

企業行動憲章

私たちは、サービス領域無限大へのチャレンジにより、世界の人々の豊かなくらしと夢の創造のため、社会から信頼される企業として、あらゆる法令・諸規制等を遵守した判断・行動を、役職員一人ひとりが実践し、使命・価値観を確立し、真に魅力ある企業を目指します。

役職員行動規範

1. 社会貢献

世界の人々の豊かなくらしと夢の創造を目指します。

(1) 信頼の獲得

1) 健全な企業活動による継続的な発展

企業理念に基づき健全な企業活動を通じて適正利潤を追求し、継続的な発展に貢献することで、株主をはじめとするステークホルダーの期待に応えます。

2) 顧客満足の実現

誠実かつ公正な企業活動により、顧客の求める適切なサービスを提供し、顧客満足の実現に努めます。

3) サービス品質の確保

自らの技術の研鑽に努め自らに求められる能力を常に発揮し、高品質なサービスの提供に努めます。

4) 適切な情報開示

法令等に定められている企業情報の開示だけでなく、株主をはじめとするステークホルダーに対して適切かつ迅速に情報を開示して、企業の透明性を高めます。

(2) 社会への貢献

1) 企業活動を通じた社会への貢献

企業活動を行う上では「社会の一員」であることを認識し、積極的に社会の声に耳を傾け、企業活動を通じた社会貢献に努めます。

2) 社会貢献活動の推進

地域社会の活動や天災・災害時の救援活動を通じた社会貢献活動に努めます。

(3) 環境への配慮

自らの企業活動が環境へ与える影響を常に意識するとともに、省資源・省エネルギー、CO2削減への取り組みなどを行い、地球環境の保全に積極的に取り組みます。

2. 法令遵守

あらゆる法令・諸規制等を遵守します。

(1) 社会規範・法令等の遵守

1) 各種法令・規則の遵守

企業活動において関係する種々の法令・規則および社会的要請を遵守するとともに、社会倫理に則り、品格と節度をもって行動します。

2) インサイダー取引の禁止

職務により知り得た情報を利用して、株式等の売買等を行いません。

Charter of Corporate Conduct

In order to make life better for people around the world and make their dreams come true, we strive to become a truly great company by doing everything we can to serve our customers.

As a company trusted by society, each and every one of the officers and employees of the Company makes decisions and acts in compliance with laws and regulations and embraces our missions and values.

Code of Conduct for Officers and Employees

1. Contribution to society

We strive to make life better for people around the world and make their dreams come true.

(1) Earning trust

1) Continuous growth through sound corporate activities

We will meet the expectations of our stakeholders, including shareholders, by pursuing appropriate profit through sound corporate activities carried out according to our corporate philosophy, and by contributing to continuous growth.

2) Customer satisfaction

We will endeavor to provide services appropriate to customer needs through honest and fair corporate activities, and to achieve customer satisfaction.

3) Provision of high-quality services

We will endeavor to provide high-quality services by improving our own technological skills to the best of our ability.

4) Appropriate disclosure of information

For increased transparency, we will not only disclose corporate information required by law, but also ensure proper and prompt disclosure of information to our shareholders and stakeholders.

(2) Contribution to society

1) Contribution to society through corporate activities

We are aware that we are members of society when carrying out corporate activities.

We will proactively listen to what society has to say and endeavor to respond to its needs through corporate activities.

2) Promotion of CSR activities

We will contribute to society through activities that benefit local communities, or through relief efforts for natural disasters.

(3) Environmentally friendly

We are always aware of the impact that our corporate activities have on the environment.

We vigorously pursue resource-efficient and energy-efficient measures and reductions in CO2 emissions, and take a proactive approach to environmental protection.

2. Legal compliance

We comply with all laws and regulations.

(1) Compliance with social norms and laws and regulations

1) Compliance with laws and regulations

We will comply with laws and regulations, and the social requirements applicable to our corporate activities, and act in an ethical, dignified, and sensible manner.

2) Prohibition of insider trading

We will not engage in share trading by using information we may acquire in the course of business activities.

3) 不正な利益供与の禁止

政治家や政治団体に対して、違法な献金・寄付金・利益供与など不正な行為は行わないとともに、国家公務員倫理法等の理解を深め、その遵守に努めます。

4) 労働関係法令、規則の遵守

労働関係法令、規則を遵守することで、良好な労働環境を維持します。

(2) 公正な企業活動の推進

公正で自由な競争に基づく企業活動を推進し、国民経済の健全な発展を確保するため、関係法令を遵守します。

(3) 知的財産の尊重

知的財産権は重要な財産である事を認識し、侵害または不正に使用しません。

(4) 適切な情報管理

1) 機密情報の漏洩防止

機密情報の重要性を認識し、その適切な管理と使用を徹底し、漏洩の防止、不正利用の排除などに努めます。また、退職後においても機密情報の不正利用を行いません。

2) 個人情報の保護

個人情報の重要性を認識し、その適切な管理と保護に努めます。

3. 誠実・公正なサービス提供

使命・価値観を確立し、誠実・公正なサービス提供を行います。

(1) 社会との調和

1) 社会設序の維持

自らを社会の一員と認識し、法令や社会倫理を遵守し、社会秩序の維持に努めます。

2) 反社会的勢力・団体との関係遮断

反社会的勢力・団体に対してはその関係を遮断し、不適切な関係を持ちません。

(2) 人権の尊重

お互いの人権を尊重し、人種、宗教、国籍、出身地、学歴、性別、年齢、障がいなどによる不当な差別、セクシュアルハラスメントやパワーハラスメントなどのハラスメントを行いません。

(3) 高い倫理観

1) 安全で働きやすい職場づくり

企業に働く良識ある社会の一員として、安全・安心で働きやすい職場環境・制度作りに努めます。

2) 社内・社外ルールへの遵守

社内・社外のルールを遵守し、職場での秩序を維持します。また、会社の資金、各種資産(情報、技術、商品、機器など有形・無形の資産)は、会社の事業運営のためにのみ有効に利用し、個人または第三者の利益のために使用しません。また、退職後も不正に使用しません。

3) 利益相反行為等の禁止

社会通念の範囲を超える贈答、接待の授受等、当社グループの名誉と信用を傷つける行為はしません。

3) Prohibition of offering illicit advantages

We will not offer any illicit contributions, donations, or advantages to politicians or political organizations, or engage in any fraudulent practices.

We will make efforts to have a better understanding of, and to comply with, the National Public Service Ethics Act.

4) Compliance with labor-related laws and regulations

We will maintain a good working environment through compliance with labor-related laws and regulations.

(2) Promotion of fair business transactions

We will pursue corporate activities based on fair and free competition. We will comply with applicable laws and regulations to ensure the sound development of the national economy.

(3) Respect of intellectual property

We are aware that intellectual property is important property.

We will not infringe intellectual property or unlawfully use it.

(4) Proper management of information

1) Prevention of divulgence of confidential information

We recognize the importance of confidential information.

We will ensure proper control and use of confidential information, and will endeavor to prevent its divulgence or

We will not allow any unauthorized use of confidential information by our former employees.

2) Protection of personal information

We recognize the importance of personal information.

We will ensure proper management and protection of personal information.

3. Provision of honest and fair services

We provide services honestly and fairly by embracing our missions and values.

(1) Working in harmony with society

1) Maintaining social order

We recognize that we are members of society.

We will comply with laws and regulations, and social ethics, and maintain order in society.

2) Non-involvement with anti-social forces or organizations

We will not be involved with, or improperly associated with, any anti-social forces or organizations.

(2) Respect for human rights

We will respect human rights, and will not unjustly discriminate against anyone on the grounds of race, religion, nationality, ethnicity, educational background, sexual orientation, age, disability, political association, nor do we engage in sexual or power harassment.

(3) Conducting ourselves in an ethical manner

1) A safe and pleasant workplace

As a good corporate citizen, we will aim to provide a safe and comfortable working environment and a system for providing such an environment.

2) Compliance with internal and external rules

We will comply with both internal and external rules, and maintain order in the workplace.

We will only use the company's funds or property (tangible or intangible property, such as information, technology, products, or equipment) for the interest of our business and not for individual or any third party interest, during, as well as after, our service with the company.

3) Prohibition of any forms of conflicts of interest

We will not give or accept any gifts or hospitality beyond the socially acceptable levels, or engage in any activities that may bring the Group into disrepute or discredit the Group.