
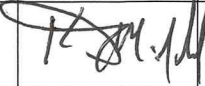






AD-008		COMPANY POLICY			Issue / Revision Date
Ethics					March 27, 2024
President	Director	Director		General Manager	
					

INTRODUCTION

Through the implementation of this policy, F&P will work together with our stakeholders to engage in business activities in order to continue to be a company that society accepts.

SCOPE

F&P’s Ethics policy applies to all directors, managers and associates (including temporary associates) of F&P Mfg., Inc. F&P expects all business partners of F&P to understand and support the contents of this policy and requests them to comply with it.

POLICY

F&P places the highest priority on ethics within all of its business operations; always complying with the laws and rules of Canada and Ontario and acting with social good sense to remain a law-abiding company. In addition, F&P shall comply with internal rules and regulations in order to build an equal and sound work environment with better communication. Furthermore, F&P will not follow unreasonable business practices and will work to prevent all forms of corruption, including profiteering, favors, extortion, and bribery that exceed socially accepted norms. F&P will also not have any relationships with political or administrative bodies or antisocial forces, and will conduct free, fair, and sound business transactions.

COMPLIANCE

The President of the company has the highest responsibility for promoting compliance throughout F&P and the director in charge of the administrative division is responsible for promoting compliance.

PROHIBITED ACTS

Prohibition of corrupt practices

F&P shall not offer or promise any money, goods or other benefits to government officials or similar persons for the purpose of obtaining business profits. We shall comply with the anti-corruption laws and regulations of all jurisdictions in which we operate and shall not engage in any corrupt acts, including bribery, breach of trust, embezzlement and insider trading.

Prohibition of Conflicts of Interest

In order to maintain fairness in its dealings, F&P will not engage in any conflicts of interest regulated by law in all jurisdictions in which it operates.

Prohibition of Fraud and Deception

In accordance with its belief that fraud is unacceptable, F&P Mfg., Inc. will strive to create an organization that does not engage in intentional acts of deception, misrepresentation or concealment of material facts, or complicity in crimes such as money laundering.

Prohibition of Anti-competitive practices

F&P Mfg., Inc. will follow the laws and regulations of all jurisdictions in which it operates, including "prohibition of private monopolization," "prohibition of unfair restraint of trade (cartels and bid rigging)," and "prohibition of unfair trade practices," and will conduct business through free and fair competition.

Ensuring Information Security

F&P Mfg., Inc. is committed to the appropriate management of its information assets, the prevention of information security incidents, and the safe and accurate operation of its information assets.

INTERNAL REPORTING SYSTEM

F-Tech has established an "F-Tech Group Corporate Ethics Improvement Proposal Desk" for direct contact and consultation regarding human rights (harassment and working conditions), corrupt practices (bribery, anti-competitive practices, etc.), and violations of laws, regulations, and corporate ethics. ethics@ftech.co.jp

Proposals to the desk will be accepted from all employees of the F-Tech Group. The privacy of the proposer shall be protected and necessary measures shall be taken to ensure that the proposer will not be disadvantaged in the performance of his/her duties because of his/her proposal to the contact point. F-Tech will conduct fact-finding investigations to determine whether there are any legal or ethical issues with respect to the reports they receive. Depending on the importance of the suggestion, F&P Mfg., Inc. will take internal disciplinary action, issue cautions and instructions, and alert employees via e-mail or other means.

No Retaliation

No retaliation is permitted against anyone who either reports a concern in good faith or who participates in an investigation of misconduct. Contact the 'F-Tech Group Corporate Ethics Improvement Proposal Desk' if you believe you have been retaliated against.

EDUCATION

Periodic compliance training will be provided to employees according to job level.

UNDERSTANDING ETHICS AND COMPLIANCE AWARENESS

F-Tech conducts periodic questionnaires on stress checks for signs of any occurrence of harassment and other problems. Based on the results of this analysis, F&P Mfg., Inc. implements improvement measures.