

# Code of Ethics

## Code of Ethics

December:01.2022,Amendment

**Article 1 (Purpose)** The purpose of this Code is to secure the transparency of SEMI Total Solution, Inc., and to explicitly establish and practice good behavior and the contents of the Code of Ethical Conduct as the standard of values that all employees shall observe as an active countermeasure to the unlimited competition era in which the significance of ethical management is emphasized.

**Article 2 (Scope)** All employees of Semi Total Solution, Inc. are subject to this Code.

**Article 3 (Compliance with Laws and Fair Trade)** All employees of SEMI Total Solution, Inc. shall act in accordance with the following provisions when performing their duties:

1. Compliance with the law

- 1) All business and management activities in Korea and abroad (including other overseas corporations of which SEMI Total Solution, Inc. holds management rights and stakes) must be carried out in accordance with the positive laws of the country and the company's regulations, and employees must refrain from any actions that may violate basic social values, conscience, or the core values of SEMI Total Solution, Inc.

2. Fair trade and competition

- 1) Relationships with business partners: In selecting a supplier, we must provide equal opportunities to all companies that meet the general conditions and are eager to be selected, and the selection must proceed legally in accordance with objective and fair procedures and standards. Additionally, the purchase of a certain party's goods or services at excessive or undervalued prices is prohibited.
- 2) Relationship with competitors: In accordance with the principles of free competition under the market economy system, we respect the market economy order everywhere, at home and abroad, respect our competitors, and compete freely and fairly with the right methods and technological strengths.

**Article 4 (Responsibilities to Customers)** All employees of SEMI Total Solution, Inc must fulfill the ethical responsibilities to customers as follows:

1. Respect for customers and provision of value

- 1) With the attitude to carefully listen to the customer's opinions and complaints first and foremost, we believe that the customer's needs are always right, and we apply the customer's opinions as a top priority in all the decision making of corporate activities.
- 2) Recognizing that customer satisfaction is the satisfaction of the company, and furthermore, the

development and growth of the company, we shall provide the best goods and services by constantly discovering and creating real value that can satisfy from the customer's point of view.

**2. Fulfilling Commitments with Customers**

- 1) Carry out sales and production activities by always keeping in mind the delivery or payment date promised to the customer.
- 2) Comply with the date of payment for all taxes levied by the government of a country (including the local government).

Observe the payment due date of accounts receivable.

**Article 5 (Basic Ethics of Employees)** All employees of SEMI Total Solution, Inc. shall observe ethical behavior as follows in the course of their duties during their tenure:

**1. Doing business honestly and sincerely and maintaining dignity**

- 1) Employees must always agree to the company's management philosophy, core values, and business goals, and faithfully carry out the tasks assigned to each individual in accordance with the company's policy in a legitimate manner.
- 2) Employees must observe common courtesy to each other, and superiors must not use their dominant position to impose unreasonable work requests or pressure on their subordinates. If a subordinate receives an unreasonable work request from his/her superior, the subordinate shall explain such injustice to the superior, and if there is no room for improvement or if there is a personal disadvantage, he/she shall notify the relevant department of ethics management.
- 3) Employees must not engage in non-work related activities or personal business in the workplace or during working hours.
- 4) If it is difficult for an employee to carry out fair work because his/her task performance is related to his/her or any of his/her close acquaintance's interests, the employee shall proceed the task after consulting with the superior or the department in charge. (To prevent controversies of unfair favors in accordance with regionalism, school relations, kinships, etc. )
- 5) Employees shall, with the belief that they are the owner and the representative of the company, protect the company's honor with neat attire, polite behavior, and decent language, both inside or outside the company. Smoking is not allowed other than the designated smoking areas in the workplace.

**2. Prohibition of private gain by using dominant status**

- 1) Employees must not receive, imply, or demand any money, entertainment, hospitality, gift, or any form of private gain, using their dominant position, that may impair fairness concerning the business performance from business partners (affiliates, suppliers, etc.).
- 2) Employees must not request or receive sponsorship or support from business partners in connection with the company's events. Also, they must not notify the details of the event in advance.

- 3) Employees must not notify the company's business-related partners of their personal family events.
  - 4) Employees must not engage in cash loans and solicitation activities, etc., as follows with all interested parties involved in business: having an extra job in the interested company, requesting employment for family members, arranging or soliciting unfair transactions, loans, providing collateral, acquiring shares of partner companies, joint investments, etc.
3. Prohibition of side jobs or double jobs for profit
- 1) Employees must not engage in side jobs or double jobs related to the company's business without the company's approval, nor shall they establish and operate another company.
  - 2) Employees must not invest in a partner company in their names or in the name of their spouses or acquaintances.
  - 3) Employees must not force their own or an acquaintances' multi-level marketing or insurance on other employees or business partners.
4. Use and protection of the company's budget and assets
- 1) Employees must not engage in side jobs or double jobs related to the company's business without the company's approval, nor shall they establish and operate another company.
  - 2) Employees must not invest in a partner company in their names or in the name of their spouses or acquaintances.
  - 3) Employees must not force their own or an acquaintances' multi-level marketing or insurance on other employees or business partners.
  - 4) Employees must not use management information for private purposes without the approval of the company, and must not leak any information to the outside.
  - 5) The rights, qualifications, and profits of intellectual property rights developed by an employee during his/her term of office belong to the company, and if the employee retires from the company, he/she must return all company assets, including PCs, portable storage media, and documents containing the related information.
5. Use and protection of the company's budget and assets
- 1) Employees must not engage in side jobs or double jobs related to the company's business without the company's approval, nor shall they establish and operate another company.
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company, he/she must return all company assets, including PCs, portable storage media, and documents containing the related information.

**6. Utilization and security maintenance of company information**

- 1) Employees must not disclose or leak information of the company in any form, except for the officially announced and approved information, and are prohibited from taking unfair profit using such information personally.
- 2) Employees shall never disclose the personal information of customers and internal employees to third parties without their consent, and shall not use it for purposes other than for legitimate business.

**7. Duty to prevent sexual harassment in the workplace**

- 1) Employees must take thorough preventive measures against sexual harassment in the workplace, whether inside or outside the company, and such sexual harassment shall include: making sexual remarks or behaviors to other employees using their dominant status in the workplace or concerning their work, making other employees feel sexually humiliated or disgusted by specific actions, and employment penalties for refusing to respond to such sexual harassments.
- 2) Employees shall take sexual harassment prevention training in the workplace at least once a year and practice it in accordance with the Act on Equal Employment and Support for Work-Family Reconciliation.

**8. Prohibition of distortion, fabrication, and tampering of information related to the company**

- 1) Employees must not arbitrarily distort company-related information or disseminate false information.
- 2) Employees must not distort or fabricate work-related information to conceal or curtail their mistakes or misconduct in the performance of their work, or tamper with or manipulate any related materials.
- 3) Employees must not spread, exaggerate, or gossip about groundless rumors regarding the personal lives of their superiors, subordinates, and fellow employees.

**Article 6 (Social Responsibility)** SEMI Total Solution, Inc. contributes to the corporate social responsibility by practicing the following Code of Ethical Conduct:

**1. Protection of shareholder interests**

- 1) The company endeavors to achieve sound profits by securing transparency in management and maintaining an accounting record system based on international accounting standards.
- 2) The company protects and increases shareholders' assets, and maintains and protects their profits in good faith.

**2. Social contribution**

- 1) The company contributes to the creation of employment in the areas where the business establishment is located and contributes to the development of the country through a sincere

declaration and payment of taxes

2) The company fulfills its obligation as an externally trusted company through various social donations and welfare projects.

3. Environmental protection

1) The company does not violate environmental protection in its management activities and embodies its plan to prevent pollution and contamination.

2) The company shall do its best to avoid indiscriminate resource abuse in management and production activities.

**Article 7 (Obligations to Comply with the Code of Ethical Conduct)**

1. All employees of SEMI Total Solution, Inc. are obliged to comply with the Code of Ethical Conduct, and executives and position holders have the responsibility to manage their employees' compliance with the Code of Ethical Conduct.

2. The HR team shall supervise, educate, and process shall supervise, educate, and process the Code of Ethical Conduct throughout SEMI Total Solution, Inc.

3. In the case of any violation of the Code of Ethical Conduct by an employee, the HR Committee shall proceed with disciplinary measures based on reasonable procedures and objectivity. At the same time, the HR Committee shall make the utmost efforts to prevent the recurrence of violations of the Code of Ethical Conduct with a thorough identification of the cause.

4. If employees become aware of violations of the Code of Ethical Conduct or are compelled to violate the Code, they must promptly report to the HR team.

5. Types of violations of the Code of Ethical Conduct to be reported:

1) The fact that employees have received or requested money, entertainment, hospitality, or gifts from external companies

2) Unfair business management of employees

3) Participation in and acquisition of shares in a trading company, monetary loan, provision of collateral, request for employment, arrangement of a wrongful act

4) Dual jobs of employees

5) Corruption of public morals related to sexual harassment at work

6) Any cases that violate other codes in the Code of Ethical Conduct

**Addenda**

**Article 1 (Enforcement Date)** This regulation shall come into effect from December 01, 2022.