Code of Ethics Practice Guideline

Chapter 1 General Provisions

Article 1 (Scope)

This regulation applies to all members at GeneOne Life Science, Inc.('Company').

Article 2 (Policy)

This guideline defines the standard of how members should behave and decide on ethical conflicts that may occur in the workplace by guiding them to rightly understand and practice a 「Code of Ethics」.

Article 3 (Ethical Decisions and Code of Conduct)

Members should follow the decision-making principle below when behaving and making decisions.

1. Legality: Does one's behavior have a possibility of being interpreted as a violation of regulations or company policies?
2. Transparency: Can one publicly share how the decision was made and what the decision was?
3. Rationality: Would the other members make the same decision in the same situation?

Article 4 (Definition of Terms)

Below are the definitions of the terms used in this regulation.

1. Valuables: Includes not only any valuable assets, such as money, marketable securities, real estate, other commodities, hotel vouchers, memberships, entrance tickets, discount vouchers, invitation vouchers, admission tickets, and other accommodations but also all types of tangible·intangible financial profits, such as business treatment and services or convenience and debt exemption·employment opportunity·granting rights to profits.

2. Business treatment, services: Providing or receiving meals, events that involve alcohol consumption, golf outings, concerts, domestic·international sightseeing, speculative entertainments, etc.

3. Convenience: Benefits that include transportation, stay accommodation, and tour services other than accepting valuables, business treatments, and services.

4. Relatives: Includes up to oneself and one's spouse's 4th cousin

5. Stakeholders: An individual or group (customers, members, shareholders, business partners, local community, nation, public servants, etc.) whose right or benefit can be affected by one's everyday work

6. Embezzlement and misappropriation: Intentional stealing of business assets for personal gain, improper use of business assets for personal purposes other than that for which was initially intended

7. Property leakage: An unauthorized use or leakage of Company property for personal gain or sale

8. Alternative use: The use of the Company's facility, machine, material, and other properties for personal profit

9. Neglect of duty: Failure to perform given work, duty, and role, thereby causing harm to the Company

10. Absenteeism: Consistently and intentionally being late or absent or abnormally being absent at work

11. Negligent supervisory management: When the manager fails to take responsibility for management duty and role with due diligence, thereby causing harm to the Company

12. Unreasonable work conduct:

    A. Not performing one's given duty or performing work that one should not perform in order to provide a gain or loss to a specific stakeholder

    B. Delaying, interrupting, abetting, inciting, or falsely reporting work in order to provide a gain or loss to a specific stakeholder

13. Overstepping: Performing work that goes beyond one's role or position, thereby invading colleague's work boundary and authority

14. Sexual harassment: Inappropriate words or behaviors that can cause sexual humiliation to an individual
15. Personal information: Name, resident registration number, videos, etc. that can provide an individual's information (Includes information that can be easily combined with other information to find out about an individual even if a piece of specific information does not fully inform about an individual)
16. External lecture: Performing education, marketing, debate, seminar, public hearing or lectures, speeches, contributions, evaluations, consultations, etc. outside of the conference by using information and knowledge gained during the term of office.

Chapter 2 Receiving or Providing Compensations to Stakeholders

Article 5 (Unjust Favor Requests)

It is not allowed to perform a work based on unjust favor requests received from the stakeholders or request any unjust favors that include the below, which violates company policies/legislation or goes against fair trade practices that hinder fair work performance, to the stakeholders who work directly or through 3rd person.

1. Intervening in Human Resource management, such as recruiting and assessing processes.
2. Offering future employment/hire or requesting/receiving mediation and services.
3. Signing a contract and guaranteeing a benefit conformed with the contract

Article 6 (Accepting Valuables)

1. It is not allowed to receive or show any signs of an offer, request, or promise of receiving valuables personally from the stakeholders for any purposes, even if the purposes are related to work, donation, sponsorship, gifts, etc. However, below are the exemptions allowed.
   1) Distributing acceptable level of promotional·event souvenirs or products to unspecified people

2) Giving valuables to the lower-level employees by the supervisor(administrator) for comforting·supporting·rewarding purposes

3) Giving an acceptable level of farewell gifts among the members due to retirement or relocation of work

4) Giving an acceptable level of gifts, celebratory and condolence money, etc. in a spirit of mutual support

5) Giving gifts, celebratory and condolence money, etc. within the allowed limit under the related law in order to conduct one's duty amicably or for social·ceremonial·celebratory and condolence purposes

2. When a business partner offers a standing wreath or an unacceptable level of celebratory and condolence money, it has to be politely returned.

3. When a business partner gives a gift or valuables, it has to be politely refused or returned. If the gift was received inevitably, it must not be owned personally and should be reported to the Ethical Business representative to display the gift at a workplace as business assets or utilize the gift for social contributions.

Article 7 (Business Treatment and Services)

1. It is not allowed to receive or request·promise a business treatment and services to the stakeholders. However, below are the exceptions allowed.

   1) Acceptable level of a business meal with business partners in order to conduct a duty amicably

   2) When the host indiscriminately gives an acceptable level of meal or food such as drinks to all participants at an official event

   3) Meal or food within the allowed limit under the related law in order to conduct one's duty amicably or for social·ceremonial·celebratory and condolence purposes

2. It is a fundamental principle for the Company to pay for the business meals with the business partners. However, it must be reported to the supervisor(administrator) if, inevitably, the business partner paid separately or paid in full amount.

3. Expensive meals, drinking places, entering entertainment·adult entertainment facilities, golfing, etc. with business partners that go beyond an acceptable price limit are prohibited.

Article 8 (Providing Convenience)

It is not allowed to receive or request·promise convenience to a stakeholder. However, it is allowed when the host indiscriminately gives an acceptable level of convenience, such as transportation·accommodation·food to all participants at an official event.

Article 9 (Debt Exemption, Repayment, Deposit, and Borrowing·Lending of Money and Other Assets)

1. It is prohibited to request or receive a request of exempting, repaying, and depositing (regardless of all forms of lender) debt (credit card payment, unpaid bills, loans, interest rate, etc.) from the stakeholders
2. It is prohibited to borrow or lend assets, such as money to the stakeholders, and it will be strictly regarded as a violation regardless of whether providing or receiving a signed contract, interest rate, or rent fee occurred or not. It is prohibited to receive or request·promise convenience to the stakeholders. However, it is allowed when the host indiscriminately gives an acceptable level of convenience, such as transportation·accommodation·food to all participants at an official event.

Article 10 (Limits to Accepting Valuables and Unjust Favors Related to the Relatives)

It is limited for a member to receive or give compensation to the secondary stakeholders, including one's spouse and relatives, and therefore one should be attentive to everyday role and management duty at the workplace.

Chapter 3 Conflict of Interest between the Company and the Stakeholders

Article 11 (Trade with the Company under One's, Spouse's, and Relative's Name)

1. It is prohibited to trade with the Company under one's, spouse's, and relative's name. However, it is only allowed if the circumstances below have been pre-approved by the Ethical Business representative.
   1) When purchasing Company-owned assets under one's, spouse's, and relative's name.

2) When selling one's, spouse's, and relative's assets to the Company.

3) When approved by the board of directors.

2. A member should report to the Ethical Business representative when oneself, one's spouse, and relatives own a share of the business partner (cooperatives, agencies, stores, etc.) and have management rights, or perform CEO·auditor·board member's work as this will be regarded as having a special relationship regardless of whether tractions occurred or not.

Article 12 (Achievement of Joint Investment, Joint Property with the Stakeholders)

Oneself and related stakeholders cannot achieve assets, such as movable assets, real estate, etc. (including condominiums, golf/gym memberships, joint investment, etc.) through joint investment with the stakeholders under any purpose. If there is any direct relationship to the share ownership of an asset, it is regarded as a joint investment with the stakeholders even if it was achieved under disguised ownership.

Article 13 (Investment in Business Partner)

In principle, it is prohibited to make personal investments, such as business partners' stock, bonds, etc. that may threaten to hinder doing work dutifully or making an independent judgment related to work.

Article 14 (Personal Use of Confidential Information)

It is not allowed to trade other property rights or marketable securities that include stock trade by using confidential information gained during the term of office. It is prohibited to question or take any action that may cause influence regarding this matter.

Article 15 (Adjunct·Additional Employment at a Different Company)

It is prohibited to have an adjunct or additional employment that may threaten to hinder conducting work dutifully or making an independent judgment related to work. However, it is allowed to hold multiple positions if the investment company, affiliated company, etc. is approved by the Company due to necessity, and if additional wage occurs from the adjunct employment, the related matter should be arranged with the Human Resource representative. If engaged with adjunct·additional employment without the Company's approval, it must be reported to the Ethical Business representative and receive review·approval.

Article 16 (External Lecture)

1. One must receive approval from the supervisor(administrator) when using information and knowledge gained during the term of office at external lectures.
2. In principle, a member should not receive lecture fees or transportation expenses from the external lecture. However, when received, 50% of the fee must be returned back to the Company to be contributed for social services.

Article 17 (Human Resource Leakage)

It is prohibited to aid and abet leaking members' personal data or contact information to an outside entity, or introduce them to recruiters.

Chapter 4 Illegal Leakage or Personal Use of Business Assets

Article 18 (Leakage of Business Assets and Information)

1. It is prohibited to cause a loss in business assets, such as embezzlement of public funds, misappropriation of public funds, property leakage, alternative usage, etc.
2. Company information and confidential information cannot be internally·externally exposed or provided without the Company's prior approval.
3. All stakeholder's bids, technology, confidential information, personal information, etc. cannot be exposed or disclosed to a third person.

Article 19 (Business' Waste Expenses and Personal Use)

1. When executing Company funds, such as investment budget, expense budget, etc., any unnecessary business waste expenses should be avoided.

2. It is prohibited to use Company expenses for personal usage. Expenses must be executed for applicable purposes and counterfeit documents should not be used.
3. It is a principle to use a business credit card for all expenses and it must be used transparently under the business credit card management regulations and usage policy. It is not allowed especially to use a business credit card at a time·place·situation unrelated to work or engage in wrongful activities such as pre-payment, fraud transactions, etc.

Article 20 (Proper Use of SNS)

1. Any documents that may invade Company's confidential information must not be shared by SNS.
2. It is prohibited to engage in illegal activities on SNS, such as defamation, infringement of human rights, disclosure of personal information, distribution of inappropriate content, etc.

Chapter 5 Activities that Hinder a Healthy Corporate Environment

Article 21 (Neglect of Duty and Absenteeism)

It is prohibited for a member to engage in power misuse or be irresponsible of one's duty, such as neglect of duty, absenteeism, neglect of supervisory management, unreasonable work conduct, overstepping, etc. and cause business loss.

Article 22 (False Report)

It is prohibited to falsely hide·minimize·exaggerate·omit·delay documents, calculations, etc., and hinder stakeholders' judgments or lead to misjudgment

Article 23 (Unfair Activities Among the Members)

Discrimination, unfair work requests, personal assignment using hierarchical position and role, verbal abuse, physical abuse, speculative entertainment, etc. that may hinder a healthy corporate environment are strictly prohibited among the members. '

Article 24 (Sexual Harassment)

It is prohibited for members to engage in any behaviors like the below that cause sexual humiliation.

1. A behavior of having physical contact or touch on a particular body part
2. A behavior of making sexual jokes or inappropriate conversations that are unwelcoming and offensive in nature
3. A behavior of posting or showing obscene photos, pictures, etc.
4. A behavior of forcing an employee to dance or serve drinks at team dinners, workshops, company events, etc.

17. Any other behaviors that may be considered to be causing humiliation by a reasonable person's standard and societal norm.

Chapter 6 Behaviors that May Harm an Individual's Dignity and Tarnish Company's Reputation

Article 25 (Individual's Dignity Damage and Company's Reputation Loss)

1. Members should be fully aware that their words and action represent the Company, and they should put their best effort into protecting the Company's trust and reputation.
2. Members should conduct everyday work in an honest and fair manner based on the law, Company's regulations, and their own consciousness.

Chapter 7 Complying with Code of Ethics Practice Guideline

Article 26 (Responsibility of Complying with the Code of Ethics Practice Guideline)

1. Members have a responsibility and duty to comply with the Code of Ethics Practice Guideline.
2. The team leader should inform affiliated employees and work-related stakeholders about the Company's Code of Ethics

3. To rightly understand and practice the policy, there is a responsibility to assist, manage, and proactively practice the policy to represent as a role model.
4. If the Code of Ethics Practice Guideline is violated, there will be a reasonable disciplinary measure and action taken under the related regulations and procedure.

[Supplementary Regulation]

Article 1 [Effective Date]

This Code of Ethics Practice Guideline shall be effective from January 1, 2021.

Article 2 [Interpretation]

If there is any regulation fully unexplained or not defined on the Code of Ethics Practice Guideline, it should be asked to Ethical Business representative and adhere to their interpretation.