

## Standards of Conduct

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行動基準

## 社員各位

社員のみなさんには、グローバルな視点を持って業務の改善、効率化の推進、新しい計画の立案、そして業務の遂行を積極的に取り組んで頂いていますが、それだけでは企業は生き残れない時代となりました。

近年、商品やサービスの安全性は当然のこととして、人にやさしい環境或いは、人権擁護といった企業活動に関するあらゆる面での公正な行動と情報公開が求められています。「企業は永遠に」と言われますが、こうした社会環境に対し追従できない企業は競争社会から脱落することになり存続することができません。

企業は公正な行動を採ることを社会に約束し、社会やお客様から信頼を勝ち取ることで生き残れることになります。

当社が市場や社会からこれまで以上に信頼を獲得し、高い評価を得られるかどうかは、社員一人ひとりの行動にかかっております。当社の事業も地球規模的に広がっており、物事の価値判断においても、より複眼的視点で対応しなければなりません。

まずは、公正であることを追求する限り間違いはないと信じております。

私は、東洋炭素のみなさんが、当社の経営理念、経営方針に沿った行動を採っていただくと同時に、法令や社会規範を厳格に遵守した行動を採ることを強く求め、改めて法令および社会規範の遵守を経営の基本原則に採り入れます。

社員のみなさんも自分自身や他人の行動に疑問を感じた時や、何か問題点に気づいた時には当該行動基準に立ち返ってみるか、或いは上司や関連部署に相談してみてください。本行動基準は、当社社員としての行動判断基準の基本的な事項を記載しているものであり、詳細については関連する規程、規則や業務マニュアルおよびその他コンプライアンス・プログラム(法令や倫理を遵守する制度)に沿って行動して頂くことを要望します。技術と信頼こそ当社の基本です。その点を理解し当社社員として相応しい行動を採ることをお願いします。

東洋炭素株式会社  
代表取締役社長  
近藤尚孝

## To all employees:

While you have all been busy improving and streamlining operations, drafting new plans, and actively engaging in operations from a global perspective, we entered an age during which the sum of these efforts are not enough to ensure our survival as a going concern. In addition to the safety of products and services as a matter of course, we have come to seek a measure of fair conduct and information disclosure in all aspects of corporate activities within the framework of a people-friendly environment and in the context of human rights in recent years. Although it is often said, "a company can exist forever," but the truth is that those that are unable to keep pace with such a social environment are forced to withdraw from our competitive society and cease to exist. A company will survive by promising society that it will take fair actions and by gaining the trust of society and its customers. Whether we can continue to gain the trust and appreciation of the markets and society is wholly dependent on the actions of each and every employee. With the global expansion of our business, we must also respond in terms of assessing the value of things with as many eyes open as possible. First, I believe that we will not be proven wrong so long as we pursue the path of fairness. I have high hopes that everyone here at TOYO TANSO will strictly comply with laws and social norms at the same time that they conduct themselves in accordance with our management philosophy and management policies. I am committed to once again incorporating an ethos of respect for laws into the basic rules of management. I ask everyone to attempt to review the applicable standards of conduct whenever you are faced with doubt over your own actions or the actions of another or whenever you are faced with certain issues. Alternatively, you are advised to consult with your superior or with a relevant section in such instances. These standards of conduct state the basic points pertaining to standards of behavioral judgment that apply to employees of our company. You shall engage in specific conduct that accords with the pertinent rules and regulations, operational manuals, and other compliance programs as whatever case at hand dictates. Technology and trust are what define us. Please understand these points and conduct yourselves appropriately as employees of TOYO TANSO.

Naotaka Kondo, President  
TOYO TANSO Co.,Ltd.

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## 東洋炭素グループの経営理念

東洋炭素グループは、C(カーボン)の可能性を追求し世界に貢献する。

## 経営方針

1. お客様の満足度向上を最優先のテーマとし、最高水準の品質、納期、コスト、サービスを目指し、企業活動に取り組みます。
2. Cの技術を通して、株主・社会から高く信頼され継続的に成長する未来型企業グループを目指します。
3. 社員の自立性・創造性を尊重し、全員が目標を持ち、働き甲斐があり、公正な評価をされる職場環境を築きます。
4. 法令及び社会規範遵守を基本に、社会的秩序を守り、誠実で公正な企業活動を通じて社会に貢献します。
5. 人と炭素と自然との共存・調和を目指し、地球環境保全に貢献する企業活動を行います。

上記、当社基本理念、経営方針に基づき、企業行動基準ならびに行動指針を以下項目毎に定める。

## Fundamental philosophy of the TOYO TANSO GROUP

The TOYO TANSO GROUP contributes to the world through the pursuit of the possibilities inherent in carbon (C).

## Management policies

1. With the raising of the level of customer satisfaction constituting the predominant theme of management, we shall aim to provide optimal levels of quality, delivery times, costs, and services and engage in corporate activities accordingly.
2. Through carbon technologies, it is our goal to be a constantly growing, future-oriented corporate group highly trusted by shareholders and the general public.
3. We are committed to building a rewarding workplace that respects the independence and creativity of employees, encourages employees to have goals, and permits fair evaluations.
4. Based on compliance with laws and social norms, we shall observe public order as well as contribute to society through conscientious and fair corporate activities.
5. We shall aim to coexist in a state of consonance with people, carbon technologies, and the natural environment and engage in corporate activities that will contribute to the conservation of the global environment.

Our corporate standards of conduct are prescribed on a point-by-point basis in accordance with our fundamental philosophy and management policies as outlined above.

## 職務遂行における行動基準

### 1. 顧客満足度向上の実践

私たちは、お客様第一と考え、お客様の満足度を向上することにより、当社が永続的に存続でき、私たち社員の満足度を向上できると確信する必要があります。

顧客満足度を向上するために、社員全員がお客様に対し、どうすれば満足し、信頼して頂けるか、常に自分たちの職場や業務において顧客ニーズを意識し行動することが重要です。

- \* 高品質、短納期、低コストにより顧客の満足度を向上させます。
- \* 各自の意識を改革し、タイムリーかつスピーディに改善、改良を推進します。
- \* コストマインドを持ちコストダウンを推進します。
- \* クレームは最優先で迅速に対応し、被害の最小化、原因究明、再発防止に努めます。
- \* 過剰な接待、過大な景品等の提供を禁止し、製品、サービスに対する適正な表示、広告宣伝活動をもって顧客との公正な取引を行います。

### 2. 地球環境への配慮と社会との共生

私たちは、特殊炭素製品という製品のもの作りを通じて、社会の発展と快適で安全な生活に資する活動に協力し、社会との共存を目指します。常に私たちの企業活動が社会と調和し、環境保全に積極的に取り組み地球環境への責任を果たすよう努めます。

- \* 事業活動の全過程において、資源の再利用、産業廃棄物・一般ゴミの削減、ゴミの分別、素材のリサイクル、エネルギーや資源の節約などに積極的に取り組みます。
- \* 常に環境への影響を考慮した企業経営、製品開発を行います。
- \* 大気汚染、水質汚染、土壌汚染、騒音、悪臭などの公害や産業廃棄物の不法投棄の防止に努めます。万が一、近隣住民などから、それらに関する苦情を受けた場合は、放置することなく直ちに調査・改善に取り組みます。
- \* 国内・海外を問わず環境法令や環境維持のために制定された協定や国際基準の遵守に努め、環境に関する管理システムを構築します。

## Standards of conduct with respect to job performance

### 1. Raising the level of customer satisfaction

We are convinced that we can continue to exist as a going concern in perpetuity and can raise the level of employee satisfaction by regarding our customers as number one and raising their level of satisfaction.

In order to raise the level of customer satisfaction, it is important that all employees ask themselves what needs to be done for customers to ensure that they are satisfied and to earn their trust, as well as understand at all times the needs of customers in terms of the workplace and duties of employees, and act accordingly.

- \* Raise the level of customer satisfaction by offering high quality products, short delivery times, and low costs.
- \* Each person should seek out his or her own (awareness), opportunities for improvements in a timely manner (terms of timely and speedy actions shall be pursued).
- \* Embrace an awareness of costs and pursue cost reductions.
- \* Quickly respond to each complaint as a priority matter, endeavor to minimize the damage, determine the cause, and prevent any recurrence of the complaint in question.
- \* The provision of excessive amounts of entertainment benefits and free gifts is prohibited. Equitable transactions with customers shall be undertaken with the use of appropriate indications and advertising activities relating to products and services.

### 2. Consideration for global environment and coexisting with society

By creating special carbon products, we strive to incorporate (aim to play an important part in) activities that contribute to the growth of society, and to comfortable, safe lives, and coexist with society. We shall always endeavor to reconcile our corporate activities with society, and be always actively engaged in environmental protection to fulfill our responsibilities to the global environment.

- \* We shall be actively engaged in efforts to reduce the amount of industrial and general waste we generate, facilitate the separated collection of garbage, promote the recycling of materials, conserve energy and resources, and undertake other such activities as they apply to all processes in our business operations.
- \* We shall always engage in corporate management and product development activities while taking into consideration the effect on the natural environment.
- \* We shall endeavor to prevent any pollutions like as air pollution, water pollution, soil pollution, noise, and strive, and illegal dumping of industrial waste. In an unlikely event if the neighborhood complains about them, we shall be immediately engaged in effort to investigate and improve them without having to leave.
- \* We shall endeavor to comply with domestic and international laws on the environment and with agreements and international standards established to sustain the environment and construct administrative systems relating to the environment.

### 3. 株主・債権者の理解と支持

私たちは、株主より大切な資金を預かっており、この資金を公正に運用、活用し、会社の発展に努めます。また厳格な内部管理体制のもとで公明な企業経営を行い、資産の保全・拡大を図り、最大限収益力の向上に努め、情報開示し、株主・債権者の理解と支持を得られるよう努めます。

- \* 内部監査機能を強化し、正確で、信頼のおける財務・税務会計とし、管理体制の強化を行います。
- \* 法令・会計基準・社内規程に従い、会計処理に関連する記録の保管を行い、社内関係部門からの提示を求められた場合も正確な情報として開示・報告できる体制を作ります。

### 4. 社員満足度の向上への取り組み

私たちは、社員・従業員が企業の一員として連帯感を持ち、各自が目標を持ち、自己の能力を発揮でき、公正に評価され、働きがいのある職場環境を作ります。

- \* 社員全員が業務目標設定を行い、その目標達成のための環境作りと公正な評価を行います。
- \* 社員各自が互いに尊重しあい、人種、民族、国籍、出身地、信条、宗教、性別、年齢、社会的身分、身体障害などによる差別のない職場を作ります。
- \* 私たちは基本的人権の確保を行い、差別やハラスメント行為(いやがらせ)を断固として許しません。
- \* 採用においても、差別のない公正で公平な選考を基本とし、求められる能力や適性に基づき選考します。
- \* 職場、取引先を問わず性的な言動や行為(セクシャルハラスメント)を一切禁止し、断固として許しません。
- \* 労働に関する法令を遵守し、労働者に認められた権利を尊重して、不当な取扱を行いません。
- \* 心身ともに健全で快適な職場環境を目指し、問題が見られるときは積極的にその改善に取り組めます。

### 3. The understanding and support of shareholders and creditors

We have been provided with important funds from shareholders, and we shall equitably apply and use these funds in efforts to promote the growth of the company. Also, we shall engage in open and fair corporate management activities based on a strict internal control system, protect and increase company assets, strive to enhance our optimal earning capacity, disclose information, and seek to obtain the understanding and support of shareholders and creditors.

- \* We shall strengthen our internal auditing function and, in terms of an accurate and reliable financial and tax accounting framework, strengthen our management system.
- \* We shall retain records relating to accounting procedures in accordance with laws, accounting standards, and internal regulations. We shall also construct a system capable of disclosing and reporting accurate information in the event that the presentation of the same by a relevant in-house section is requested.

### 4. Initiatives for raising the level of employee satisfaction

We will build a rewarding work environment in which each employee will feel connected as a member of the company, possesses his or her own goals, can demonstrate his or her own skills and capabilities, and receives fair evaluations.

- \* All employees will set work-related goals, and an environment to facilitate the attainment of such goals will be created and fair evaluations based thereon will be conducted.
- \* Employees will respect each other, and a workplace free of discrimination on such bases as race, ethnicity, nationality, place of birth, creed, religion, sex, age, social standing, and physical disability will be established.
- \* We are committed to securing basic human rights for everyone associated with Toyo Tanso and resolutely prohibit acts of discrimination and harassment.
- \* Also, new employees will be hired based on desired skill sets and qualifications according to a fair, impartial, and nondiscriminatory process of selection.
- \* Irrespective of the workplace or other business party involved, verbal and conduct-based sexual harassment is strictly prohibited and will not under any circumstances be tolerated.
- \* We shall comply with labor laws and respect the rights granted to the workers, and shall not make unreasonable treatment to each other.
- \* We shall aim to make a healthy and comfortable work environment both physically and mentally, and if we have problems about our work environment, we shall be actively engaged in effort to improve them.

## 5. 取引先・同業者との関係

私たちは公明正大な取引関係のもとに取引先との信頼関係を築き、相互の発展を図ります。また、良識ある企業活動を基本として、自由で公正な企業競争を行います。

- \* 仕入先からの原料、製品やサービスなどの購入に際しては、価格・性能・品質などの客観的事項で判断し、発注し、仕入先との癒着と取られるような行為は慎み、健全な関係を保ちます。また、仕入先にも私たちの考え方の理解を求めます。
- \* 仕入先からの個人への金銭や贈答品、ならびに社会的儀礼(例: 広告用粗品、挨拶程度の手土産、極めて軽微な接待)の範囲を超えた接待等を受けることを禁止します。
- \* 多くの国が定めている独占禁止法などの法律を遵守し、自由競争の原則を守り、カルテルや優越的な地位を利用した取引や行為を行うことは致しません。製品の価格、販売量、販売地域などについて申し合わせや落札者、落札価格の取り決めなどの談合行為は行いません。
- \* 生産委託・修理委託などの取引については、下請法の規定に従うものとし、仕入先に指定する製品やサービスの購入の強制や購入を条件とした取引は一切行いません。

## 6. 政治・行政との関係

私たちは、政治・行政と健全かつ透明な関係を維持します。

- \* 政党・政治家や公務員は、その立場や職務上、企業との関わりにおいて各種規制や倫理の保持が求められており、私たちは国内外の政治・行政との関わりにおいて、もたれ合い、癒着と取られるような行為は行わず、健全な関係を保ちます。
- \* 公務員に対しては業務上何らかの見返りを求めた目的での金品の提供、接待その他の利益供与行為は行わず、また社会的儀礼範囲を超えた贈答・接待は行いません。
- \* 政党・政治家に対しても、業務上何らかの見返りを求めた目的での政治献金は一切行いません。

## 5. Relationship with other business parties

We seek to build relationships of trust with our customers based on fair and impartial business relations and further mutual growth with such parties. Also, we will engage in free and fair corporate competition based on sound corporate activities.

- \* When purchasing materials, products, services, and other items from suppliers, judgments will be made based on such objective factors as price, performance, and quality, and orders placed accordingly. Employees shall refrain from taking actions that could be construed as collusive vis-a-vis suppliers and shall maintain sound relationships. Also, we should seek to obtain the understanding of suppliers as well with regards to our position on this matter.
- \* Employees are prohibited from receiving money, gifts, and business entertainment benefits that exceed the scope of conventional social rituals (examples: advertisement gifts, token hospitality gifts exchanged during greetings, notably minor entertainment benefits) from suppliers.
- \* Employees shall comply with antitrust and other such laws as enacted by numerous countries, uphold the basic principles underlying free competition, and refrain from engaging in transactions or actions tied to the use of a cartel or dominant position. They shall not make unlawful arrangements with other parties regarding product prices, sales volume, sales region, or other such point or engage in bid-rigging actions, such as by making certain arrangements with bidders with respect to the bidding price.
- \* Transactions involving the consignment of production and repairs shall be done in accordance with the provisions of the Subcontracting Law. Transactions that force or otherwise place conditions on suppliers to purchase specified products or services shall not be undertaken under any circumstances.

## 6. Relationship with the government/administration

We shall sustain a sound and transparent relationship with the government and administrative institutions.

- \* Political parties, politicians, and civil servants seek to protect their standing and ensure compliance with regulations and ethical codes in terms of matters that have occupational or corporate implications. With respect to dealings with domestic and international governments and administrative institutions, we shall avoid engaging in acts that can be construed as collusive or unlawfully interdependent and maintain a sound relationship with such parties.
- \* The provision of monetary items, entertainment benefits, or other favors to civil servants with the expectation of receiving some sort of professional return is prohibited. Even in the event that a favor is not expected, gifts and entertainment benefits exceeding the scope of conventional social rituals shall not be granted.
- \* Political contributions to political parties or politicians shall not be provided under any circumstances if the objective is to seek any sort of professional return.

## 7. 情報の適正管理と開示

私たちは、自社の秘密情報や入手した外部情報、業務上知り得た顧客個人情報、法令に定めのある場合その他正当な理由がある場合を除いて他に漏洩しません。また、企業活動を行うために会社法・金融商品取引法等で定められた開示が必要とされている情報は、その規程に従って適正に開示します。

\*インサイダー取引(投資者の投資判断に影響を及ぼす会社の未公表の内部情報を利用して当該会社の株式などの取引を行うこと)の発生を防止するために、重要事項は適切な情報管理を行い、情報開示を適法に行い、また自らもインサイダー取引を行いません。

\*企業活動の透明性を高めるために、ホームページ等により経営や事業活動などの企業情報を株主・取引先・地域社会など一般社会に対して、適時かつ正確に開示していきます。

## 8. 反社会的勢力および団体への対処

私たちは、社会の秩序や安全に脅威を与える反社会的勢力および団体とは、絶対に関係を持ちません。

\*反社会的勢力からのアプローチや介入に対しては、毅然とした態度にて対応し、法令や社会的常識に沿って公明正大に解決を図ります。

\*暴力団・総会屋などの反社会的勢力とは寄付、会費、雑誌購読、商取引など名目の如何に拘らず取引関係は一切もちません。

\*反社会的勢力につける隙を与えないよう企業として常に適切な対応、処理に心掛け、トラブルの未然防止策を図ります。また、地元警察署との連携を常に持ち、緊急時の対応、協力体制を整備します。

## 7. The appropriate management and disclosure of information

We shall not divulge our own confidential information, outside information obtained through legitimate means, or the personal information of customers obtained in the course of conducting business unless we are compelled by legal decree or imperative or where there is otherwise a lawful reason for doing so. Also, information for which disclosure is required under the Companies Act, the Financial Instruments and Exchange Act, or other such statute in order to engage in corporate activities shall be appropriately disclosed in accordance with the provisions thereof.

\* In order to prevent the occurrence of insider trading (trading of shares based on use of the unreleased insider information of a company where such information is of a type that would be capable of influencing the investment decisions of investors), important items will be subject to appropriate information management and lawful information disclosure procedures. And also we ourselves shall not make insider trading.

\* In order to enhance the transparency of corporate activities, corporate information on such topics as management and operational activities shall be disclosed on a timely and accurate basis via such forums as our homepage to shareholders, business parties, local companies, and the general public.

## 8. Responding to antisocial forces and groups

We will absolutely refrain from associating with antisocial forces and groups that pose a threat to social order and safety.

\* Approaches and interventions by antisocial forces will be met with a firm attitude and fair and impartial efforts will be undertaken to resolve such matters in line with laws and socially relevant common sense.

\* No business relationship with crime syndicates, corporate extortionists, and other antisocial forces will be tolerated under any circumstances, irrespective of whether such a relationship takes the nominal form of a contribution, membership dues, journal publication, or commercial transaction.

\* In order to avoid providing antisocial forces with room to maneuver, the company for its part shall at all times endeavor to respond appropriately, proceed with care, and take proactive measures with regard to difficulties. Also, links to the local police station shall be maintained at all times and arrangements undertaken to facilitate proper emergency responses and a cooperative system.



## 9. 法令の遵守

私たちは法令を遵守し、立法の趣旨に沿って公明正大な企業活動を遂行します。

- \* 国内・海外を問わず法令遵守の徹底を当社グループの行動基準に取入れ経営の根幹とし、法の不知による違法行為を防ぐため社員・従業員に対する法令・社会規範の指導・教育を徹底します。
- \* 外国為替および外国貿易法を遵守し、輸出規制該当貨物や輸出規制該当技術の規制対象地域への輸出または提供は、法令に定める規定に従い進め、当社の安全保障輸出に関する規程に基づき、厳格な輸出管理を行います。
- \* 国内を始めとして、製品・サービスが使用される各国において製品及びサービスの安全性や品質に関わる法令（PRTR法、PL法など）を遵守し、安全性や品質の確保に必要な規格を取得します。また、顧客の安全性を確保するためわかりやすい説明書の添付や明確な警告表示などに努めるとともに、安全で正しい使い方ができるような情報を提供します。
- \* 法令違反行為等の早期発見と是正を図り、企業の信用失墜、損害発生を未然に防ぐ為、企業倫理規程の制定、内部通報制度の活用によるコンプライアンス経営の強化に積極的に取り組みます。

## 10. 知的財産の尊重

私たちは、特許権、意匠権、商標権などの知的財産権を尊重します。

- \* 私たちは、製品・サービスの生産・販売・開発・提供を行う場合、事前に第三者の特許、意匠、商標を調査し、その知的財産を使用したい場合は、正当な理由がない限り権利所有者の同意を得て使用することを徹底します。
- \* 第三者の営業機密事項を不当・不正な手段にて入手したり、コンピューターソフトウェアの違法な複製など著作権や他人の権利を侵害するような行為は行いません。

## 9. Compliance with laws

We shall comply with laws and engage in fair and impartial corporate activities in line with legislative objectives.

- \* We shall incorporate a thorough approach to domestic and international compliance programs into the standards of conduct of our corporate group and regard such an approach as the basis of management. In order to prevent illegal acts due to ignorance of the law, we shall thoroughly instruct and educate employees on laws and social norms.
- \* We shall comply with foreign exchange and foreign trade laws. The exporting or provision of goods or technologies subject to export controls to areas subject to such controls shall proceed in accordance with provisions prescribed by law to make a strict export control based on our regulations concerning security and export control.
- \* We shall comply with laws [such as those pertaining to PRTR (pollutant release and transfer register) and PL (product liability)] concerning the safety and quality of goods and services as enacted in each country, including Japan, in which our products and services are used and obtain the technical standards necessary for assuring safety and quality. Also, information to enable safe and correct usage shall be provided at the same time that efforts are made with respect to the attachment of comprehensible instruction manuals and the display of clear warnings to ensure the safety of customers.
- \* In order to early detect and correct matters such as law violations, and to prevent occurrence of damage in reputation or business beforehand, we shall be actively engaged in effort to strengthen compliance management by enactment of regulations of corporate ethics and utilization of whistle-blowing system.

## 10. Respecting intellectual property

We shall respect patents, design rights, trademarks, and other intellectual property.

- \* In the event that we produce, sell, develop, or provide goods or services, we shall investigate the patents, design rights, or trademarks belonging to third parties in advance and, in the event that we wish to use such intellectual property.
- \* We shall not engage in acts that infringe on the rights of other parties, such as by obtaining the operational secrets of a third party through improper or unlawful means or by unlawfully making copies of computer software in violation of copyrights.

## 私たちの行動指針

### 1. 服務心得

- 1) 私たちは、従業員就業規則ならびにその他諸規程、  
掲示事項、通達事項、指示事項に従うと共に、社員が  
お互いの人格を尊重しながら、一人一人が高い倫理観  
をもって自主的に行動し、職場の秩序を保持し、互い  
に協力して当社の発展のために業務を遂行します。
- 2) 「誠心誠意」「和協一致」「創意工夫」「有言実行」  
「闘志・挑戦」の5つの社訓の意を理解・遵守し、互いに  
人格を尊重し、好意をもって援助、連帯して職務を遂行  
します。

誠心誠意… 私たちは常に誠意をもって行動し、お客様の  
信頼を築きます。

和協一致… 私たちは調和を大切にし、全社員が一致  
協力し、目標達成のために努力します。

創意工夫… 私たちは常に技術の改善と新しい技術の  
創出に努めます。

有言実行… 私たちは強い信念をもって、自ら掲げた  
目標・計画を実行します。

闘志・挑戦… 私たちは何事にも情熱をもって果敢にチャ  
レンジする姿勢で取り組み自らの使命を  
全うします。

## Our conduct guideline

### 1. Service rules

- 1) While employees comply with employment and other  
regulations and special posted items, messages, and  
instructions and engage in mutual respect for one another,  
each person shall adhere to high ethical standards in  
(person) conduct, maintaining workplace order, and  
cooperating with one another to undertake his or her duties  
for the expansion of the company.
- 2) Employees shall understand and respect the five  
watchwords of the company: "wholehearted effort,"  
"conformity to harmony and cooperation," "ingenuity," "carrying  
out one's word," and "fighting spirit and the acceptance of  
challenges." Employees shall respect one another, have  
goodwill in assisting one another, and perform their duties  
as a team.

Wholehearted effort We shall always act with sincerity and build the  
trust of customers.

Conformity to harmony and cooperation We shall value harmony, work together with  
each and every employee acting as part of a  
cohesive unit, and cooperate to attain our  
objectives.

Ingenuity We shall always endeavor to improve on  
existing technologies and create new  
technologies.

Carrying out one's word We shall work towards achieving our own  
defined objectives and plans with a strong  
conviction in our mission.

Fighting spirit and the acceptance of challenges We shall in every case take on bold  
challenges and fulfill our own missions with a  
sense of passion.

## 2. 服務規律

- 1) 私たちは、次の各号の行為ならびにこれらに類似する行為をしません。
- (1) 会社の名誉を傷つけること
  - (2) 業務上の秘密を洩らしたり、業務に属する事項について会社の承認を得ないで特許、その他知的財産、権利などの出願または著作、印刷、出版、講演等を行うこと
  - (3) 自らの地位または職務を利用し、私利をはかり、または法に抵触する行為をなすこと
  - (4) 会社を欺き、あるいは会社に損害を与えるような行為をすること
  - (5) 会社の許可なく会社施設内や構内での集会、演説、文書の掲示、配布等を行うこと
  - (6) 賭博・暴行脅迫その他風紀・秩序を乱す行為をすること
  - (7) 会社の許可なく会社以外の業務に従事すること
  - (8) 会社の許可なく従業員間において、販売、斡旋、寄付、入会等の勧誘または品金を強請すること
- 2) 私たちは、次の事項を遵守します。
- (1) 職務上の指示命令を守り、その効果的な実施に努めること
  - (2) 機械器具、工作物、その他の物品を大切に取り扱い、よく整理・整頓すること
  - (3) 勤務に関する手続その他の届出を怠り、または偽らないこと
  - (4) 安全または保健衛生に関する規定およびその指示を守ること
  - (5) 火器の取扱を疎略にしたり、火災、傷害その他の事故を発生させないこと
  - (6) 職場内に留まらず、相手の意に反する性的言動を行い、就業環境を不快にし、業務に悪影響を与えたり、また、その反応により不利益な取扱いをしないこと
  - (7) やむを得ない事情等により会社が許可した場合を除き、勤務時間中に自己の業務以外の仕事をし、または職場を離れ若しくは睡眠、娯楽、私用面会等をしないこと
  - (8) 会社の許可なく会社の物品を私用、持ち出し、および私物の製作修理をしないこと
  - (9) 勤務中の服装、容姿については、清楚を旨とし、常に整えること  
制服・作業服等着用の定めのある部署では、規定の服装で勤務すること

## 2. Service disciplines

- 1) We shall refrain from:
- (1) Bringing the name of the company into disrepute;
  - (2) Divulging operational secrets, or applying for, writing about, printing, publishing, performing, or otherwise exposing patents or other intellectual property rights or other rights with respect to operational matters without the consent of the company;
  - (3) Using your own position or job for personal gain or engaging in acts that contravene the law;
  - (4) Deceiving the company or engaging in acts that cause damage to the company;
  - (5) Organizing gatherings, engaging in speeches, posting or distributing documents or written text, or other such activities in a facility or on the premises of the company without the consent of the company;
  - (6) Engaging in acts of gambling or physical intimidation, or otherwise engaging in acts that violate morality and disturb order;
  - (7) Engaging in non-company employment without the consent of the company;
  - (8) Selling, mediating, or donating items, soliciting memberships or subscriptions, or making persistent demands relating to money or goods without the consent of the company.
- 2) We shall comply with the following points.
- (1) Comply with operational instructions and orders and endeavor to engage in the effective implementation thereof;
  - (2) Carefully use machines, instruments, structures, and other items and maintain such items in good working order;
  - (3) Undertake procedures relating to work and submit the necessary notices and do not act in a deceptive manner;
  - (4) Comply with regulations and instructions regarding health and safety;
  - (5) Do not handle firearms in a careless or negligent manner or cause a fire, injuries, or accident;
  - (6) Do not engage in unwanted sexual behavior within and outside the workplace so as to cause discomfort in the work environment and negatively affect operations, and do not treat those responding to such behavior or discomfort in an unfair manner;
  - (7) With the exception of cases in which the company has consented due to unavoidable circumstances, do not engage in work that differs from your own work during working hours, remove yourself from the workplace, sleep, engage in recreation, or meet with visitors for private business;
  - (8) Do not use or bring home items belonging to the company or make or repair your own (items without the consent of the company);
  - (9) Make your dress and appearance during work generally be neat and tidy;  
Employees belonging to sections in which a uniform or work clothing is required to be worn, work while wearing the prescribed dress;

## まとめ

会社で不祥事が発生する直接的な理由や動機は、いろいろ異なりますが、職場の雰囲気や環境、その職場特有の体質にも大いに影響があると考えられます。

長年培ってきた企業文化にもその要因はあります。仮にも当てはまることがあれば、職場のみなさんでどうしたら改善できるか話し合ってください。

また会社としてはリスク・コンプライアンス委員会を設置し、法令や社会規範の遵守ならびにその啓蒙活動に取り組みます。社内相談制度等、必要に応じて活用してください。

## Summary

While there may be a variety of direct causes or motives to explain the occurrence of scandals associated with the company, there are major implications for the workplace climate and environment and the unique nature of such a workplace. Contributing factors also lie in the corporate culture that develops over many years. If such factors were to apply at all, employees are asked to discuss ways in which the situation can be improved. As the company for its part will establish a committee of corporate ethics, undertake initiatives to comply with laws and social norms, and conduct an educational campaign, employees are requested to consult and utilize such resources like an internal consultation system as circumstances demand.