

1. GC Ethics Management Content

GC Ethical Management

I. GC's Declaration of Ethical Management

- Express GC's will to implement core values and make correct judgements and actions when performing duties

II. GC's Ethics Charter

- Establish a corporate philosophy that represents the values and goals pursued by the company
- Establish the basic spirit and principles of management activities to achieve them

III. Code of Ethics

- Express the Ethics Charter more specifically
- Suggest the basic direction for the actions of the members

IV. Code of Conduct

- Document a specific code of conduct to implement the Code of Ethics.

2. Details on Ethical Management Content

1) GC's Declaration of Ethical Management

"All employees of GC establish ethical standards to implement GC's core values and make correct judgements and actions in the course of performing duties, and they pledge to practise them as follows:"

I. Responsibilities and Duties for Customers

- We place our customers at the centre of our work.
- We prioritise the customer and provide products and services from the customer's perspective to achieve the customer-first principle.
- We do not violate the positive laws, social norms of the countries in which we conduct business, company regulations, bylaws, or our conscience.
- We maintain mutual trust and cooperative relationships with our partners by conducting transparent and fair transactions, and we do not engage in unjust or unethical behaviour by exploiting our superior position.
- We comply with the Improper Solicitation and Graft Act and do not make improper solicitations to public officials performing duties, nor do we provide money or other valuables, etc., for which giving or receiving by public officials is prohibited.
- We compete fairly and transparently with our competitors, and we actively collaborate in common responsibilities for the industry's development and human health.

II. Responsibilities and Duties for Shareholders

- GC was created as a result of shareholder investment. We always keep in mind that the company can only grow with the interest and love of shareholders and investors. We follow the articles of incorporation, company regulations, and statutes, and we strive to increase corporate value through diligent management.
- We respect shareholders' right to know, legitimate demands and suggestions, and strive to maximise profits for shareholders.

III. Responsibilities and Duties for Employees

- We live a healthy and happy work life by acknowledging and respecting each other's dignity and value as human beings.

IV. Responsibilities and Duties for Country and Community

- We contribute to the development of the country and society by conducting fair, upright, and reasonable business activities, serving society through stable job creation, and growing into a sound company by efficiently operating technology, information, knowledge, and human resources.
- We actively collaborate with policies on health and medical services and strive to improve public health and welfare.
- We prevent misuse and abuse of medicines by supplying products with excellent efficacy, and minimize damage to the natural environment through continuous improvement of energy efficiency and process operation systems.

2) GC's Ethics Charter

Since its establishment in 1967 to achieve a "disease-free society," GC has been steadily developing medicines that are difficult to make but are essential based on the spirit of Challenge and Innovation. GC will continue to do its utmost to fulfill its mission for healthy living among people based on its experience and knowledge accumulated in the fields of biotechnology and health care. Also, for the prosperous future of all of us, we will treat our neighbors like our own family, and do our best for society with a spirit of care and compassion, starting with small things. We will faithfully fulfill our corporate social responsibilities and continue to improve corporate value through management based on respect, dedication, transparency, and integrity.

The "Code of Ethics" presents "how to do the right thing" as a matter of practice to achieve the corporate philosophy expressed in the preface of the "Ethics Charter." In addition, it lists specific behavioral standards based on the basic spirit and principles that the company and its employees must abide by for each stakeholder.

3) Code of Ethics

We pursue common interests with all stakeholders. To this end,

1. We prioritize the health and happiness of our customers.
2. We do our best to increase the value of our shareholders and company.
3. We value every employee and work hard to improve their quality of life.
4. We respect the free competition market and lead the healthy development of the pharmaceutical industry.
5. We actively contribute to the sound development of the nation and society and the preservation of the environment.
6. We embrace the company's corporate philosophy and goals and fulfill our responsibilities and duties to realize them.

Chapter I Responsibilities and Duties of the Company and Employees for Customers

<ul style="list-style-type: none"> • We prioritize the health and happiness of our customers. • Customers are at the core of GC's business. We always value the feedback of each and every customer, consider their perspective, and deliver the products and services they desire. <p>Through this, we continue to create value that customers want, realize the customer-first principle, and gain firm trust from customers.</p>	
<p>Article 1 (Customer Satisfaction)</p>	<ol style="list-style-type: none"> 1. Customer satisfaction is the top priority for all judgements and actions. 2. Knowing that no company can exist without customers, we listen to their opinions and provide the best products and services that meet their needs. 3. We always think and act from the customer's point of view, keeping in mind that customers are the foundation of our existence and the source of our growth. <p>We make it our core mission to create and provide value for customer satisfaction through legal and legitimate methods.</p>

<p>Article 2 (Responsibilities and Duties for Customers)</p>	<ol style="list-style-type: none"> 1. We do not disclose customer-related information to a third party or use it for other purposes without the customer's prior consent. 2. We must respect our customers, their interests, and their rights to know by always providing them with the information they require and need to know. We provide this information quickly, accurately, and in an easy-to-understand manner through various materials, including newspapers, broadcasting, the Internet, direct mail, etc. 3. We only tell the truth to our customers and keep our promises. 4. If we discover through phone calls or customer complaints that promises made to customers have not been fulfilled in sales activities, we will definitely keep them.

Chapter II Responsibilities and Duties of the Company and Employees for Shareholders/Investors

<ul style="list-style-type: none"> · We do our best to increase shareholder and corporate value. · GC created through the investments of shareholders, and it can continue to grow with the interest and love of shareholders and investors. Since the trust of shareholders and investors is essential for this, we must establish and operate a "Corporate Governance Structure" that enables responsible management based on transparency and integrity. 	
<p>Article 1 (Securing Trust from Shareholders)</p>	<ol style="list-style-type: none"> 1. We do our best to protect shareholders' rights and increase their investment value through transparent, responsible, and fair management. 2. We provide necessary information on overall management in a timely, transparent and effective manner to stakeholders, including shareholders, customers, and business partners. 3. We must provide accurate information on the company's financial condition, ownership, and corporate governance in a timely and lawful manner.
<p>Article 2 (Protection of Shareholder Rights)</p>	<ol style="list-style-type: none"> 1. We protect shareholder rights and respect and respond to legitimate requests from shareholders. 2. We treat all shareholders (including minority shareholders and foreign shareholders) fairly.
<p>Article 3 (Increase in Investment)</p>	<ol style="list-style-type: none"> 1. We faithfully protect shareholders' investment returns through reasonable investment and appropriate profit-making 2. We are committed to protecting and increasing investors' assets.

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Chapter III Responsibilities and Duties of the Company for its employees

	<ul style="list-style-type: none"> • The company respects its employees and strives to improve the quality of their lives. • The employees are the company's most important assets. The company must respect the human dignity of each of its employees, and maintain fairness when hiring and nurturing talent. <p>The company must share the wealth it creates with its employees and make efforts to ensure that they and their families live affluent lives.</p>
Article 1 (Respect for Individual Employees)	<ol style="list-style-type: none"> 1. The company respects the human dignity of each of its employees and views them as its most precious asset. 2. The company fairly evaluates, compensates, and treats its employees equally according to their abilities and performance through transparent personnel management. 3. The company does not discriminate when it comes to developing talent and rejects unfair personnel management.
Article 2 (Presentation of Future-Oriented Goals to Employees)	<ol style="list-style-type: none"> 1. The company presents clear "management goals" for its mission and vision, which are the values and goals it pursues, and provides practice guidelines so that all employees can embrace and realize them. 2. The company provides equal educational opportunities to all employees in order to nurture all employees into talents who can demonstrate expertise and competitiveness in the future society. 3. The company establishes a smooth and efficient internal communication system to provide the employees with appropriate and necessary information in a timely manner.
Article 3 (Improvement of Employees' Quality of Life)	<ol style="list-style-type: none"> 1. The company creates a work atmosphere where original thinking and autonomous and creative actions can take place and establishes a mature organizational culture based on mutual understanding and trust. 2. The company establishes the necessary system and creates an atmosphere in which the employees can freely make suggestions and express difficulties. 3. The company will do its best to improve the quality of life of its employees, and their families in terms of health, education, and post retirement.

Chapter IV Fair Competition with Competitors

	<ul style="list-style-type: none"> • We uphold the order of a free-competition market and guide the pharmaceutical industry's sound development. • We lead the pharmaceutical industry through fair and transparent competition with competitors and high-quality products and services.
<p>Article 1 (Fair Competition and Trade)</p>	<ol style="list-style-type: none"> 1. We contribute to improving the efficiency and economy of market functions based on goodwill competition. 2. We do not defame competitors' products. We compete in good faith with genuine quality products and do not use competitors' information in an unfair way to infringe on competitors' interests or unfairly exploit their weaknesses. 3. To maintain fair trade, we comply with various regulations, such as fair competition rules. To this end, we create a transparent trading climate and do not exchange information for collusion with competitors. When there is an attempt at such collusion, it is immediately reported to the Secretariat to prevent the possibility in advance. 4. We do not act contrary to social norms and morals, such as receiving or giving unlawful money or valuables in connection with work. 5. We do not take advantage of or abuse our superior position over partners, etc., and treat all trading partners fairly and equally; we do not discriminate or give preferential treatment in any way.
<p>Article 2 (Compliance with Laws and Regulations Related to Domestic and International Competition)</p>	<ol style="list-style-type: none"> 1. We seek customer trust through fair and transparent competition with our quality products and services. 2. We abide by domestic and foreign laws and regulations, including the Pharmaceutical Affairs Act, the Fair Trade Act, and the Fair Competition Regulations, and also contribute to a clean and transparent competition order through sound business practices. 3. We sincerely obey the local laws and regulations in all domestic and foreign business and sales activities and do our best for the balanced development of the pharmaceutical industry in a just and ethical way.

Chapter V Responsibilities and Duties of the Company and Employees for the Contry and Society

	<ul style="list-style-type: none"> • We sincerely contribute to sound development and environmental preservation in all countries and societies where we do business. • As a significant component of society, a company's growth must coincide with that of society as a whole. We must grow into a strong company by efficiently using our technology, information, knowledge, and human resources. <p>Through this, we will contribute to the sound development of all countries and societies in which we operate.</p>
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<p>Article 1 (Contribution to the National and Social Development)</p>	<p>1. As an important organization constituting society, GC is committed to harmonizing with society and fulfilling its responsibilities and duties as a corporate citizen. We contribute to the development of all countries where we operate through job creation and tax payment, and support social development through cultural and welfare projects.</p>
	<p>2. We comply with and practice all laws and ethical codes; we respect and also abide by the laws, ordinances, customs, culture, and values of all countries and regions in which we operate. In addition, through efforts to spread this law-abiding spirit throughout society, we contribute to forming a sound culture in society.</p> <p>3. We believe that voluntary social work is part of corporate social responsibility and actively participate in social service and disaster relief.</p> <p>4. We provide various forms of support to develop academics, arts, culture, and sports that enrich human society.</p> <p>5. Public civic activities of the employees through NGOs are encouraged, but they must not join or work in groups that influence health care policies, have a strong political stance, or damage national identity.</p> <p>6. The employees are allowed to join political parties, but they cannot pay political funds using the name of the company, and they must not express opinions in support of or against a specific political party or candidate within the company.</p>
<p>Article 2 (Saving Materials and Preserving Environment)</p>	<p>1. We eliminate the waste of material resources used by the company and environmental pollution factors, and we use these resources as efficiently as possible, thereby protecting and preserving the environment.</p> <p>2. We do not harm the natural environment, strive to maintain a clean environment, and abide by all laws and regulations pertaining to environmental protection.</p>

Chapter VI Responsibilities and Duties of Employees for the Company

<ul style="list-style-type: none"> ▪ Employees embrace the mission and vision pursued by the company and fulfill their responsibilities and duties to realize them. ▪ In order to secure and maintain the company's reputation as an "ethical company," all employees shall "do the right thing" based on sound judgement in performing their daily duties. 	

<p>Article 1 (Corporate Philosophy Appreciation)</p>	<ol style="list-style-type: none"> 1. Employees agree with the company's philosophy for humankind's health: "contributing to the healthy living of humankind." They put these values and principles first and fulfill their responsibilities and duties as set out in the company's Code of Ethics. 2. Employees keep in mind that the company's reputation and trust as an ethical company depend on their daily decisions and actions and do the right thing based on sound judgement. 3. Each employee is responsible for contributing to the company's reputation as an ethical company.
<p>Article 2 (Basic Ethics of Employees)</p>	<ol style="list-style-type: none"> 1. Employees carry out their work with the spirit of creativity and challenge, service and consideration, righteousness and transparency, and respect for human beings. They truly value and love the company and do not do anything to damage the company's reputation. 2. Employees must devote themselves to fulfilling the mission assigned to them in a legitimate way and make continuous efforts to become the best professionals. 3. If there is a conflict of interest between the company and an individual employee, the company should take precedence in decision-making and action. 4. The company provides its employees with judgment standards for resolving conflicts of interest with the company.
<p>Article 3 (Legal and Ethical Compliance)</p>	<ol style="list-style-type: none"> 1. Employees must maintain dignity in all business and personal activities at home and abroad, and they must not act in ways that harm the company's reputation or violate its goals and interests. 2. Employees do not engage in immoral or unethical behavior that can be reproached by society or colleagues in relation to their daily lives and work. 3. Employees abide by the Improper Solicitation and Graft Act and do not make improper solicitations to public officials, etc., directly or through a third party, and do not provide, promise, or suggest money or other valuables, etc., for which giving or receiving by public officials or their spouses is prohibited. 4. Employees must comply with the company policies, company rules, and the Code of Ethics when performing their assigned duties. 5. Superiors are responsible for helping and supervising subordinates to comply with all laws and the Code of Ethics and must always maintain objectivity when performing duties. 6. A superior must not instruct or force a subordinate to do work that violates the law or the Code of Ethics, and the subordinate must not accept it. 7. The employees who discover violations of the law and the Code of Ethics, by themselves or others, report them to the person in charge of the Fair Competition Regulations or the supervisor of the Secretariat (Compliance Department).

<p>Article 4 (Duty of Good Faith)</p>	<ol style="list-style-type: none"> 1. Employees maintain their honor through neat attire, polite behavior, and dignified language, with the attitude that each of them represents GC. 2. Employees protect the property of the company, distinguish between public and private affairs, and do not take advantage of their positions. 3. Employees must not engage in any behavior that is contrary to good morals or other social orders, such as gambling, excessive drinking, or drunk driving. 4. Employees must not lend money, guarantee loans, or provide joint guarantees to one another. 5. Employees must not engage in any business related to company business outside of the company and cannot receive money or valuables in any form from such business.
	<ol style="list-style-type: none"> 6. Employees are not permitted to engage in any business other than the company's or a commercial business without prior approval from the company. 7. Employees must not unfairly use the company's undisclosed internal information for their own or third-party benefit.
<p>Article 5 (Fair Management of Company Assets and Funds)</p>	<ol style="list-style-type: none"> 1. Employees must protect the company's physical assets, intellectual property rights, trade secrets, etc., and do not use the company's property for personal purposes under any circumstances. 2. Employees must have a sense of ownership and treat the organization's equipment and funds as if they were their own. 3. Employees must record and report information accurately and truthfully. 4. Employees, including retirees, must not disclose internal information of the company to the outside, and if requested to provide such information, they shall not respond without legitimate authority. 5. Employees must recognize that the company is the sole owner of information, and that even the information's creators do not have permission to publish or use it.
<p>Article 6 (Self-improvement and Sense of Duty)</p>	<ol style="list-style-type: none"> 1. Employees constantly strive to meet the concept of talent pursued by the company through continuous self-development. 2. Employees take the initiative to change through consistent self-improvement, teach and learn from one another, and constructively point out and correct each other's errors. 3. Employees have a strong sense of duty and a desire to improve themselves in order to be the best in their field.

<p>Article 7 (Prevention of Sexual Harassment and Discrimination in the Workplace)</p>	<ol style="list-style-type: none"> 1. Employees avoid making sexual jokes and do not engage in acts that cause shame, such as serving alcohol or forcing dances during company dinners. 2. Employees shall not view pornographic sites on the Internet or circulate such materials at work. 3. Employees do not sexually evaluate or compare their co-workers' physical characteristics. 4. Employees avoid unnecessary physical contact and do not use words that emphasize fixed sexual roles (because you are a woman or a man). 5. We do not discriminate against our employees or exclude them from specific duties because of their gender identity.
<p>Article 8 (Prohibition on Use of Illegal Software)</p>	<ol style="list-style-type: none"> 1. Employees must not use illegal software through the Internet, PC communication, or other methods. 2. Employees must purchase and use only legitimate software in the company and must not install any illegal software. 3. Illegal software shall not be brought into the company, even for personal use.
<p>Article 9 (Thorough Management for Safety and Risk Prevention)</p>	<ol style="list-style-type: none"> 1. Employees have a duty and responsibility to protect the company's safety and must exercise caution in preventing fires and other emergencies. 2. In the event of an emergency, such as a disaster, employees must respond with all their might.
<p>Article 10 (Employee Mutual Respect)</p>	<ol style="list-style-type: none"> 1. Employees adhere to the fundamentals of workplace etiquette. 2. Employees do not speak irreverently or slander one another. 3. Employees do not discriminate against each other because of academic background, gender, religion, blood ties, region of origin, age, disability, marital status, nationality, or race. 4. Employees do not engage in unfair solicitations with one another. 5. Employees must not behave in a way that causes distress to superiors, colleagues, or subordinates. The same applies to actions that may cause distress, even if unintentional. <ol style="list-style-type: none"> (1) Language: abusive language, slander, negative prejudice, threatening or hostile language, etc. (2) Non-verbal behavior: providing inappropriate gifts, etc. (3) Visual acts: demeaning or offensive photos, drawings, gestures, etc. <p>However, constructive criticism, supervision, and words and actions related to the performance of duties are not applicable.</p>

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4) Code of Conduct

<input type="checkbox"/> Report on bribery		
Classification	Items to Report	Remarks
- Bribery	Cash, cheques, admission tickets, free passes, discount coupons, invitation tickets, goods, gift certificates, etc.	Banned
- Economic benefit	Debt exemption, provision of employment, grant of privileges, or other tangible and intangible economic benefits	Banned
- Acceptance and joint investment of movables or real estate	Movables, real estate, membership, property shares, etc.	Banned
- Payment of debts by proxy	Credit card bills, account payables, loans, etc.	Banned
- Borrowing money	Exchange of cash, etc.	Banned
- Bargain purchase	Purchasing movables/real estate, etc. for less than market value to obtain unfair profits	Banned
- Indiscriminate notification of congratulatory or condolence occasions	An act of indiscriminately notifying a partner or dealer of a wedding invitation or obituary by mail, phone, fax, etc., by oneself, colleagues or subordinates	Banned

<input type="checkbox"/> Report on entertainment or reception	
Subject	
- Subject	Food, alcoholic beverages, sports, entertainment, and resting facilities cost more than KRW 30,000 per person.

<p>- Reporting procedures</p>	<p>If it is determined that entertainment or reception is unavoidable, it shall be handled as follows:</p>
	<ol style="list-style-type: none"> 1. Employees who receive an offer of entertainment or a reception must notify the executive in charge in advance, and the executive must decide whether to attend based on whether it is essential. 2. Employees in attendance must avoid or limit the level of entertainment or reception when it is judged that it will exceed the limit of the bribery regulations or include prohibited items. 3. If entertainment or reception is judged to be subject to reporting after receiving, the relevant employee must fill out the "Self-Report on Receipt of Money, Entertainment, Reception, or Convenience" and report it to the executive in charge, who then must send an official letter explaining the purpose of our ethical management and requesting cooperation from the provider or the representative director of the related company. The reporter attaches a copy of the letter to the "Self-Report on the Receipt of Money, Entertainment, Reception, or Convenience" and submits it to the Secretariat.

<p><input type="checkbox"/> Report on the provision of convenience</p>	
<p>Classification</p>	<p>Items to Report</p>
<p>- Support for business trips</p>	<p>Convenience of transportation and lodging provided by the other party when visiting a workplace of business stakeholders or traveling on a business trip with them (However, exceptions are allowed if the provided transportation, lodging, meals, etc. are owned by the other party or provided to all participants in the official event.)</p>
<p>- Support for vacation</p>	<p>Convenience of transportation and lodging provided for a personal vacation</p>

Ethical Management Content on

- Guarantee for the future	Giving or receiving guarantees for employment, job placement, and the conclusion of trade contracts
- Giving or receiving guarantees	Giving or receiving loan guarantees
- Borrowing or bargain purchase of movable or immovable property	An act of leasing or offering assets as collateral
- Reporting procedures	If a reasonable price is not paid after receiving conveniences such as transportation, lodging, or food inevitably from a stakeholder, the employee concerned must fill out a "Self-Report on the Receipt of Money, Entertainment, Reception, or Convenience" and report it to the executive in charge, and then send an official letter explaining the purpose of our ethical management and requesting cooperation from the provider or the representative director of the related company. The report must remit the corresponding amount to the provider. The reporting person must submit a copy of the letter and a certificate of deposit to the secretariat along with the "Self-Report on Receipt of Money, Entertainment, Reception, or Convenience."

□ **Report on ethical judgement and behavioral standards**

• Holiday gifts or vouchers

- Acceptance of holiday gifts or vouchers, regardless of the amount or reason, is prohibited.

If a holiday gift is offered, politely decline it; in case of unavoidable receipt of a gift, the employee must complete the "Self-Report on Receipt of Money, Entertainment, Reception, or Convenience," report it to the executive in charge (the head of the department), and submit it to the Secretariat. The Secretariat handles this in the same way as bribery.

• Transportation and lodging expenses

- It is prohibited to receive cash (tickets) or lodging for transportation expenses when traveling on a business trip. The employees should politely decline offers of lodging or transportation expenses for business trips from business partners. However, exceptions are allowed if the provided transportation, lodging, meals, etc. are owned by the other party or provided to all participants in the official event.

- Acceptance of entertainment
 - The employees are prohibited from accepting or making an implied request for entertainment or receptions from business partners or requesting payment of expenses or bills. If an employee unavoidably received entertainment or reception, they must fill out the "Self-Report on Receipt of Money, Entertainment, Reception, or Convenience," report it to the executive in charge (the head of the department), and submit it to the Secretariat.
- Monetary transactions
 - Any form of monetary transaction (lending, borrowing, investment, etc.) with subcontractors is prohibited.
- Misappropriation and embezzlement of company funds
 - Embezzlement and temporary misappropriation of company funds, regardless of the amount or reason, are prohibited. Company funds must be used for public purposes only and in accordance with expense standards.
- Dealing with diverted or undocumented expenses
 - Processing receipts or accounts other than those for actual use is strictly prohibited. Expenses shall be maintained within budget limits. In cases of unavoidable diverting or undocumented expenses, the related employee shall obtain prior approval from the executive in charge (the head of the department) and then instructions from the accounting department.
- Allowance for internal congratulations and condolences
 - Congratulations and condolences allowances between the employees should be voluntary, not burdensome, and not deviate from general social practice while maintaining the purpose of mutual aid.

Ethical Management Content on

- Other sources of income
 - It is prohibited to divert any of the following miscellaneous income for personal use: proceeds from the sale of waste toner, waste computer paper, scrap metal, gifts, etc. When selling or disposing of even trivial items, we comply with standards and procedures and deal with the proceeds of sale in consultation with the accounting team.

- Gifts between employees
 - It is strictly forbidden for employees to offer each other money, gifts, or other valuables.

However, it is acceptable for a superior to present a gift to a subordinate or to give a gift in a joint name on birthdays, anniversaries, and holidays to boost morale in the workplace, within the confines of social norms.

- Stealing the signatures of superiors and subordinates
 - Stealing another person's signature is considered forgery of private documents and is strictly prohibited. If a superior is unable to make an approval, a subordinate indicates "post-approval" and obtains the approval of the next superior, and the superior delegates the approval right to the next senior in case of long-term failure to approve.

- Recommendation of trading partners by superiors
 - Superiors may recommend a trading partner to subordinates, but forcing them to do business with a specific company is strictly prohibited as an improper instruction. According to a fair procedure, the person in charge must determine whether the transaction with the recommended partner company is eligible; if the company is deemed ineligible, the transaction with that company is prohibited under all circumstances. If a superior exerts any form of pressure, the person in charge must report it to the "Secretariat".

- Dereliction of duty, unfair instructions, demands for money, valuables, or entertainment by superiors
 - A subordinate who discovers a superior's dereliction of duty may not remain silent or conceal the information, and a superior must not demand money, valuables, entertainment, etc. from a subordinate. An employee who discovers dereliction of duty on the part of a superior must report it to the Secretariat.

- Lending and borrowing money among employees
 - It is prohibited for employees to engage in lending and borrowing of money, including money loans and joint guarantees.

- Transactions with businesses run by relatives or acquaintances

Ethical Management Content on

- Expensive purchases or private contracts to support relatives or businesses run by relatives are expressly prohibited. In the case of an unavoidable transaction involving the business of a relative or acquaintance, the person in charge must handle the business fairly. In addition, this fact must be reported to the executive in charge (the head of the department) and notified to the "Secretariat".

- Personal use of information acquired in business
 - The public disclosure or private use of acquired information is strictly prohibited. Even the most trivial information should not be disclosed arbitrarily or used for personal gain (subject to criminal and civil charges for breach of trust in business).

- Exchange of information with competitors
 - No information may be shared with competitors without prior authorization from the responsible executive (the head of the department), regardless of the significance of the acquired information. It must be handled with prior approval from the executive in charge (the head of the department).

- Using computer programs
 - Regardless of the importance of the acquired program, exchanging programs with competitors without prior approval from the executive in charge (the head of the department) is prohibited. It must be handled with prior approval from the executive in charge (the head of the department).

- Business security
 - It is prohibited to leak company-specific information, customer information, trade secrets, etc., and it is also prohibited to copy documents or diskettes containing important information without prior approval from the executive in charge.

- Stock investment, etc.
 - Employees are not permitted to invest in stocks based on internal and external information obtained through their job position or performance. Furthermore, during business hours, employees are not permitted to trade stocks via HTS, the trading floor, or any other means.

- Sexual harassment in the workplace
 - To prevent sexual harassment in the workplace, the company must mandate sexual harassment prevention education, employees must complete prevention education, and appropriate sanctions must be imposed in the event of an unsavory situation.
 - Employees must not use words or actions that promote sexual shame or emphasize fixed gender roles.
 - Employees must avoid causing discomfort to co-workers through physical contact.
 - Employees must not force their co-workers to drink, dance, or use indecent language at company dinners.
 - Employees are not permitted to view pornography at work through media such as the Internet, telecommunications, or obscene CDs.
 - Employees shall not engage in any behaviours that are deemed unethical in terms of customs or social norms.

- Leasing or providing movables or real estate as collateral
 - The employees shall not take profits or advantages by renting or otherwise using movable property or real estate from partners or stakeholders or requesting them to be provided as collateral.
 - Employees shall not take profits or advantages by renting or otherwise using movable property or real estate from partners or stakeholders free of cost or at a low price. And it is also prohibited to take profits by receiving them as collateral and taking advantage of loans. (However, employees may request collateral through a legitimate company procedure.)

- Gambling (partner companies and employees)
 - Any gambling between employees, partner companies, and stakeholders is prohibited. However, there are exceptions, such as getting acquainted between employees or sharing expenses (a range recognised by social norms).

- Prohibition on using illegal software and PCs for non-business purposes
 - To avoid economic loss to individuals and the company, employees must use the genuine software provided by the company and, if new software is required, use the genuine product purchased through the Information System Office.

Ethical Management Content on

- Prohibition on making improper solicitations to public officials, etc.
 - Any act of making an improper solicitation to a public official in violation of the Anti Graft Act is prohibited under Article 2 (2) of the Improper Solicitation and Graft Act (hereinafter "Anti Graft Act").

- Prohibition on offering money or valuables, etc., to public officials
 - Employees are prohibited from offering money or valuables to public officials or their spouses in violation of the Anti Graft Act.