

# Code of Conduct



The goal that to be the company...  
that society wants to exist.

Honda Logistics Asia Co., Ltd.

## **Introduction**

Under Honda's philosophy, and with the motive of realizing our dreams, Honda Logistics Asia has developed its business in a global setting, sharing joy with people around the world and building trust of customers and society. As we become a global company, we have many members in various countries and regions in the world. In order to further promote our trust with the customers and society, individual staff's autonomous and ethical actions in accordance with Honda philosophy are more than ever required.

This, newly named as "Code of Conduct," is a guideline for all who work in Honda Logistics Asia in the world to refer to for the actions they should practice.

In Order to strengthen the trust of customers and society and to become a company which they want it to exist, all officers and associates in the group companies of Honda Logistics are to understand and be compliance with this Code of Conduct. Actions violating the Code of Conduct may be punished in accordance with the company rules and laws and regulations.

## **Management Responsibility**

Persons who are in managerial positions shall have higher sense of moral to be a model of demonstrating Honda Logistics Asia' sincere and ethical corporate culture and work on building corporate culture where your staff members practice actions in accordance with the Code of Conduct and, in case any doubt of violation, freely come to you to consult and talk without worrying of receiving retaliation or disadvantageous treatment.

In case any act of violation or possible act of violation is found, do not let it pass and deal with a proper measure including reporting to manager, legal department or the Ethics hotline.

## **Scope**

This Code of Conduct applies to all officers and associates in the group companies of Honda Logistics.

Additionally, Honda Logistics recommend all related companies to follow this Code of Conduct

## With Customers

### **Quality products and services**

#### **[Honda Logistics Asia Policy]**

Honda Logistics Asia shall strive for quality products and services that go beyond customers' and society's expectation. We give the first priority to quality and safety and set higher standard for ourselves as well as treat customers sincerely.

#### **[Required Action]**

As a member of Honda Logistics Asia, I will give the first priority to quality products and services and safety. I will comply with the standard and procedures in good faith and demand our business partners and sales companies to comply with the Honda Logistics Asia' standard and procedures as well.

### **Advertisement and promotion**

#### **[Honda Logistics Asia Policy]**

Honda Logistics Asia shall conduct advertisement and promotion activities in good faith to keep up to trust and expectation from customers and society

#### **[Required Action]**

As a member of Honda Logistics Asia, I will conduct advertisement and promotion activities accurately so that customers are not misled.

### **Compliance to Competition Law**

#### **[Honda Logistics Asia Policy]**

Honda Logistics Asia shall conduct free and fair trade with competitors as to strive for a trusted company for customers and society.

#### **[Required Action]**

As a member of Honda Logistics Asia, I will comply with Competition Law (Antimonopoly Act)

## With Business Partners

### **Fair and Healthy Trade**

#### **[Honda Logistics Asia Policy]**

Honda Logistics Asia, as a fair and impartial company, shall conduct fair trade with all business partners including parts providers, sales companies, sub-contractors based on trusting relationship under the principle of free competition and strive to develop long-term and constructive relationships with them.

**[Required Action]**

As a member of Honda Logistics Asia, I will keep the followings to maintain fair and healthy relationships with business partners.

- I will follow the company policy and procedures as well as laws and regulations and the company rules when selecting business partners.
- I will not receive nor provide any valuables i.e. money, items or entertainment that are beyond commonly acceptable from/to business partners. Additionally, I will not treat stakeholders or be treated by stakeholders unfairly taking advantage of my position or authority.

**With Coworkers, In Workplace****Communication at Workplaces****[Honda Logistics Asia Policy]**

Honda Logistics Asia shall promote workplaces where individuals are able to trust each other.

**[Required Action]**

As a member of Honda Logistics Asia, I will be a team player and strive for proper and smooth communication at workplace.

**Respect for Human-Right****[Honda Logistics Asia Policy]**

Honda Logistics Asia shall strive for a fair and faithful company where human rights are respected.

**[Required Action]**

As a member of Honda Logistics Asia, I will respect my coworkers and treat them fairly and sincerely. I will not conduct any types of harassment nor take a discriminatory attitude.

**Safety and Health****[Honda Logistics Asia Policy]**

Honda Logistics Asia promotes safe and healthy workplaces to maintain secure work environment.

**[Required Action]**

As a member of Honda Logistics Asia, I will comply with safety and health related laws/regulations and internal rules. I will make effort to maintain safe and healthy work environment and to prevent disasters from happening or expanding.

## With Honda Logistics Asia

### **Company Asset**

#### **[Honda Logistics Asia Policy]**

Honda Logistics Asia shall hold and manage tangible and intangible company assets as business resources for the purpose of achieving its business purposes.

#### **[Required Action]**

As a member of Honda Logistics Asia, I will properly use the company assets and will not conduct any acts to damage its values.

I will properly manage any assets of the company, including facilities, equipment/tools, products/parts, items loaned from the company, money, intellectual properties, and others in accordance with the company rules, and will not use them for purposes other than businesses of Honda Logistics Asia.

### **Information Management**

#### **[Honda Logistics Asia Policy]**

In order to conduct its business operations, Honda Logistics Asia shall protect and manage the confidential information and personal information held by the company.

#### **[Required Action]**

I will properly manage internal confidential information of the company, information about our business partners, and private information of our customers and personnel in accordance with laws and regulations, and the company rules. I will not misuse any information i.e. insider trading etc.

### **Conflict of Interest**

#### **[Honda Logistics Asia Policy]**

In order to conduct its business operations, Honda Logistics Asia tolerates no acts that may cause conflict of interests

#### **[Required Action]**

I will not act in the interest of myself, clients, or any third parties, against the interest of the company.

## In Society

### **Traffic Safety**

#### **[Honda Logistics Asia Policy]**

In order to stay as a model company in the logistics industry who suggests and provides quality logistics services, we shall promote traffic safety.

#### **[Required Action]**

As a member of Honda Logistics Asia, I will follow traffic rules and manner and promote safety drive.

### **Environment Protection**

#### **[Honda Logistics Asia Policy]**

As a responsible member in the society, we shall take initiative for environment protection through every corporate activities.

#### **[Required Action]**

As a member of Honda Logistics Asia, I will comply with laws and regulations, company policy, and internal regulation and strive to reduce load to the environment by promoting save-resources and save-energy attitudes as well as initiating recycling.

### **Contribution to Society**

#### **[Honda Logistics Asia Policy]**

Honda Logistics Asia shall contribute to society through the corporate activities, providing products and services that are beyond expectation from customers and society. Additionally, in order to fulfil responsibility as a corporate citizen, we take initiatives for social activities.

#### **[Required Action]**

As a member of Honda Logistics Asia, I will support the Honda Logistics Asia' basic stance of contributing to society and strive to fulfill the expected roll in society.

## With Politics/Governments

### **With Politics/Governments**

#### **[Honda Logistics Asia Policy]**

As an independent private corporation, Honda Logistics Asia shall maintain healthy relationships with Politics (political groups, politicians) and administrations (government office and its employees).

**[Required Action]**

As a member of Honda Logistics Asia, I will make healthy contact with politics and administrations complying with laws and regulations, and the company rules. I will not provide any interests to politicians or government officials such as money, items or entertainment that are prohibited in laws and regulations, and the company rules.

## With Shareholders and Stakeholders

**Appropriate Information Disclosure****[Honda Logistics Asia Policy]**

In order to stay as a company with high transparency, we shall make proper communication with stakeholders including customers, business partners, shareholders, and local community.

**[Required Action]**

As a member of Honda Logistics Asia, I will comply with laws and regulations, and the company rules when disclosing information and treat our stakeholders sincerely.

## Compliance and Response to Breach

**Compliance and Ethics****[Honda Logistics Asia Policy]**

In order to gain higher trust from society, Honda Logistics Asia shall continuously enhance its compliance and demand the working members in the company to be compliance to laws and regulations as well as to act ethically.

**[Required Action]**

As a member of Honda Logistics Asia, I will comply with laws and regulations.

As a member of Honda Logistics Asia, I will act ethically with the common sense and in good faith.

**Response to Breach****[Required Action]**

As a member of Honda Logistics Asia, I will report or consult with direct manager, legal department or \*the Ethics hotline when I find an action violating or may be violating laws and regulations or the company rules.

\*Including internal contact for whistleblowing if available