

Trio Group Code of Conduct

◇ **Code of Conduct**

This Code of Conduct outlines the essential standards and principles that all employees of the Trio Group must strictly observe.

1. Compliance with Laws and Regulations
2. Fair Business Practices
3. Protection and Respect for Intellectual Property
4. Maintenance of Confidentiality
5. Prohibition of Private Use of Professional Position
6. Respect for Human Rights

1. Compliance with Laws and Regulations

When conducting business, it is vital that we thoroughly verify in advance that our actions do not violate any laws or regulations. We must respect and comply with all legally and socially accepted rules, including laws, treaties, government ordinances, local regulations, and established customs.

2. Fair Business Practices

Our interactions with customers, business partners, and competitors must be fair under all circumstances. Furthermore, we must maintain fair competition with our competitors at all times, without resorting to any unfair practices.

3. Protection and Respect for Intellectual Property

The Trio Group strives to create new value and deliver services that meet the expectations of our customers. To achieve this, it is essential that we properly acquire and secure intellectual property rights, such as patents, copyrights, and trademarks. Concurrently, we must respect the intellectual property of third parties, ensuring that any acquisition or utilization is conducted through legitimate procedures.

4. Maintenance of Confidentiality

We must correctly understand and strictly adhere to the handling rules for different types of information. Furthermore, we must consistently maintain a strong awareness of security in our daily actions to prevent any inadvertent leakage of confidential or personal information.

① Handling of Internal Information In the course of performing our daily duties, we have various opportunities to access internal company information. Since information circulating within the company is inherently confidential, it must not be used for any purpose other than the execution of company business.

② Handling of Third-Party Information (Customers, Partners, etc.) We may receive or be disclosed confidential information based on contracts with business partners and customers. Such third-party confidential information is subject to various conditions specified in each contract, including the purpose of use, management methods, and retention periods. Therefore, we must handle it appropriately to avoid any breach of our contractual confidentiality obligations.

③ Handling of Personal Information When handling personal information, we must manage and utilize it appropriately in accordance with the laws and regulations of each respective country.

5. Prohibition of Private Use of Professional Position

We must not seek to benefit ourselves or any associated individuals by exploiting our position or company information, or by acting in breach of our corporate duties.

6. Respect for Human Rights

We shall respect the human rights of every individual. We must not engage in any form of unfair discrimination or human rights violations, including but not limited to discrimination based on race, skin color, religion, creed, gender, social status, lineage, disability, or sexual orientation, as well as sexual harassment.

December 28, 2022
Trio System Plans Co., Ltd.
Masanori Nojiri, Representative Director