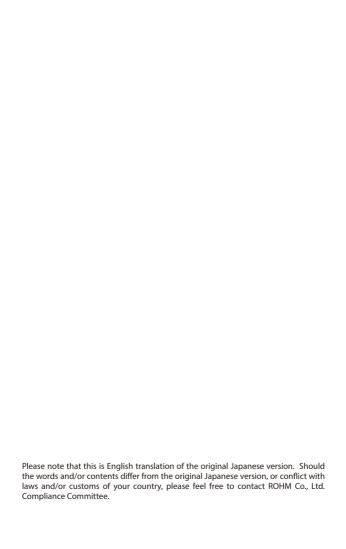


# **ROHM GROUP**

# BUSINESS CONDUCT GUIDELINES



The ROHM Group strives to solve social issues through electronics, and based on the Company Mission, Basic Management Policy, Basic Quality Assurance Policy, Basic Goals for Education and Training, and Basic Policy for Education and Training, the ROHM Group works on contributing to society through our business activities. In order to continue to make such an effort, it is necessary for each employee of the ROHM Group to continue to be trusted by stakeholders, including customers, business partners, and local communities. With that in mind, we established the Business Conduct Guidelines ("BCG") in 1999 that serve as the specific guidelines of conduct for all employees.

In order to respond to social demands, BCG outlines the basic guidelines for employees to understand and comply with laws and regulations and the BCG provides guidelines for compliance with business ethics. BCG plays an important role in ROHM Group's legal and ethical responsibilities. BCG will be updated from time to time to align with changing societal demands, updated laws and regulations, and business ethics.

These days, the business environment in the electronics industry is constantly changing. It is important for all ROHM Group employees to return to our founding principles and continue to be a company that continually finds solutions with a challenging spirit even in a constantly evolving business environment. The COMPANY MISSION is our founding spirit, and we need to steadily inherit these principles and take actions that are in line with what we should be.

In order to maintain the trust that the ROHM Group has built up over the years, and to achieve further corporate growth, even in the constantly changing business environment, I expect each employee of the ROHM Group to fully understand BCG and use it as a guideline in our daily work. I further expect that all ROHM Group people, by using the highest standards of ethics and lawful spirit, will build strong trusted relationships with stakeholders and play a key role in our future success.

Sincerely Yours,

Katsumi Azuma President, CEO ROHM Co., Ltd.

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# Company Mission, Basic Policy and Basic Goal

#### COMPANY MISSION

Quality is our top priority at all times. Our objective is to contribute to the advancement and progress of culture through a consistent supply, under all circumstances, of high quality products in large volumes to the global market.

#### BASIC MANAGEMENT POLICY

Secure reasonable profit through a concerted company-wide effort for a comprehensive quality assurance program.

Develop globally leading products by improving upon technologies held by each department for continued advancement of the company.

Maintain healthy and vigorous lifestyles and refine intellect and humanitarianism, hence contributing to society.

Search extensively for capable human resources and cultivate them as cornerstones for building long-term prosperity.

#### **BASIC OUALITY ASSURANCE POLICY**

- Promote internal standardization for the whole company and establish structures for QC management by data.
- 2. Conduct comprehensive and continuous research for the development of new technologies and products.
- 3. Proactively utilize methods of statistical control for all areas of company activities.
- 4. Establish quality assurance structures for all manufacturing processes.
- Exert effort for cost reductions of each product by continual modernization of manufacturing systems.
- Secure quality assurance programs of raw materials and components with our suppliers through contracts.

#### BASIC GOALS FOR EDUCATION AND TRAINING

- Develop personnel at all levels to constantly strive to obtain new knowledge and to acquire empirical reasoning ability from a broad perspective.
- 2. Train staff to be dedicated as leaders in their field by utilizing their knowledge and experience.
- 3. Develop personnel who can overcome any adversity and strive towards achieving targets.
- 4. Train staff to place the highest value on teamwork, resulting from the combined efforts of all individuals.

#### BASIC POLICY FOR EDUCATION AND TRAINING

- 1. All employees will use every available opportunity to enhance self-development.
- 2. Those in leadership positions will exemplify model behavior at all times.
- The emphasis of education is on-the-job training led by the supervisors through daily operations. Supplementary training off the job is also provided.
- Each head of all management levels will appraise staff fairly and conduct effective training programs periodically and consistently.
- 5. Appraisals for each head of all management levels is based, as a general rule, on the success of staff education and training.

# **ROHM Group Sustainability Policy**

We will conduct sincere, fair, and transparent business activities from a global perspective in accordance with objectives and policies such as Company Mission and basic Policy, and work to achieve the Sustainable Development Goals (SDGs\*) to contribute to the sustainable development of society. In addition, we will build good relationships through communication with all stakeholders as follows, gain trust from society, and achieve continued growth of our company.

#### Customers

ROHM seeks to obtain customer satisfaction and confidence by continuing to supply of high quality products and services in a timely and appropriate manner. ROHM is also open to customer feedback and suggestions, and will evaluate them internally. ROHM places the highest priority on the safety of its products and strives to disclose relevant information as necessary.

#### **Business Partners**

ROHM selects its business partners according to equitable and rational criteria. ROHM values the relationship with its business partners and conducts equal and fair transactions for mutual prosperity.

## **Employees**

ROHM strives to ensure a safe and pleasant working environment, respect human values and individuality, and create a fair and appropriate workplace where each employee may demonstrate individual initiative

#### Shareholders and Investors

ROHM seeks to continuously improve corporate value and secure appropriate profits in order to provide a steady return to both shareholders and investors. ROHM offers financial information in order to keep shareholders and investors actively informed.

#### Local Societies and Communities

ROHM aims to deepen exchanges with each country and local community, respect their cultures and customs, and create relationships that can develop together with society and local communities. In addition, ROHM will carry out social contribution activities, cultural and artistic activities, etc., support activities, and actively engage in global environmental conservation activities through our business activities.

<sup>\*</sup>SDGs: SDGs is the abbreviation for Sustainable Development Goals, set up by United Nations, indicating the 17 goals and 169 targets the world is to achieve by 2030.

# The Concept of the Guidelines



<sup>\*</sup> Various Policies mean a basic policy in order to achieve the Company Mission and acquire customer satisfaction (ex.ROHM Group Sustainability policy).

Since its foundation, the ROHM Group continues sustainable development and has contributed to sound development of society by building relations of mutual trust with its stakeholders guided by our company policies, such as Company Mission, Basic Management Policy.

Various Policies including ROHM Group Sustainability policy are established in order to define our Business Continuity concepts and to guide our business activities conscientiously from a global perspective and thereby contribute to sustainable progress of society based on Company Mission and Basic Management Policy. ROHM Group Business Conduct Guidelines are established as the basic ethical rules each employee of the ROHM Group must observe.

Company Mission and Basic Management Policy remain unchanging, but Various Policies and ROHM Group Business Conduct Guidelines will be updated in line with changing societal demands and the latest standards, such as the United Nations Global Compact (UNGC), ISO26000, and Responsible Business Alliance (RBA) Code of Conduct, so that we may better meet stakeholder expectations.

## United Nations Global Compact (UNGC):

An international initiative whereby companies and other organizations cooperate to pursue the sustainable growth of society. In May 2011, ROHM signed the UNGC.

#### ISO26000:

A guidance standard concerning social responsibility (SR) published by the International Organization for Standardization (ISO). Considered a guide for all types of organizations to fulfill their SR.

## Responsible Business Alliance (RBA):

A code formulated by an organization composed mainly of electronics manufacturers and additionally of automotive, toy, aircraft and IoT technology companies. The code is composed of standards related to Labor, Health and Safety, the Environment, Ethics and a management system for these areas.



# **ROHM Group Business Conduct Guidelines**

## 1. Purpose of Establishment

These Business Conduct Guidelines aim to maintain and improve society's trust toward the business activities of the ROHM Group, by manifesting the ethical rules with which directors, officers and employees of the ROHM Group should comply when practicing company polices such as Company Mission and Basic Management Policy.

## 2. Scope of the Guidelines

These Business Conduct Guidelines are applicable to any and all directors, officers and employees of the ROHM Group. For overseas subsidiaries, however, necessary changes should be made to the Guidelines in accordance with the law, rules, customs and business structure of each country and district. The concept and policy of these Business Conduct Guidelines must be maintained despite any changes.

## 3. To the Directors, Officers, and Employees

Every director, officer and employee is accountable not only to the company policies of the ROHM Group (Such as Company Mission and Basic Management Policy), but also accountable to the laws and the rules of society.

Directors, officers, and employees of the ROHM Group are expected to abide by these Business Conduct Guidelines with the following attitude:

- (1) Maintain a responsible and proactive attitude
- (2) Maintain dignity as a member of society with sincerity, integrity and courage
- (3) Maintain a basic understanding of respect for other people's honor, dignity and opinion
- (4) Extend gratitude toward customers, business partners, shareholders, investors, local societies and communities

# 4. Internal Disciplines

Iln case any of the directors, officers, or employees violates these Business Conduct Guidelines, disciplinary action may be taken based on the company's disciplinary procedure, which is described in the "Working Regulation" and other human resource management rules of each ROHM Group company.

## Chapter 1 OUR BASIC OBLIGATIONS

# 1-1. Compliance with Laws, Business Ethics and In-house Rules, and Respect for International Standards

We conduct our business observing the laws, business ethics and in-house rules in order to continue to gain the trust of various stakeholders as a company in compliance with the laws.

We also respect the United Nations Global Compact (UNGC), ISO26000, Responsible Business Alliance (RBA) Code of Conduct and other international standards of behavior.

#### 1-1-1. Fair Action

We act with virtue and fairness based on good social sense. We are fully conscious of our social responsibility, that the company is a public entity of society, and with the awareness that we as individuals represent the company.

#### 1-1-2. Compliance with Laws and Business Ethics

We always conduct our business faithfully in strict compliance with the laws and business ethics. We continually work to collect, manage and understand the laws and regulations of each country that are relevant to our business.

We will also introduce and organize in-house rules corresponding to relevant laws and regulations.

#### 1-1-3. Elimination of Unreasonable Demands

We will show fortitude against anti-social powers and/or groups and will not bow to unreasonable demands.

# 1-1-4. Correction, Prevention of Recurrence and Strict Action against Law Violation

In the event where we suspect that our business activity may be in violation of the law or of any business ethics, we will report this to each superior or to the appropriate related division (e.g. compliance hotline). Moreover, in case the violation or possible violation of the law is discovered, we will promptly correct the condition, plan for the prevention of recurrence (or occurrence) and deal strictly with the act of violation.

Accordingly, we will not tolerate any negative treatment against any person or group who reports possible illegal activity, violation of the law and/or of business ethics.

#### 1-1-5. Prevention of Bribery and Corruptions

We understand and agree with the importance and necessity of preventing corruption, as dictated by international agreements and standards, such as the United Nations Global Compact (UNGC), ISO26000, or Responsible Business Alliance (RBA) Code of Conduct. etc.

As result, we do not engage in any form of bribery or action, which may be otherwise deemed as bribery or invite suspicion, to any country's governmental agency, to members in official positions, nor to politicians for the purpose of gaining improper benefit or advantage. Any corruption, extortion, and/or embezzlement are also strictly prohibited.

#### 1-1-6. Prohibition of Providing or Receiving Excessive Entertainments

We observe the company policies and regulations and do not provide gifts, meals or other channels of financial advantage to our customers or other business associates beyond the bounds of what is socially acceptable.

Furthermore, we are most cautious with any offer of entertainment or gifts from our suppliers and will not accept anything which may result in personal profit.

## 1-1-7. Maintenance of Company's Assets

We effectively use and maintain the company's tangible and intangible assets.

We do not commit any acts, illegal or personal, that may otherwise damage or diminish the value of our assets.

#### 1-1-8. Prohibition of Conflicts of Interest

We will not commit any act that may bring conflicting interests between the company and individuals.

# Chapter 2 RELATIONS BETWEEN THE COMPANY AND SOCIETIES

#### 2-1. Preservation of the Global Environment

We recognize that the materials, energy and other resources that are necessary for our production activities are greatly blessed with various gifts from the Earth and its biodiversity.

With this thought, at all of our business locations, we strive for the conservation of biodiversity and conduct environmental activities in harmony with natural surroundings, to ensure a better environment for the next generation.

#### 2-1-1. Preservation of the Global Environment

In order to preserve the global environment and contribute to achieve a sustainable society, we develop our business activities, products and services based on a series of international environmental management standards (ISO14000).

We also openly disclose information regarding our environmental activities and maintain open communications. Should any environmental problem occur, we will take appropriate action to minimize any impact on the environment.

#### 2-1-2. Pursuit of Cyclical Operation

We aim to avoid waste of limited resources and energy, and try to reduce and recycle waste in our business activities such as procurement of materials, development, production, and sales.

We also aim to have factories and offices environmentally friendly and comfortable for people working there, and make energy-saving efforts.

## 2-1-3. Development of Environmental Friendly Technologies

We strive to develop helpful technologies, such as energy-saving technologies, that aid in the preservation of the global environment. We also make use of these technologies in our products, process and facilities.

Furthermore, we appropriately control chemical substances used in our production processes as defined by laws and regulations and cease or reduce the use of hazardous substances.

## 2-1-4. Duty as One Citizen

We attempt to preserve the global environment not only in our business activities but also in our private life as citizens of society.

#### 2-2. Disclosure and Publicities

We strive to disclose timely, appropriate, effective, and extensive information regarding the business operations of the ROHM Group to our stakeholders.

Additionally, we collect information from the public and take input and opinions seriously in order to gain public trust as a "transparent company".

#### 2-2-1 Disclosure of Information

We disclose timely, fairly and actively our corporate information in accordance with both legal requirements and our company policies.

This includes relevant information on corporate principles, management policies, business activities and social contributions of the ROHM Group to our stakeholders.

#### 2-2-2. Dialogue with Society by Public Relations

We aim to enhance transparency in management and obtain trust from the public by properly informing the ideas and substance of the management of the ROHM Group.

At the same time, we take the opinions from the public seriously, and incorporate the feedback into our business activities to enhance our corporate value.

## 2-2-3. Accurate and Truthful Records and Reports

We appropriately record and report information based on fair and valid accounting principles and facts. Accordingly, we pay tax obligations in compliance with the applicable tax laws.

We aim to pay attention to the interests of all stakeholders and hold in high esteem the other party's position. Our aim is to establish and foster a relationship of mutual trust through the disclosure of information.

#### 2-3. Social and Cultural Activities

We contribute to community through our business. Moreover, as good corporate citizens of society, we actively conduct community-related and cultural activities, as well as lend support to those activities, in order to help the development of a civilized and sound society.

#### 2-3-1. Harmony with the Local Community

We aim to contribute to social development and soundness as good corporate citizens by harmonizing with the local community.

Moreover, we actively participate in --and support volunteer activities--, building close relationships with the local community, in turn, activating the community and creating a better social environment.

#### 2-3-2. Cultural Activities and Support

We contribute to the promotion and progress of art and science through our cultural activities and support for such activities.

We also support cultural activities through support of public institutions, such as foundations

# 2-3-3. Contribution and Sponsorship

In responding to the community as well as social needs, we support contribution and sponsorship of solving social issues, social development, progress, and improvement of culture.

## Chapter 3 OUR BUSINESS ACTIVITIES

## 3-1. Research and Development

Always considering quality as our top priority, we will manufacture world competitive products by making a greater effort toward creative invention, discovery, and improvements, and through our manufacturing activities, we aim to contribute to the advancement and progress of our culture as well as the enhancement of corporate value.

Furthermore, we promote dialogue with our stakeholders, and strive to develop new products, which reduce and resolve various societal challenges, including environmental issues

#### 3-1-1. Research and Development of World-Leading Products

We always maintain the standpoint of our customers, make every effort to grasp their needs, and strive to provide them with solutions. We endeavor to develop world-leading products, and aim to make our new technologies the industry standard.

In addition, we make every effort that these products can achieve customer satisfaction, and that the goods incorporating our products can be environmentally friendly and help contribute to the further development of mankind.

## 3-1-2. Improvement of Technology and Respect for Intellectual Property

We strive to improve our own technology in every division. We establish and accumulate the results of our development as our intellectual property, and utilize these effectively in growing our business.

We hold great value for intellectual property rights. As such, we will not use third parties' rights without their permission, nor abuse our own rights.

## 3-1-3. Global Promotion of Development

We establish development facilities at the best location from a global perspective. Moreover, we efficiently solve any problems we face in the course of our development activities in cooperation with these facilities all over the world.

# 3-1-4. Promotion of Fair Research and Development Activities and Appropriate Management of Public Research Expenditures

We will comply with research ethics and will not engage in fraudulent activities in research and development activities such as forgery, falsification, theft, or any other acts that violate laws and regulations in research and development activities. We also recognize that many of the public research expenditures are funded by valuable taxes and that their improper use is an act that significantly impairs the trust of society. When receiving public research expenditures, we will conduct appropriate management in compliance with laws and regulations, internal rules, the terms of receipt of each public research expenditure, and their contract provisions.

#### 3-2. Production

We strive for production activity according to our Company Mission: To keep quality as our top priority, to manufacture products efficiently, to supply sufficient volume at fair prices and contribute to society through quality manufacturing.

We also aim to select the best location for our manufacturing facilities based on a global perspective.

#### 3-2-1. Production Activities Keeping Quality as Top Priority

Throughout every process, to ensure product quality we establish strict standards and procedures and perform production activities in accordance with the established standards and procedures.

We will never be satisfied by the status quo. We will strive to continuously achieve increased competitive and efficient production and reduce costs while maintaining our policy of "Quality is our top priority at all times."

#### 3-2-2. Production for Customers' Trust and Expectation

We always strive to consider our customers' point of view and produce products following changes in customers' needs.

Therefore, we strive to achieve customers' satisfaction in quality, performance, safety, and price.

## 3-2-3. Business Continuity Management (BCM) System

In order to meet supply obligations to our customers, we globally establish and maintain our Business Continuity Management (BCM) system, so that under any difficulty in supplying our products due to natural disasters or any other reason, we can continue our business and, if it is disrupted, we can strive to get the business back to normal as fast as possible.

#### 3-3 Sales

We aim to obtain satisfaction and trust of customers at all times by providing excellent products and appropriate services.

Our intent is to contribute to society through fair and free competition. Accordingly, we perform fair sales activities based on a solid social sense and decency toward our customers.

#### 3-3-1. Customer Oriented Sales Activities and Network Building

We strive to understand our customers' needs and demands as well as the market trends precisely and to actively propose our high-value-added products and services accordingly. To accomplish this, we will make every effort to acquire broad knowledge -- not only of our products and services, but also of the market, to inform customers of the function and performance of those products, and to pursue the development of those products and services that better serve our customers. We also establish global sales and distribution networks in order to supply the products effectively.

Through all of these activities, we aim to contribute to reducing and resolving various societal challenges.

#### 3-3-2. Customer Satisfaction and Trust

We seek to obtain customer satisfaction and confidence by continuing to supply our high-quality products and services in a timely and appropriate manner. We also strive to interact with customers with solid social sense and decorum, and to have customers understand the view of the ROHM Group while paying attention to customers' opinions and providing feedback internally.

## 3-3-3. Implementation of Fair Sales Activities

In line with the globalization of business, we value free-market competition and practice fair sales activities. We pursue neither sales nor profit unless we comply with the law, social ethics, and contractual obligations. We will not violate any law, social ethics or contractual obligations nor engage in any unlawful or unethical conduct, such as anticompetitive behavior (cartel), collusive bidding, fictitious transactions, restraining of selling prices, etc.

Moreover, we comply with import/export laws and regulations in order to contribute to a peaceful and safe international community.

#### 3-4. Procurement

Our business relies on the cooperation and support of those engaged in various roles/ fields. This includes the supply of necessary materials, components and equipment.

Upon procurement of necessary materials, components and equipment or subcontracting our work, we appreciate a mutual trust with our suppliers from various countries, and strive to prosper together.

#### 3-4-1. Equal and Fair Dealings

We will conduct procurement activities for suppliers with fairness, equal footing, and modesty during purchasing material, component and equipment etc. and getting any type of service. We will never enforce unfair trading with a superior position.

#### 3-4-2. Fair Selection of Suppliers

We will globally and broadly open a trade opportunity to realize an equal business opportunity. During the processing of suppliers' selection, we will consider many aspects including quality, technology, delivery, and price. Additionally, we will consider factors like enthusiasm, management, ethics, human rights, risk management, environment protect, health and safety, removal of anti-social forces etc.

#### 3-4-3. CSR Procurement

We will make an effort to penetrate CSR procurement with mutual understanding between suppliers and ROHM in order to promote CSR procurement based on ROHM Group Supply Chain Management Guidelines. We will also make an effort to secure environmentally friendly procurement based on Green Procurement Guidelines.

## 3-4-4. Responsible Minerals Procurement

We strive for the protection of human rights, as such, we will make an effort not to use conflict minerals that benefit armed groups in designated regions whose activities are linked to human rights violations as raw materials. Further, we will disseminate the ROHM Group's policy to suppliers and request them to promote actions so that they can observe such policy.

## 3-4-5. Promotion of Human Rights Due Diligence

We purchase materials, semi-products, and equipment and outsource operations from our business partners who comply with the human rights laws and regulations of each country. In addition, we will periodically check the status of compliance with laws and regulations with our business partners and request compliance with the laws and regulations as necessary.

#### 3-5. Brand and Public Relations (PR)

We understand the management policy, and throughout each employee's actions and business activities, we aim to build a brand trusted and needed by every stakeholder. Through our public relations (PR) activities, by internally and externally publicing our technology, products, and other corporate activities, we will enhance the publicity and value of our corporate brand (ROHM).

#### 3-5-1. Value of the Corporate Brand

The Corporate Brand represents the existence of our company and is an important business resource that can provide trust to stakeholders. We comprehend and practice the philosophy of the management policy and aim to enhance the value of the corporate brand.

#### 3-5-2. Fair and Appropriate Content

We release fair and appropriate content in our public relations activities based on accurate, fact-based information in accordance with applicable laws and regulations.

We observe public order and morality and do not express anything unjust which may lead to falsehood, slander, social discrimination, infringement of human rights, and so on.

## 3-5-3. Enhancement of Trust and Name Recognition

We aim to enhance trust in our technology, products, and brand recognition through our public relations efforts and activities and improve the corporate brand value.

## 3-6. Safety of Our Products

We strive to secure the safety of our products in all aspects of our business activities. One of our top priorities is the security and safety of our customers (including the end users) who use our products.

## 3-6-1. Safety of Our Products

We strive to conduct our development, production, and sales activities with full attention to quality and safety as our top priority in accordance with the legal requirements, contract terms of our customers, and our internal rules and standards.

We strive to secure high functioning, high performance and reliability while assuring no product liability issue can arise.

#### 3-6-2. Provision of Correct and User Friendly Information

In order to prevent misuse, improper use and accidents, we provide our customers with "information about safety" including usage environment and usage patterns using comprehensible displays and explanations.

#### 3-6-3 Our Action when an Accident Occurs

If we receive information concerning the safety of our products, we will immediately conduct an investigation to uncover the facts.

In the event we discover problems in the safety of our products, we will faithfully and promptly investigate the root cause and will act to prevent the expansion and recurrence of the problem.

## 3-7. Management of Confidential and Individual Information

We appropriately protect and thoroughly manage information including confidential information of the ROHM Group stakeholders, privacy information, and personal information of stakeholders as an important foundation for conducting our global business activities.

#### 3-7-1. Appropriate Information Management

We hold the appropriate management of information in line with international standards (ISO27001). These include confidential information as well as management data.

We acquire information by lawful means and handle it with necessary care, to prevent leakage, and/or illegal use of the information.

#### 3-7-2. Management of Confidential Information of the Other Party

We thoroughly consider the necessity of obtaining the other party's confidential information and will not receive third party confidential information beyond the necessary extent. We also strictly protect and establish safeguards designed to prevent any leakages of such confidential information.

# 3-7-3. Prohibition of Insider Trading

We will never engage in insider trading, using unannounced or confidential information obtained through our business dealings. We will never convey such information to others within or outside the company, including to our immediate families, relatives and/or friends.

## 3-7-4. Handling of Individual Information

We consider the importance of individual information acquired throughout our business, and will acquire, record, use, and discard it with the appropriate method so that there will be no loss, falsification, or leakages.

#### 3-7-5. Correspondence to the Information Security

We strive to transmit and receive appropriate information effectively and efficiently via the system of information networks. When using the information network system, we pay close attention to potential plagiarism and/or falsification of information by third parties, as well as the leakage of information. By doing so, we make efforts to prevent any damage to the third parties. Further, we recognize that cyber-attacks are threats that may significantly affect our business activities and we make efforts to ensure cyber security in ensuring business continuity and preventing loss of trust.

#### 3-7-6 Private Use of Social Media

When we use social media privately as an individual, we do so with moral integrity and in compliance with the law and in-house rules. Through the use of social media or other exchange, we will not send any confidential information or individual information obtained via our business.

# Chapter 4 RESPECT FOR HUMAN RIGHTS AND DEVELOPMENT OF HUMAN RESOURSES/CAPITAL

## 4-1. Respect for Humanity and Personality

We respect the individuality and personality of each employee and ensure sound and stable lives of our employees.

In addition, we comply with international standards of conduct, related laws, and the regulations of each country and region. Further, we understand the diversity of cultures, customs, and other values of each country and region. We work to create an ideal and comfortable work environment as well as preserve and promote our physical and mental health.

#### 4-1-1. Maintenance and Improvement of Labor Conditions

We value the individuality of each and every employee. We aim to build diversified systems to handle personnel and employment as well as improve working conditions, in order for employees to feel affluent and comfortable.

#### 4-1-2. Safe and Comfortable Office Environment

We strive to prevent work-related accidents by implementing managerial measures based on the identification of hazard sources in our workplace and their severity. We also comply with relevant laws and regulations, and in line with international standards (ISO 45001), make every effort to maintain occupational health and safety management programs.

If any accident occurs in the workplace, we will promptly take appropriate measures, and strive to prevent the expansion and recurrence.

#### 4-1-3. Realization of Work-Life Balance

We realize that there are diverse working styles. We support work-life balance and strive to maximize possibilities in promoting job satisfaction.

## 4-1-4. Respect of Privacy

We respect the privacy of individuals. We pay close attention when dealing with personal data and ensure the appropriate management of it.

## 4-1-5. Respect of Human Rights and Prohibition of Discrimination

We respect human rights and other rights of everyone. We do not allow discriminatory words, behavior or treatment.

## 4-1-6 Understanding of Diversity

We respect the diversity of cultures, customs and other values of each country and region.

#### 4-1-7. Maintenance of Good Human Relations

We will not tolerate or overlook any harassment, including unacceptable behaviors and practices, or threats that result in physical, psychological, sexual, or economic harm.

We also will maintain good human relations and strive to make our workplace fair.

#### 4-1-8. Prohibition of Child Labor and Forced Labor

We comply with labor laws and regulations related to employment, wage, and other labor conditions. We will prohibit labor of children and will not engage employees under the age of eighteen (18) in jobs that may endanger their health and safety. We understand that all work will be voluntary, and will not allow any forced or unfair labor unwanted by employees.

## 4-2. Development of Human Resources and Company

We always strive to acquire new knowledge and become a leader in the field.

We aspire to becoming a company sharing its spirit with employees and conducting its business in close cooperation of every level of employees. We encourage mutual development of the company and its employees.

#### 4-2-1. Development of Human Resources

We consider the development of human resources as a foundation for permanent prosperity of our company. Any person in the position of leadership will serve as a model of good behavior and positive attitude. He/She will make every effort to encourage colleagues, toward professional growth as employees and positive growth as individuals of society.

Accordingly, we continue to seek capable human resources and look for means to foster their humanitarianism, intellect, broad knowledge, deep insight, specialty and an international sense.

## 4-2-2. Self-Development

We always behave with decency, perform our responsibilities with the utmost integrity, continuously work to develop ourselves, and strive for self-improvement through every opportunity.

#### 4-2-3 Prevention of Increased Risks

We assume and analyze every risk in our business activities and strive to prevent their increase on a daily basis.

ROHM Group Business Conduct Guidelines		
Japanese Original	The First Edition: January 1, 1999 The Second Edition: April 1, 2006 The Third Edition: April 1, 2010 The Fourth Edition: October 1, 2013 The Fifth Edition: October 1, 2022 The Revised Fifth Edition: April 1, 2025	
English Translation	The First Edition: April 1, 2007 The Second Edition: April 1, 2010 The Third Edition: October 1, 2013 The Fourth Edition: October 1, 2022 The Revised Forth Edition: April 1, 2025	

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Electronics for the Future