

MAX Group Employee Code of Conduct

Code of conduct for daily work

①Basic Stance

Not only through individual learning, but through mutual collaboration and group understanding, we aim to both grow the individual employee and strengthen the company.

②Compliance

We will always comply with laws, company regulations and company rules.

③Respect for human rights and a discrimination-free working environment

We will respect the individual and their rights. We will never carry out discrimination against a person for their nationality, race, ethnicity, gender, religion, age, sexual orientation, school history, ideology, creed, social status, disability, handicap, physical traits, socially vulnerable persons, or for any other reason.

④Prohibition of harassment, illegal labor, and excessive overtime work

We will not infringe upon the individual's rights or their dignity. We will not commit acts of sexual harassment or power harassment. We will not force people to work illegally or work excessive overtime.

⑤Elimination of opaque customs (Exchanges of gifts etc.)

With the exception of funerals, weddings, and similar ceremonies, we will not exchange gifts of monetary value within the company. This includes holidays and other traditional gift-giving seasons. No employee is expected to participate in any gift exchanges.

⑥Prohibition against exploiting company assets for personal profit

We will not act in a way that violates company interests. We will not use the information and contacts made through work for personal profit and gains.

⑦Management and use of tangible assets

We will appropriately manage the company's tangible assets such as products, parts, manufacturing facilities, equipment, land, buildings, company vehicles, company cell phones, etc., We will not misappropriate company assets for personal use.

⑧Accurate recording and reporting of company accounts

Records, applications, reports and the creation of all documents and data related to operating activities will be established on an appropriate basis (vouchers and receipts). We will practice accurate company accounting in accordance with generally accepted accounting practices.

⑨Safety considerations in regard to working conduct

We will always enforce safety precautions related to working conduct, including adhering to the safety manuals. All employees are expected to adhere to applicable safety regulations for their job.

⑩Enforced management of intangible assets (information, etc.)

We will not leak company secrets obtained through work including customer information, undisclosed information about our company, or undisclosed information about other companies.

⑪Observation of insider trading regulations

We will adhere to insider trading regulations. We will carefully handle our company and other company's undisclosed information when participating in financial activities.

⑫Response to misconduct

In the event that we notice any violation of laws, company regulations, company rules, or the employee code of conduct, we will report it directly to our supervisor or the related department. We will aim to correct any misconduct.

⑬Participation in political activities, etc.

In the event that we choose to participate in political activities etc., we understand that we are participating as an individual and not as a representative of the company.