

## **SOCIAL MEDIA USAGE POLICY**

### [\[Purpose of this Policy\]](#)

The OUTSOURCING Group Code of Corporate Ethics and Conduct sets forth the basic practices each and every director, officer, and employee (“Officers/Employees”) should comply with to act ethically as a member of society and strive to enhance corporate value and contribute to the society.

This policy provides how the basic principles stipulated in the Code should be put into practice in the area of social media, as well as serving as guidelines for Officers/Employees when they participate in activities on social media as a private person or on behalf of the OUTSOURCING Group.

When participating in social media, Officers/Employees must be responsible for their act of dissemination, comply with this policy and laws and ordinances, and act with decency and common sense.

### [\[Definition of Social Media\]](#)

Social media refers to the collection of media including blogs, X, Facebook, YouTube, that allow any users to disseminate and exchange information on the Internet.

### [\[Use of Social Media\]](#)

The OUTSOURCING Group, in principle, allows Officers/Employees to freely use their personal social media accounts outside working hours. The Group also encourages Officers/Employees to use social media, on behalf of the OUTSOURCING Group, to appropriately disclose information and make our business more active, taking advantage of characteristics of social media.

On the other hand, information disseminated through social media is available to a large number of unspecified users, which may cause misuse and unexpected problems due to misinformation and/or careless statements. Officers/Employees must be fully aware of that and use social media in compliance with the following practices:

#### 1. Complying with rules and regulations

When using social media, you must comply with laws and ordinances, social norms, the OUTSOURCING Group Code of Corporate Ethics and Conduct, the Employment Regulations, and other internal rules, policies on personal information protection and information disclosure related to insider trading ("Rules and Regulations").

## 2. Being aware of risks in disseminating information

Disseminating information on the Internet poses potential risks because, once posted: it can be accessed by a large number of unspecified users; cannot be completely deleted; may damage the brand image and credibility of the OUTSOURCING Group; and may cause a great deal of inconvenience to our customers and business partners, individually or collectively. You must be fully aware of those risks. You also must have an attitude of listening to what is said by others whose beliefs and values are different from you, and exercise caution in disseminating information by, for example, double-checking the content before you post it.

## 3. No infringement of third-party rights

The OUTSOURCING Group respects the freedom of expression of Officers/Employees, however, when using social media, you must be always aware that the information you share on the Internet may be seen by a large number of unspecified people including our shareholders, customers, and business partners.

Not to mention totally avoiding posting any information on the Group's business operations, regardless of whether it is a fact, speculation, personal opinion, or whatsoever ("Confidential Information"), you must strictly refrain from disseminating any information that would be misleading or infringing on personal information, third-party's privacy, copyrights or other intellectual properties, and furthermore that would be slanderous and in violation of the honor, credibility or any other rights of third parties.

## 4. Protecting Confidential Information, etc.

You must not, whether by yourself or through a third-party, post on social media any Confidential Information or information of customers and business partners without the permission of the company to which you belong.

## 5. Complying with the duty of devotion to service

During working hours, you must devote yourself to your job. Do not use social media for personal reasons or access your personal social media account using a company-loaned computer or smartphone.

## 6. Dealing with inappropriate information

If you see any social media postings that may greatly affect the OUTSOURCING Group, or that violates the Rules and Regulations or otherwise contains inappropriate content, please report immediately to the Legal Department of Outsourcing Inc. Even if you notice

any negative or defamatory posts about the OUTSOURCING Group, do not get into an argument or disagreement on your own decision.

[\[Action against Violations\]](#)

You must exercise caution to appropriately use social media as violations of this Policy resulting in undermining the honour, credibility, or other rights of, or causing damage to, the OUTSOURCING Group or any third parties, may be subject to disciplinary or other action in accordance with the provisions of our Employment Regulations.