

Compliance Initiatives

Sci-Tech Communications Inc.

In the process of realizing our founding philosophy of “Connecting Science and Technology with People”, Sci-Tech Communications Inc. aims to implement and expand our founding philosophy through not only each employee but each person involved in our company’s business activities always viewing their own actions in light of the founding philosophy and harmonizing with society in accordance with the compliance concept of “Obey laws and regulations, acting with high ethics rooted in social norms”.

[Code of Compliance]

- In accordance with the company’s founding philosophy, obey laws and regulations, and act appropriately and with integrity as a working member of society and as a businessperson.
- Do not act in a manner that is damaging to the reputation, credibility, rights, or property of the company or its stakeholders (clients, co-workers, business partners, etc.).
- Deal with all business partners on an equal, fair, and transparent basis.
- Respect the rights and property of others, including intellectual property rights, and do not infringe upon these.
- To facilitate correct understanding of the company’s business situation and corporate activities overall, actively disclose information in a timely and appropriate manner.
- Do not discriminate on the basis of gender, age, place of origin, nationality, race, ethnicity, creeds, religion, illness, or disability.
- Do not perpetrate sexual harassment or power harassment.
- Do not bring personal interests into business activities.
- Obey environmental laws and regulations, and endeavor to carry out business activities that are environmentally friendly.
- Be aware of the importance of information management, including management of personal information, and perform management appropriately.
- Have no dealings whatsoever with antisocial forces or organizations that threaten the laws, order, or safety of civil society.

[Promotion of Compliance]

- October 2008: Established the code of compliance
- October 2009: Considered management of information obtained from interviews or surveys
 - The leader of each project takes responsibility for management of interview or survey audio recordings, notes, and materials, etc.; decides on a preservation period; determines whether or not destruction of information is necessary after preservation period expires and decides on a destruction method; prepares and submits decimation detailing these decisions; and reports on the implementation status of these measures to the company president every six months.