

ISIE-IIJ CODE OF CONDUCT

Approved by the IIJ Board of Directors & Editors, JANUARY 2016

We, the members and employees of IIJ, recognize the importance of our E-Mobility & Green technologies in affecting the quality of life throughout the world and we accept a personal obligation to our professions, the members of IIJ, and other individuals involved in IIJ activities in our fields of interest. By this obligation we commit ourselves to the highest standards of integrity, responsible behavior, and ethical and professional conduct. We agree to be bound by the following rules:

1. Be respectful of others

- We will be respectful of others, including IIJ members and IIJ employees, and will act in a professional manner while participating in IIJ activities.
- We will be respectful of the privacy of others and the protection of their personal information and data.

2. Treat people fairly

- We will not engage in harassment of any kind, including sexual harassment, or bullying behaviour whether in person, via cyber technology or otherwise.
- We will not discriminate against any person because of characteristics protected by law (e.g., age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, gender expression, appearance, matriculation, political affiliation, marital status, veteran status).

3. Avoid injuring others, their property, reputation or employment

- We will avoid injuring others, their property, data, reputation, or employment by false or malicious action.
- We will not engage in or participate in the spreading of any malicious rumors, defamation or any other verbal or physical abuses, against an IIJ member, employee or other person, whether on the Internet or otherwise.

4. Refrain from retaliation

- We will not retaliate against any IIJ member, employee or other person who reports an act of misconduct, or who reports any violation of the IIJ Code of Ethics or this Code of Conduct.
- We will not retaliate against any person who makes IIJ aware of the violation of any laws, rules or regulations in connection with IIJ activities.

5. Comply with applicable laws in all countries where IIJ does business and with the IIJ policies and procedures

- We will comply with all applicable laws, rules and regulations governing IIJ's business conduct worldwide and all relevant procedures established by IIJ whenever and wherever we are acting on behalf of IIJ, or participating in IIJ activities, including but not limited to the following:
 - a) Rejecting bribery in all forms.
 - b) Avoiding real or perceived conflicts of interest whenever possible, and disclosing them to affected parties when they do exist.
 - c) Protecting confidential information belonging to IIJ and personal information belonging to IIJ members, employees and other persons.
 - d) Not agreeing with competing persons to fix prices or reduce price competition through allocation of customers or markets, manipulate bids in any competitive bidding process, or engage in other acts that result in restraining trade.

- e) Not misusing or infringing the intellectual property of others.

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IMPERIAL SOCIETY OF INNOVATIVE ENGINEERS
National Youth Award Winner 2015-16, Ministry of Youth Affairs, GOI