

Relo Group Basic Policy on Harassment

1. Basic Policy

When it was founded, Relo Group, Inc. established its mission, “solving societal problems.” Since then, the Company has operated on the principle of “partnership management,” in which all employees are actively involved in the Company and in a corporate culture that values individuality. To achieve our mission, we prioritize the creation of an environment in which everyone can safely demonstrate their abilities. We will not tolerate any behavior that may lead to harassment in any form. We are committed to preventing harassment and will promptly address any occurrences of it. We will not tolerate any actions that overlook, condone, or encourage harassment.

We take our responsibility to prevent harassment very seriously. This includes not only preventing harassment in the workplace but also preventing the harassment of job seekers during recruitment activities, appropriately handling harassment by customers and business partners, as well as ensuring that our officers and employees do not harass external parties. We are committed to consistently preventing and addressing these behaviors.

We value the personalities and dignity of all of our stakeholders and strive to conduct healthy business activities without harassment based on the following principle: With every employee’s participation in corporate management, we shall respect each other.

2. Scope of Application

This policy applies to the Company’s officers and employees (including regular employees, fixed-term employees, part-time employees, and contract employees).

In line with this policy, we are dedicated to preventing harassment during our recruitment processes, transactions, customer service interactions, and all other business activities, including our interactions with job seekers, customers, business partners, and other related individuals and entities.

3. Prohibited Forms of Harassment

We prohibit all forms of harassment, including the following:

- Power harassment
- Sexual harassment
- Harassment related to pregnancy, childbirth, childcare leave, nursing care leave, etc.
- Harassment of job seekers
- Harassment of people based on their sexual orientation or gender identity (SOGI)
- Other types of discriminatory harassment
- Any other words or actions that negatively impact an individual’s personality, dignity, or work environment

In implementing this policy, we will take suitable steps in compliance with applicable laws, regulations, and internal rules.

4. Treatment of Job Seekers during Recruitment Processes

We respect the individuality and dignity of applicants and job seekers in our recruitment processes and ensure selection methods are fair and appropriate.

Harassment and any other actions that violate a person's dignity or individuality are prohibited at all stages of the recruitment process, including employment screening, interviews, company information sessions, internships and communication after presenting a job offer to a candidate.

We will avoid asking inappropriate questions or prying into personal matters that are not related to the hiring process, and we will ensure personal information is protected.

We have set up a counseling desk to address inquiries from job seekers. No one will face any negative consequences for seeking advice.

For more information about the counseling desk for job seekers and the consultation system, please refer to the Initiatives to Prevent Harassment section.

5. Response to Customer Harassment

We value our customers' trust and are dedicated to providing honest and sincere services.

However, any requests from or actions by customers, business partners, or other individuals or entities that undermine the individuality or dignity of our employees or negatively impact the work environment will be addressed appropriately as harassment.

We expect our officers and employees to act in ways that are respectful of the individuality and dignity of all of our stakeholders involved in our business activities, including our customers, business partners, and job seekers.

Our approach to customer harassment, the behaviors that qualify as such, and our response policies will be in compliance with the Basic Policy on Customer Harassment we have separately established.