

Code of Conduct

Based on the management philosophy to become an "Excellent Company", Dongbu HiTek aims to fulfill spirit of 'order', 'trust', and 'devotion'. Moreover, the company believes that its core values of 'customers first', 'learning & self-development', and 'self-discipline' will further strengthen its position as a 'trustworthy company' to our customers, as well as a 'good workplace' to the community members.

In order to practice the ethical management, Dongbu HiTek enacts a declaration of ethical management and an ethics code, which all members will use as a yardstick for judging decision-making and acts in management activities



Declaration of Ethical Management

- As a members of Dongbu HiTek, we maintain our dignity and pride and try to continuously develop based on the company core values.
- We, a member of Dongbu HiTek, place the highest value on customer satisfaction and must keep our promise with our customers.
- We, a member of Dongbu HiTek, do our best to protect the interests of our stakeholders and investors by continuously pursuing growth and development under the transparent management. system
- We, a member of Dongbu HiTek, have a duty to observe the ethics code, all laws and the company rules, as well as a duty to protect any tangible and intangible assets of company. Moreover, we should not obtain unfair profits from the company.
- We, a member of Dongbu HiTek, strive to improve job performance and efficiency to become the best professional in our own field.
- The Company, Dongbu HiTek, guarantees company member's participation in sound social activities, and contributes to social and economic development by improving the social environment.

Ethics Code Practice Guideline

As Dongbu HiTek constantly endeavors to be an "Excellent Company", it believes that creating a spirit of 'order', 'trust', and 'devotion' is vital to this effort. Moreover, the company expects its core values of 'customers first', 'learning & self-development', and 'self-discipline', will further strengthen its global position as the World Leader in Specialty Foundry.

The ethics criteria for employees, set forth below, include clear guidelines for compliance with the company's broader business ethics management philosophy. Dongbu HiTek is committed to operating both ethically and lawfully to establish an order of fairness and transparency in its workplace.



Chapter 1. Customer Interface Ethics

- Respect customer opinions with an attitude of faith and sincerity, and actively accept customer requests that are reasonable and fair.
- Seek the true value needed by customers through innovation and creativity.
- Provide the highest quality products and services in a timely manner, and strive to satisfy customers through advancing technology and improving product quality.
- Protect customer properties and reputation by keeping all customer information confidential.
- Transparently communicate company information that customers should know or we should let them know so that they can make reasonable judgments.

Chapter 2. Shareholder Interface Ethics

- Maximize shareholder value via transparency in the timely reporting material developments in compliance with financial disclosure regulations
- Grant fair voting rights to all the shareholders in compliance with required procedures.
- Ensure that financial performance is accurately recorded per international accounting criteria, processed in a transparent and reliable manner, and disclosed on a regular basis.
- Provide risk management and internal control systems to enable rational investments and \ efficient management.
- Respect valid requests from shareholders and protect their rights and interests.
- Proactively advertise and conduct IR activities that clearly compare market evaluation with corresponding company value.
- Be aware of how shareholder value is based on customer value and also to make the best effort to maximize shareholder value based on size and quality of customers.

Chapter 3. Employee Responsibilities and Duties

- Honor dignity/value of all and respect individual rights and unique personalities.
- Establish a desirable and exciting work culture; take pride in your work and maintain effectiveness, take appropriate action to secure health and safety on work duties, and actively strive to improve life quality.

- Recognize importance of creative talents as a source of all values. Respect aptitude of an individual and support personnel systems and education programs that enable creative talents to aspire to higher expertise and stronger core competencies.
- Inspire motives that lead to individual achievements and ensure fair evaluation and reasonable compensation.
- Communicate managerial accomplishments clearly to be sure they are understood.
- Eliminate any suggestions of unfairness in personnel policies including: employment; promotion; evaluation according to gender; academic background; religion; school information; physical disability; and marital status.

Chapter 4. Local and National Interface

- Actively respect individual social values/customs/cultures, and support their integration into our transparent network.
- Exert the greatest effort to prevent environmental pollution and protect natural resources in nationally and abroad; maintain a clean environment and obey all regulations related to environmental protection.
- Obey domestic and international agreements/regulations for establishing fair trade transactions.
- Make proper tax payments imposed by local governments and meet obligations to community groups.
- Accommodate valid requests from all levels of society and residents and make the best effort to respond appropriately.

Chapter 5. Employee Ethics Criteria

Basic Duties

- Exemplify dignity and pride as a Dongbu HiTek employee and always maintain an honest, positive and transparent attitude.
- Share the company's aspirations to create an ethical work culture, giving it the highest priority.
- Dignify ethical individuals and the company's commitment to business ethics management.

Fair Performance of Duties

- Make an effort to fairly perform duties and also establish a transparent, desirable workplace.
- Protect the company's physical properties, maintain knowledge of property rights and confidentiality requirements; company assets must never be used for a private cause.
- Prohibit illegalities including embezzlement, malpractice, bribes in money or goods. In case of conflicts, company's ethical standards will generally prevail.
- Avoid relating any alleged unethical or illegal behaviors of an employee outside of work to evaluating the performance of the employee's work duties.
- Never present falsified or exaggerated reports for individuals or departments; important factual information must never be concealed or monopolized.
- Gifts within the company shall not exceed a traditionally allowed limit and certain value.
- Comply with import/export regulations in each country. Should questions be raised, seek approval of appropriate company managers before responding.
- Avoid a possibility of conflicting interest by being well informed that employees are strictly prohibited from having a sideline in other fields.

Mission Accomplishment

- Be accurately aware of one's duties and roles and independently decide and behave to perform in accordance with goals pursued by the company.
- Exert utmost effort to cooperate with co-workers and departments; improve effectiveness and efficiency of their work flow and support seamless communications.

Self-Development

- Work toward establishing a desirable personal brand through continuous self-development; be proud of the work assigned to you; and accumulate know-how to become an expert in your field.
- Prevention of Sexual Harassment at Work
- Be well informed of the illegality of sexual harassment and how it causes infringement of human rights, the deterioration of work atmosphere, lack of the harassed worker's enthusiasm, and lower work productivity. Such harassment runs afoul of Dongbu HiTek's ethics management criteria and will be dealt with firmly and swiftly.

Information and Security Management

- Do not disclose any information about company security or company confidential information without authorized approval in advance.
- Enter name of drafter and security level on all confidential documents; do not disclose confidential document to other companies or parties. PC passwords or screen protective codes shall be set up on each personal computer. The use of illegal software is prohibited in the company.
- Do not use acquired information in illegal and unfair behaviors. If obtaining information from a competitor or other companies, it needs to be acquired in an ethically appropriate manner according to related laws.

Security and Risk Prevention Management

- Make an effort to prevent safety accidents and immediately report risks that could cause them; obey all regulations related to safety and completely follow safety precautions.

Reporting Ethics Violation

- Report any violation of relevant law or general ethics principles a manager according to internal reporting procedures.