and fulfil our rights and responsibilities as sound corporate citizens through fair competition.
- -. We value diligence and sincerity, autonomy and accountability, creativity and the spirit of challenge, and strive to cultivate humanity and morality while safeguarding the company's honour and dignity through courtesy and etiquette.
 - -. We build a sound organisational culture based on human relations

founded on respect and consideration for others, as well as cooperation between labour and management.

-. We comply with environmental protection and safety regulations, strive for a clean and sustainable environment, safeguard natural resources, and achieve an accident-free workplace.

Addenda

This Charter shall come into effect from July 2006.

This Charter was amended as of 1 June 2020.

This Charter was amended as of 24 August 2023.

Code of Ethics

Chapter 1. Fundamental Commitments

1-1. Creation of Premium Products and Services

- ① We place the highest value on quality and service.
- ② We create new value through innovation and research & development.

1-2. Customer Focus

- ① We make customer satisfaction our foremost management priority.
- ② We provide products and services that meet customer needs.

1-3. Fair Transactions

- ① We grant equal opportunities to all business clients.
- ② We apply fair transactional procedures for all clients.

1-4. Aspiration to Become a World-Class Enterprise

① We do our utmost in every moment, continually innovate, and strive to be world-leading.

Chapter 2. Commitments to Customers

2-1. Respect for Customers

- ① We treat customers fairly and equally.
- ② We respect customers' right to choose our products.

2-2. Responding to Customers

- ① We provide prompt and accurate responses to customer needs.
- ② We always honour our commitments to customers.

2-3. Protecting Customers

① We prioritise product safety to ensure no harm is caused due to

product defects.

- ② We faithfully inform customers of all important precautions so that they fully understand matters relating to their safety.
- ③ We protect customers' property, intellectual rights, information, and reputation.

Chapter 3. Commitments to Society

3-1. Social Contributions

- ① As members of the local community, we fulfil our responsibilities and obligations to enhance trust in the company.
- ② We create employment, pay taxes diligently, and fulfil our social responsibilities as good corporate citizens.
- 3 We actively engage in community service, disaster relief, and public education activities as part of our social responsibility.
- We respect local laws, culture and values, and contribute to improving the quality of life of residents.

3-2. Mutual Growth and Coexistence with Business Partners

- ① We build mutually beneficial relationships with our business partners, recognising them as strategic partners, based on mutual trust.
- ② We select the best commercial partners through fair and impartial consideration.
 - ③ We do not abuse our position of authority.
- 4 We pursue joint development by supporting the competitiveness of partner firms.

3-3. Compliance with Laws and Fair Competition

- ① We scrupulously observe all laws, rules, and basic social norms, and respect culture and customs.
- ② We respect fair market competition and do not seek gain through improper means that go beyond business ethics.
- ③ We respect our competitors and compete freely and fairly through legitimate methods and capability.

④ We do not offer or receive gifts, bribes, or hospitality linked to business advantage.

3-4. Maintaining Accounting Transparency through Accurate Records

- ① We process and report accounting data in accordance with national accounting standards and regulations.
- ② We accurately record and manage all company transactions to enable all stakeholders to objectively understand our business activities.
- ③ We faithfully disclose the company's financial status as prescribed by law.

Chapter 4. Commitments to Environmental Protection, Safety, and Health

4-1. Environmentally Sustainable Management

- ① We comply with international standards, relevant laws, and internal rules regarding environmental protection.
 - ② We provide environmentally-friendly products and services.
- 3 We make environmental preservation a priority in all business activities.
- ④ We eliminate even minor sources of pollution to realise a zeroemission workplace.
 - ⑤ We take the lead in efficient use of resources, including recycling.

4-2. Protecting Nature

- ① We strive to develop technologies to protect the environment and conserve resources.
- ② We prevent pollution of soil, air, and water, foster environmental awareness in daily life, and take initiative in self-driven action.

4-3. Improving the Work Environment and Preventing Accidents

- ① We comply with international standards, relevant laws, and internal rules on safety.
- ② We maintain cleanliness and order in the workplace and scrupulously observe safety regulations at all times.

3 We cooperate actively and wholeheartedly in early response to fire, disasters, or other emergencies.

4-4. Prioritising Health in the Workplace

- ① We conduct regular health check-ups for employees in accordance with regulations and provide ongoing management.
- ② We strive to eliminate environmental conditions that may endanger or harm employees' health.

Chapter 5. Commitments of Employees

5-1. Preserving Honour and Dignity

- ① Every employee represents the company and shall maintain neat attire, courteous behaviour, and dignified language to uphold the company's honour.
- ② We keep our promises and act in accordance with ethical awareness, morality, and social norms.

5-2. Valuing Autonomy, Creativity, and Challenge

- ① Employees make independent decisions and act autonomously within their responsibilities, and are fully accountable for their results.
- ② We maintain an enterprising and creative attitude toward our work to create better value.
- ③ We respect fresh ideas and suggestions and consistently devote ourselves to self-development to achieve global competitiveness.

5-3. Sense of Responsibility

- ① We perform our duties equitably and to the best of our ability, and are familiar with and observe company rules and procedures.
- ② We anticipate and manage potential risks arising from our decisions and actions, and take responsibility for resulting issues.
- ③ To enhance work effectiveness and efficiency, we actively share information and knowledge across all levels and departments.

5-4. Maintaining a Clean Organisation

- ① Employees do not use company property, facilities, or equipment for personal gain, and act in the best interests of the company when performing their duties.
- ② Employees do not engage in any illicit practices, including direct or indirect receipt of money, special favours, conveniences or entertainment from stakeholders.
- ③ We do not take part in anti-social acts threatening civil order or safety, and do not participate in social or economic activities contrary to company interests.

5-5. Respecting Intellectual Property Rights

- ① We strive to secure and maintain the company's intellectual property rights, and shall only provide such rights to third parties with prior approval.
- ② We shall not unlawfully obtain or use confidential information of others or other companies.
- ③ We respect third party patents, copyrights and trademarks and shall not intentionally infringe or improperly use such rights, nor undertake any act that is detrimental to the company.

5-6. Documentation and Security of Information

- ① All information relevant to business activities is recorded and reported accurately and transparently, and managed as the company's intellectual property.
- ② Information acquired during duties must not be disclosed without prior approval during or after employment.
- ③ We do not improperly use information obtained during business activities.
- 4 We do not deliberately conceal, minimise, exaggerate, omit, delay, falsify, misstate, manipulate records, or communicate inaccurate information obtained during business activities.

5-7. Healthy Work Relations

① Supervisors shall not instruct subordinates to perform improper tasks unrelated to company interests or objectives.

- ② Sexual harassment, bullying, slurs against people with disabilities, and any language or actions undermining sound colleague relations are strictly forbidden.
- 3 Any language or behaviour undermining healthy colleague relationships—including financial dealings or violence—is prohibited.

5-8. Fostering a Healthy Organisational Culture

- ① We sustain and develop mutually prosperous labour relations founded on accountability and trust.
- ② Employees shall not create factions or private groups based on kinship, regional origin, or school ties that undermine organisational harmony or disrupt a healthy organisational culture.
- ③ Where company and personal interests conflict, lawful company interests take precedence.
- 4 Employees must not use company assets or their position for personal gain, nor conduct unfair acts such as embezzlement, misappropriation, breach of fiduciary duty or fraud with company assets.
- ⑤ Employees must not use information acquired during duties for personal benefit.

5-9. Political Activities

- ① We respect individuals' rights to political participation, but do not engage in political activities within the company, nor participate in any action in the name of the company.
- ② No unlawful contributions or payments shall be provided directly or indirectly to any political candidate, party, or committee.
- ③ Employees shall refrain from political activities within the company, and must not use company organisation, personnel, or assets for political purposes.

5-10. Respect for Human Dignity and Diversity

- ① We respect the fundamental human rights of all people.
- ② Forced labour, wage exploitation, and child labour are never permitted.
- 3 There is no discrimination against customers, employees or

stakeholders based on nationality, race, gender, or religion.

5-11. Enhancing Quality of Life for Employees

- ① Equal opportunities are provided for all employees, and fair treatment based on ability and performance.
- ② We encourage continual self-development and actively support competency improvement required for business activities.
 - ③ We foster a work environment promoting autonomy and creativity.

Chapter 6. Compliance with Our Commitments

6-1. Compliance with Our Commitments

- ① In the event of breaches of the Code of Ethics, causes are thoroughly identified and education provided to prevent recurrence.
- ② All staff must faithfully comply with the Code of Ethics; any breach will result in disciplinary action and responsibilities for wrongful conduct.
- ③ If staff are pressured to breach or become aware of breaches of the Code of Ethics, they must report to their department head, relevant executive, or HR/Audit Department; where doubt arises about a course of action, they must consult with their supervisor or executive beforehand.

Addenda

- ① Effective Date
 - This Code shall come into effect from July 2006.
- ② Amendment Date
 - This Code was amended as of 1 June 2020.
- ③ Amendment Date
 - This Code was amended as of 24 August 2023.
- (4) Amendment Date
 - This Code was amended as of 5 June 2025.

Ethical Management Behaviour Guidelines

Chapter 1. General Provisions

Article 1 (Purpose)

These guidelines set out standards of conduct to be observed by all employees (including executives, permanent and non-permanent staff) of each corporation (hereinafter referred to as "the Company") to ensure integrity and proper conduct.

Article 2 (Definitions of Terms)

The terms used in these guidelines are defined as follows:

- 1. "Business-related person" refers to any individual or organisation related to the employee's duties who corresponds to any of the following:
 - a. Anyone who has submitted, or is clearly likely to submit, a petition in relation to company affairs.
 - b. Any party to company business activities.
 - c. Anyone who has entered into, or is clearly likely to enter into, a contract with the company.
 - d. Any other person who, in connection with company business, receives direct benefit or disadvantage.
- 2. "Business-related employee" refers to another employee who receives direct benefit or disadvantage in connection with an individual's duties.
- 3. "Gift" refers to goods or securities, accommodation vouchers, membership cards, tickets and similar items provided without compensation (including cases where compensation is considerably lower than the market value or customary practice).
- 4. "Hospitality" means the provision of food, golf, entertainment, or convenience such as transport or accommodation.
- 5. "Responsible Officer for Behaviour Guidelines" is the person

responsible for advice or checking compliance with these guidelines.

Article 3 (Scope of Application)

These guidelines apply to all employees of the Company.

Chapter 2. Fair Performance of Duties

Article 4 (Management of Directions Hindering Fair Performance)

- ① If a superior gives an instruction that seriously impairs fair performance of duties for their own or another's improper gain, the employee may explain the reason and refuse to comply.
- ② If the same instruction continues despite refusal, the employee must report to the executive in charge (hereinafter "department head") or consult the Responsible Officer for Behaviour Guidelines.
- ③ The Responsible Officer, upon receiving a consultation request, shall verify the instruction and, if deemed necessary, notify the department head for corrective action or report to the CEO.
- 4 The department head or CEO must take appropriate measures, such as cancelling or amending the instruction as deemed necessary upon such report.
- ⑤ The explanation referred to in ① must be submitted using the prescribed form or an equivalent method.

Article 5 (Avoidance of Conflicted Duties)

- ① If an employee's task relates to their own interests, or if a relative within four degrees of kinship (as defined in Civil Law Article 767) is a business-related person, rendering fair performance difficult, the employee must consult their immediate superior before proceeding.
- ② The immediate superior, upon consultation, must report to the department head if they deem it inappropriate for the employee to continue the task. However, if the superior can reassign duties within their own authority, they may do so without reporting to the department head.
- ③ The department head, upon receiving such a report, must take necessary action to reassign personnel and ensure fair handling of the task.

Article 6 (Exclusion of Preferential Treatment)

Employees must not grant preferential treatment to anyone based on personal relations such as kinship, regional origin, or alumni ties.

Article 7 (Prohibition of Improper Use of Budget)

Employees must not cause financial loss to the Company by using business-related budgets for purposes other than intended.

Article 8 (Handling Improper Demands from Politicians, etc.)

- ① Employees must report to the Head of Administration if a politician (party) or government official attempts to improperly influence the performance of their duties.
- ② The Head of Administration must take appropriate measures to ensure fair performance of duties.

Article 9 (Prohibition of Personnel Solicitation, etc.)

- ① Employees shall not solicit nor cause others to solicit for their own promotion, transfer, or for inappropriate influence upon those responsible for personnel matters.
- ② Employees must not improperly interfere in the promotion, transfer, or assignment of other staff using their position.

Chapter 3. Prohibition of Acceptance of Improper Gains, etc.

Article 10 (Prohibition of Involvement in Undue Benefits)

- ① Employees must not gain, nor enable others to gain, improper benefits through their position.
- ② Employees must not use, nor allow the use of, the Company's name or their position for improper benefits for themselves or others.

Article 10-2 (Prohibition of Conflicts of Interest)

- ① Employees must not engage in any activity or form a relationship conflicting with the Company's interests when performing their duties.
 - 2 Representative examples of prohibited conflicts of interest include

embezzlement, breach of fiduciary duty, and fraud, defined as follows:

- 1. 'Embezzlement': the unlawful appropriation of public funds or company/third-party assets.
- 2. 'Breach of fiduciary duty': conduct by a person entrusted with a task contrary to their obligation, resulting in personal or third-party gain and loss to the principal.
- 3. 'Fraud': any act of deception for gain.
- ③ Employees must refrain from any activity which may be reasonably regarded as conflicting with the Company's interests, beyond those listed above.

Article 11 (Prohibition of Solicitation, etc.)

- ① Employees must not interfere with fair performance of other staff's duties through solicitation or recommendations for the purpose of improper gain for themselves or others.
- ② Employees must not introduce business-related persons to others for the purpose of obtaining improper gain.

Article 12 (Restriction on Using Business-Related Information for Transactions)

- ① Employees must not use information obtained in the course of their work to engage in transactions or investments in securities, real estate, etc., nor provide such information to others for similar purposes.
- ② Employees must not disclose any of the following information obtained in the course of duties, without prior approval:
 - 1. Personal information of Company employees
 - 2. Any technical, management or sales information obtained during work
 - 3. Details relating to Company, service, or purchase contracts
 - 4. Any other information likely to be misused contrary to its intended purpose

Article 12-2 (Prohibition of False Reporting, etc.)

Employees must not deliberately conceal, minimise, exaggerate, omit, or

delay information such as documents and figures, nor disseminate false reports, statements, manipulations of records, or inaccurate information which may mislead internal or external stakeholders and affect their decisions.

Article 13 (Prohibition on Private Use or Profit of Company Assets)

Employees must not use or profit from Company vehicles or other assets for personal reasons without legitimate cause.

Article 14 (Restriction on Receipt and Provision of Money and Valuables, etc.)

- ① Employees must not receive money, real estate, gifts or hospitality ("money or valuables") from business-related persons, except in the following cases:
 - 1. Money or valuables received according to legitimate contractual obligations
 - 2. Transport, accommodation or food provided uniformly at official, work-related events
 - 3. Souvenirs or promotional items distributed to unspecified recipients
 - 4. Money or valuables openly given to help employees in difficulty due to illness, disaster, etc.
 - 5. Any other items provided within the scope permitted by the Head of Administration for smooth performance of duties
- ② Employees must not receive money or valuables from business-related employees, except in the following cases:
 - 1. Money or valuables received according to legitimate contractual obligations
 - 2. (Deleted)
 - 3. Transport, accommodation, or food provided uniformly at official, work-related events
 - 4. Souvenirs or promotional items distributed to unspecified recipients
 - 5. Money or valuables openly given to help employees facing hardship through illness, disaster, etc.
 - 6. Items openly provided by employee mutual aid societies, etc.
 - 7. Money or valuables provided by a superior for the purpose of

- encouragement, consolation or reward
- 8. Any other items provided within the scope permitted by the Head of Administration
- ③ Employees must not accept money or valuables from former businessrelated persons or employees in connection with past duties, except as provided for above.
- ④ Employees must not provide money or valuables to business-related persons, public officials, or politicians for their own or the Company's interests, except as permitted above.
- ⑤ Employees must ensure that their spouses or direct relatives do not accept or provide money or valuables prohibited under these provisions.

Chapter 4. Fostering a Healthy Workplace Culture

Article 15 (Prohibition of Borrowing Money, etc.)

① Employees must not borrow money or receive free accommodation or real estate from business-related persons (except for relatives within four degrees of kinship), unless borrowing money on normal terms from financial institutions.

Article 16 (Notification of Family Occasions and Restriction on Gifts)

- ① Employees shall not notify business-related persons of family occasions, except in the following cases:
 - 1. Notification to relatives
 - 2. Notification to current or former Company employees
 - 3. Notification via newspapers or broadcasts
 - 4. Notification via the Company website
- ② Employees must not provide or receive family occasion gifts exceeding 50,000 KRW, except in the following cases:
 - 1. Gifts between employees and relatives
 - 2. Gifts given in accordance with the by-laws of religious or social associations the employee belongs to
 - 3. Gifts provided in the name of an executive or Head of Administration

Article 17 (Restrictions on External Lectures, etc.)

- ① Employees wishing to give seminars, presentations, lectures, or similar activities not directly related to their duties, unless permitted by law, must obtain prior approval from the Head of Administration.
- ② The Head of Administration may approve such activities only if they do not interfere with duties or risk compromising business secrets or confidential information.
- ③ Remuneration received for such external lectures must not exceed customary rates for the requesting organisation.

Article 18 (Prohibition of Factions and Private Groups)

Employees shall not organise factions or private groups relating to kinship, regional origin or alumni ties within the workplace.

Article 19 (Prohibition of Sexual Harassment)

Employees must not engage in any of the following acts that induce sexual temptation or humiliation:

- 1. Touching or making contact with specific parts of the body
- 2. Making obscene jokes or vulgar remarks
- 3. Making sexual comparisons or evaluations regarding appearance
- 4. Showing or posting obscene images or pictures
- 5. Forcing drinks or dancing at socials, etc.
- 6. Any other actions considered sexually humiliating according to social norms

Article 20 (Prohibition of Workplace Bullying)

Employees must not exploit superior position or relationships in the workplace to engage in any of the following actions that cause physical or mental suffering or worsen the working environment beyond proper work boundaries:

- 1. Assault or threats against the person
- 2. Persistent or repeated verbal abuse
- 3. Humiliation in front of colleagues or online, including spreading personal rumours

- 4. Repeatedly assigning personal errands without rational reasons
- 5. Unreasonably denying or ridiculing a person's abilities or achievements
- 6. Group ostracism, or unjustifiably excluding from key information or decision-making
- 7. Unreasonably assigning only menial tasks for extended periods
- 8. Failing to assign work for a substantial period without justified reason
- 9. Any other acts that cause physical or mental distress or worsen the working environment beyond reasonable bounds

Chapter 5. Measures in Case of Violation

Article 21 (Consultation Regarding Violations)

- ① If, in the course of carrying out duties, an employee is uncertain as to whether their actions violate these guidelines, they must consult with the Responsible Officer for Behaviour Guidelines before proceeding.
- ② The CEO must take necessary steps to ensure that such consultations are facilitated, including providing a dedicated phone line or consultation room.

Article 22 (Reporting and Investigation of Violations)

- ① Anyone who becomes aware of a breach of these guidelines by an employee must report it to the Responsible Officer for Behaviour Guidelines; any breach by the Responsible Officer should be reported to the CEO.
- ② The person reporting under Paragraph ① should provide details of both themselves and the individual in question, along with the circumstances, reason, and contents of the report, and supporting evidence, through one of the following reporting channels. If reporting anonymously, reporter details may be omitted.
 - Post: Responsible Officer for Behaviour Guidelines,
 Jaewon Industries Co., Ltd., 79 Nakpo Danji-gil, Yeosu-si,
 Jeollanam-do, Republic of Korea
 - 2. Telephone: Direct line +82-61-690-9200

- 3. E-mail: compliance@jaewon.co.kr
- 3-1. CEO's e-mail: compliance2@jaewon.co.kr

(for reports regarding the Responsible Officer)

- ③ Upon receiving a report as per Paragraph ①, the Responsible Officer must investigate the content. In the case of anonymous reports, the investigation will be based on submitted materials; should further verification be required, the reporting channel may be used to request additional information.
- 4 During the investigation, the Responsible Officer may request relevant documents, attendance, or statements from the parties concerned and their departments.
- ⑤ Once the investigation is complete, the Responsible Officer shall report the outcome to the CEO, and, upon approval, notify the reporter. When necessary, relevant departments may also be informed.
- 6 If personal details of the reporter must be indicated for processing the investigation, written consent for disclosure must be obtained.

Article 23 (Protection of Whistleblowers)

- ① The Responsible Officer for Behaviour Guidelines shall ensure strict confidentiality of the reporter's identity and content, and must guarantee that the reporter suffers no form of discrimination or disadvantage.
- ② Despite the above, if a reporter suffers discrimination or disadvantage, they may request protection and redress from the Responsible Officer or CEO, who must take appropriate measures.
- ③ If a breach discovered via a report additionally implicates the reporter, disciplinary action may be mitigated or exempted in recognition of the report.
- 4 Paragraphs 1-3 also apply to consultations regarding refusal of instructions which may impede fair performance of duties (cf. Article 4).

Article 24 (Handling of Prohibited Money and Valuables)

① Employees who receive money or valuables in contravention of Article 14 or Article 16 Paragraph 2 must immediately return the excess or prohibited items to the provider, and may claim the cost of return from the Head of Administration.

- ② If it is difficult to return the items—due to loss, spoilage, risk of deterioration, or inability to contact the provider—the employee must deliver them to the Head of Administration or Responsible Officer for Behaviour Guidelines.
- ③ Items delivered under Paragraph ② must be handled as follows, and the provider must be notified—unless their address is unknown:
 - 1. Items of no economic value owing to loss, spoilage, or deterioration shall be disposed of.
 - 2. Items at risk of spoilage or deterioration shall be donated to facilities supporting underprivileged neighbours.
 - 3. Other items of value shall be retained by the company after announcement on the company website, etc.
- ④ The contents of Paragraphs ① and ③ shall be processed via the Clean Reporting Centre.

Chapter 6. Supplementary Provisions

Article 25 (Promotion and Training)

- ① The company shall establish and implement promotion plans and education for compliance with anti-corruption and ethical management regulations.
- ② Such promotion shall be carried out at least once per year, and for new hires, training shall be provided at the time of recruitment.

Article 26 (Appointment of Responsible Officer for Behaviour Guidelines)

- ① The Inspector General shall be designated as the Responsible Officer for Behaviour Guidelines so as to ensure the effective operation of these guidelines.
- ② The Responsible Officer for Behaviour Guidelines shall undertake the following tasks:
 - 1. Providing consultation on the guidelines
 - 2. Monitoring compliance
 - 3. Receiving, investigating, and handling reports of breaches and protecting whistleblowers

- ③ In carrying out such duties, the Responsible Officer shall not disclose any confidential information obtained.
- 4 Records of consultations must be maintained and managed using a separate prescribed format.

Article 27 (Compliance Monitoring)

- ① The Responsible Officer for Behaviour Guidelines shall verify the status of implementation and compliance of staff during regular and special audits.
- ② In addition to regular checks, the Responsible Officer may conduct spot audits at any time, including during holidays and festive seasons, or whenever corruption risks are deemed high.

Article 28 (Disciplinary Action)

- ① The CEO may take disciplinary or other necessary measures against employees found to have violated these guidelines.
- ② Types, procedures, and effects of disciplinary action shall be governed by the company's disciplinary regulations. However, if any disadvantage is caused to a whistleblower in breach of Article 23, enhanced disciplinary measures may be applied.

Addenda

- (1) Effective Date
 - These guidelines shall take effect from July 2006.
- ② Amendment Date
 - These guidelines were amended as of 1 June 2020.
- 3 Amendment Date
 - These guidelines were amended as of 24 August 2023.
- (4) Amendment Date
 - These guidelines were amended as of 5 June 2025.

[Appendix 1]

Statement Explaining Non-Compliance with Instructions						
Declarant	Name		Dept.		Position	
Supervisor Giving the Instruction	Name		Dept.		Position	
Details of the Task Instructed						
Reason(s) for Non- Compliance						
In accordance with Article 4, Paragraph 1 of the Ethical Management Behaviour Guidelines, I hereby provide the above explanation. "Date:/" (DD/MM/YYYY)						
			Decla	rant : Dept. Name		(Signature)

