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# Ethical management

## Preamble

Based on honesty and trust, we participate in the increase of corporate value and sound industrial development through fair and transparent ethical management.

We strive to become a company that grows and develops with all stakeholders to fulfill corporate social responsibility.

We pledge to set behavioral standards and actively practice them by using them as the basis for our value judgment and behavioral style.

1. We comply with the relevant laws and regulations and do our best to maximize shareholder value through reasonable decision-making and transparent management activities.
2. We always realize customer value creation and practical management to realize customer satisfaction.
3. We contribute to the development of the nation and human society by fulfilling our social responsibilities as corporate citizens.
4. We practice right competition and fair trade to create an honest and fair corporate culture.
5. We establish ethical values and increase trust and dignity as TKC's executives and employees with a sincere and correct job attitude and lifestyle.
6. We pursue the best companies and strive to create opportunities for human members to realize themselves and vibrant companies.

November 1<sup>st</sup>, 2021

TKC CO.,LTD.

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## Chapter 1 Management activity

1. **Customer satisfaction** – Always think and act from the customer's point of view, and do our best to realize customer satisfaction by providing the best products and services to customers.
  - 1-1. I always listen to customers' opinions and suggestions.
  - 1-2. Keep and manage customer information safely in accordance with related laws and regulations, and pay as much attention as possible to prevent infringement of customers' intellectual property rights.
  - 1-3. When dealing with customers, they always keep manners in a polite, sincere, and favorable manner, and increase trust from customers by having work expertise.
  
2. **Improving the quality of life of executives and employees** – Respect each employee's autonomy and creativity and strive to improve the quality of life.
  - 2-1. Create an environment where executives and employees can work comfortably and safely and show their abilities to the fullest.
  - 2-2. Evaluate and compensate executives and employees fairly according to their performance.
  - 2-3. Fair opportunities are given according to the capabilities and qualities of executives and employees, and unfair treatment is not given according to school ties, delays, blood ties, gender, religion, race, disability, nationality, etc.
  
3. **Compliance with fair trade order** – Respect for fair and free market economy order.
  - 3-1. Compete fairly with competitors under a sound market economy order.
  - 3-2. Pursuing joint development with partner companies, they do not force unfair behavior or exert influence by using their superior position.

## Chapter 2 Social responsibility

1. **Compliance with laws and regulations** – As a corporate citizen, we respect the correct social values and faithfully comply with all laws and regulations that are commonly used in the country, local communities, and internationally.
  
2. **Contributing to social development** – Contributes to the development of a credit society by establishing a sound corporate culture, and contributes to social development by playing a role in enriching society through social service activities.
  
3. **Environmental Protection** – Efforts to protect nature and preserve a clean environment.

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## Chapter 3 Work ethics

### **1. General Compliance – Executives and employees consider honesty and credit as the most important values, and pursue individual growth and company development together through constant self-development and fair performance of work.**

- 1-1. In the era of infinite opportunities and infinite competition, we establish a strong view of work and actively and progressively challenge the changing future.
- 1-2. Executives and employees shall not undermine or undermine the company's credit and reputation with pride and pride.
- 1-3. In the event of recognition of violations of ethical norms or illegal or unfair acts, the report shall be immediately made in accordance with appropriate procedures, and the best efforts shall not be deliberately omitted or concealed.
- 1-4. Do not create a threatening or rude working environment, including sexual temptation, jokes, or physical contact that causes sexual shame.
- 1-5. Do not use the company's name, assets, or positions or duties within the company for political purposes, or participate in and engage in political activities during business hours.
- 1-6. There is no private meeting that hinders the formation of a sound organizational culture, and there is no act of creating a sense of incompatibility between executives and employees.
- 1-7. Establish a mutual trust relationship through smooth communication between superiors and colleagues, and take the lead in creating a cooperative labor-management culture.

### **2. Fair performance of duties – Executives and employees shall not engage in any act that may hinder fair performance.**

- 2-1. In relation to business, economic benefits such as money, gifts, entertainment, etc., or acts that hinder fairness such as solicitation and pressure shall not be requested or received.
- 2-2. If it is necessary to provide gifts or entertainment for business, it shall be appropriate for the situation and shall not violate related laws and regulations.
- 2-3. The company's expenses are appropriately used according to the uses and purposes prescribed by relevant laws and regulations.

### **3. Prohibition of conflicting interests – Executives and employees prioritize and act on the interests of the company in case of conflict of interest with the company.**

- 3-1. In the event of a conflict of interests between the company and an individual or business unit, the company's interests are prioritized and acted on.
- 3-2. The company's physical property, intellectual property rights, trade secrets, etc. must be protected and not used for private purposes.
- 3-3. It does not engage in unfair trade practices such as pursuing private interests using positions, securities using private information obtained from the company, real estate, and other assets.

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#### **4. Mutual respect for executives and employees – Executives and employees respect each other and strive for the growth and development of the company through smooth communication and active business cooperation.**

- 4-1. Create an organizational climate in which colleagues or superiors adhere to the basic manners necessary for work life and respect each other.
- 4-2. A superior shall not give unfair instructions to a subordinate.
- 4-3. The subordinate shall comply with the legitimate instructions of the superior and refuse unfair instructions.

#### **5. Protection and management of important asset information – Executives and employees value and manage technology and information, which are important assets of the company.**

- 5-1. Executives and employees shall not use the information provided in connection with their duties for personal profit or non-profit purposes, and shall be protected preciously even after retirement or retirement.
- 5-2. Until material undisclosed information is disclosed in accordance with due process, it shall not be leaked to third parties, both inside and outside.
- 5-3. It should be recognized that intentional or careless manipulation of documents or coefficients by executives and employees causes errors in the company's decision-making, and all information should be recorded and reported accurately.
- 5-4. The company's tangible and intangible assets cannot be used without permission or taken out without due process.
- 5-5. The company's information and information system shall not be accessed without legitimate authority, and necessary measures shall be taken to prevent unauthorized persons from accessing it.
- 5-6. Illegal software use is prohibited, and the company's computer software should be used only for business purposes.

## Pledge

I pledge to be well aware of the above "Code of Ethics" and to do my best to actively practice it.

November 1<sup>st</sup>, 2021.

Affiliation :

Position :

Name :