

## Code of Business Ethics

### 「JI Informative」

#### Chapter 1. General Provisions

**Article 1 (Purpose)** This code (the “Code”) is aims to establish a sound academic culture by stipulating work ethics.

**Article 2 (Target of Application)** This Code shall apply to Secretary General, General Manager.

#### Chapter 2. Secretariat Ethics

**Article 3 (Reception)** Reception ethics are as follows.

1. Conduct ethically judged tasks that are judged to be capable of providing professional information to members
2. Confidentiality is strictly maintained with respect to all personal information of members related to business
3. Must objectively calculate the manpower, equipment, difficulty, etc. actually used in your work and claim the cost

**Article 4 (Task)** The work ethic is as follows.

1. Cannot share the contents of your work with anyone
2. When preparing a report based on the collected information, Plagiarism, Forgery, and Alteration must be identified
  - (1) ‘Plagiarism’ means an intentional or negligent act including and providing a report without clearly indicating the sources including disclosed information
  - (2) ‘Forgery’ means an act making a report by making falsely any fact or material which does not exist
  - (3) ‘Alteration’ means an act distorting the result of gathering evidence by providing or omitting the result of investigation differently from the facts

### **Chapter 3. Education of Business Ethics**

**Article 5 (Composition)** The representative shall conduct education of business ethics in order to establish the matters of business ethics.

**Article 6 (Target)** The target of this education shall Secretary General, General Manager.

**Article 7 (Interval)** Education shall be conducted once each year on a regular basis and follow the way of education as follows.

1. Offline courses
2. Online courses
3. Distribution of educational materials

### **Chapter 4. Constitution of Commission for Examination of Business Ethics**

**Article 8 (Constitution)** The commission (the “Commission”) for examination of business ethics shall be constituted as follows.

1. The CEO of Commission shall be the representative of Association
2. 10 members selected by the CEO

**Article 9 (Function)** The functions of Commission shall be as follows.

1. Discipline for violations of work ethics
2. Matters of securing business ethicality
3. Matters of process of investigation and information collection
4. Matters of prevention of unlawful acts and punishment; and
5. Other matters of business ethics

### **Chapter 5. Rules of Commission for Examination of Business Ethics**

**Article 10 (Report of Informant)**

1. Any report of informant related to officer’s act violating business ethics shall be made through telephone call, in writing and email under the real name of Association
2. If substantial suspicion on business ethics exists in the course of handling the duties of officers, the Commission shall conduct an investigation

**Article 11 (Authority and Responsibility)**

1. The Commission may request informant, examinee, or testifier to attend and submit materials in the course of investigation
2. Any examinee rejecting to attend or submit without justifiable reason may be deemed to recognize the fact of suspicion
3. The Commission may take reasonable measures in order to prevent any loss, damage, concealment or alteration of record of materials and evidence
4. The members of Commission shall keep all the matters related to deliberation

secret

**Article 12 (Attendance and Submission of Materials)**

1. The Commission may request informant, examinee, or testifier to attend for making statements and such examinee shall respond there to
2. The Commission may request an examinee to submit materials and the examinee shall submit requested materials

**Article 13 (Protection and Confidentiality for Informant and Examinee)**

1. The Commission shall not divulge, directly or indirectly, any identity of informant and be careful to ensure that the reputation or right of examinee will not be infringed until the verification whether it is a wrongful act or not is completed
2. Any and all the matters of investigation shall be kept secret and any person participating in such investigation shall not publicly announce or disclose any information acquired in the course of performing the investigation and duties: Provided that, if necessary for disclosure thereof, such information may be disclosed by a resolution of the Commission

**Article 14 (Handling of Wrongful Act of Business Ethics)**

1. If any wrongful act is reported or recognized, the Commission shall conduct proper investigation and treatment for such suspicion
2. Any person who is directly concerned with examinee shall not be engaged in the deliberation, resolution and investigation of the Commission
3. The result and report of investigation on wrongful act shall be retained for 1 year from the time when the treatment ends

**Article 15 (Guarantee of Opportunity of Objection and Explanation)**

The Commission shall provide the examinee subject to suspicion of business ethics violation with sufficient opportunity for raising objection and explanation

**Article 16 (Follow-up Measures)**

1. If any wrongful act is identified and found, the following follow-up measures shall be taken.
  - (1) Sending the result of investigation to the examinee
  - (2) Filing a claim for damage in civil case if substantial damage is incurred
  - (3) Giving a notice for the report which has been already provided to the member
2. The Commission may disqualify or accuse any person who intentionally or grossly negligently either gives a false information or spreads false fact related to business ethics.

**Article 17 (Re-investigation)**

Any examinee or informant objecting to the decision of Commission may request in writing the Commission to conduct re-investigation within 14 days from the date of receipt of the

notice as set forth in Clause Article 12 hereof.

**Article 18 (Follow-up Measures such as Recovery of Reputation)**

If any alleged wrongful act of business ethics is found as free from suspicion, the Commission shall make its best effort in restoring the reputation of examinee and take proper follow-up measures.

**Article 19 (Retention and Disclosure of Record)**

1. Any record related to investigation shall be retained for 1 year from the date when such investigation ends
2. The result after decision shall be publicly noticed to the examinee and members of Commission

**Article 20 (Resolution)**

Any resolution of the Commission shall be adopted by the affirmative votes of 2/3 of total members of Commission.

**Supplementary Rules**

**Article 1 (Execution Date)** This Code shall be executed from the 1st day of January , 2021.

**January 1, 2021**

**J-INSTITUTE**

