

# **Index Group Code of Conduct**

Index Group\* has established and complies with this Code of Conduct in order to realize our philosophy of "Always with the SHIKKAI spirit, making SHIKKAI effort," "Assuring mutual and social benefit," and "Making the future bright for the next generation." This Code of Conduct serves as a guide for all executives and employees of Index Group, including regular employees, contract employees, and temporary employees. By adhering to this Code, we aim to build trust among our team members, customers, business partners, and the communities in which we operate.

Our actions will not only align with this Code but also with employment rules, regulations, and applicable national and regional laws.

## **Sustainable Economic Growth and Social Responsibility:**

As an independent consulting firm, we are dedicated to achieving sustainable economic growth while addressing social issues. We will ensure that profits and risks are shared appropriately among our clients, contractors, local communities,

and residents. Our goal is to propose and implement solutions that not only address our clients' business challenges but also contribute to resolving community and environmental issues.

**Fair Operating Practices:**

We strictly prohibit the exchange of illicit money or goods between individual employees of our customers or business partners. Our business transactions will be conducted in compliance with all relevant laws and regulations, emphasizing fair, transparent, and free competition. We will not engage in unfair trade practices or enforce unjust terms. Bribery and any activities that may be perceived as political interference are strictly prohibited.

**Avoiding Conflicts of Interest:**

We will always prioritize the interests of Index Group and avoid using our business positions or roles for personal gain or the benefit of third parties. Conflicts of interest must be promptly disclosed and managed in an appropriate manner.

**Communication:**

Effective communication is essential for building trust with our stakeholders. We will promote open and transparent communication to ensure accurate and timely dissemination of corporate information related to Index Group.

**Intellectual Property and Information Management:**

We value intellectual property rights and will protect the results of our business activities, including patents, copyrights, and know-how. We will also respect the intellectual property rights of third parties and comply with licensing agreements.

All information about our customers and business partners will be handled with utmost confidentiality and security. We are committed to protecting personal information and implementing appropriate security measures. Maintaining information security and preventing data breaches are of utmost importance.

**Respect for Human Rights:**

We are dedicated to upholding basic human rights in all aspects of our business activities. Discriminatory language and behavior that offend individual dignity are strictly prohibited. We do not tolerate forced labor or child labor and expect the

same commitment from our customers and business partners.

**Enhancement of Work Style and Environment:**

We strive to create a flexible work style that respects the diversity and life stages of our employees. We aim to provide a work environment where everyone can safely and fully demonstrate their abilities.

**Environmental Conservation:**

We recognize the importance of environmental conservation and consider unintentional complicity in environmental destruction and climate change as a violation of present and future human rights. We conduct our business activities with environmental preservation in mind, striving to prevent the deterioration of the global environment.

**Contribution to Society:**

As responsible members of society, we actively engage in social contribution activities that align with our values and mission.

**International Contribution:**

We respect local cultures and customs, and in our international endeavors, we contribute to local sustainable development with sincerity and mutual trust.

**Enforcement of Code of Conduct:**

All executives of Index Group are expected to lead by example and ensure compliance with this Code of Conduct. They shall inform and educate all employees about the provisions of this Code. In the event of any violation, the Ethics Committee, comprising the CEO, the head of the CEO's Office, and the head of the administrative divisions of Index, Inc., will promptly investigate the matter, address the cause, and implement measures to prevent a recurrence.

Index Group\*:

Index, Inc.

Index Consulting, Inc.

Index Strategy, Inc.

Index Facilities, Inc.

Social System Design, Inc.

18<sup>th</sup> May 2023

Index Group

CEO Kimikazu Uemura