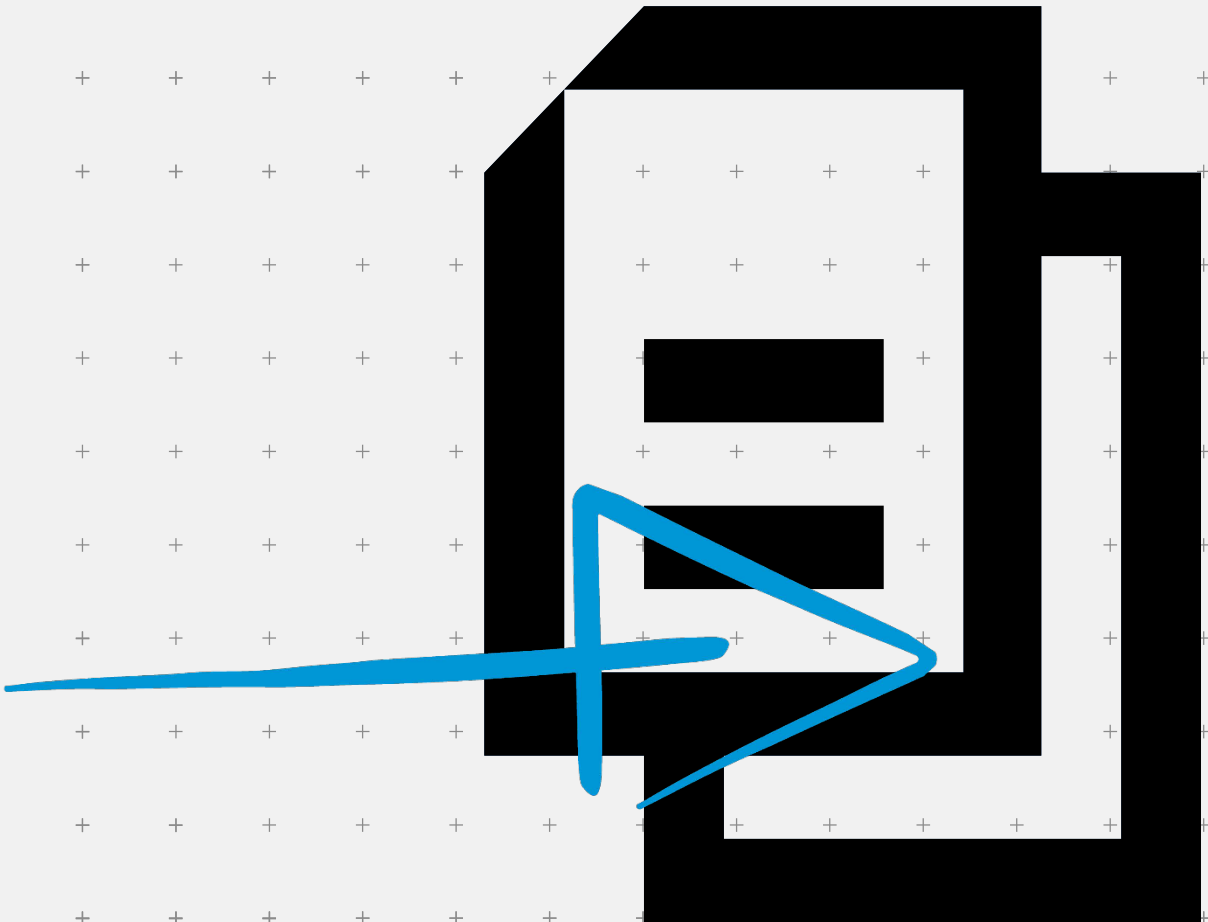




Code of Ethics.

Kyocera Document Solutions Australia Pty Ltd
(ABN 77 003 852 444)



Code of Ethics

Kyocera recognises the importance of its business partners, each with their own specialised knowledge and technology.

Kyocera commits to meet or exceed the social responsibility standards outlined in this Code. To fulfil Kyocera's social responsibilities throughout our supply chain we ask that our business partners also commit to the same standards, concerning labour, health and safety, the environment and ethics.

This Code is based around four key principles:

1. We place emphasis on fairness and work on building and developing partnerships with our business partners, based on a relationship of trust.
2. In purchasing activities, we abide by the laws of Australia and New Zealand and fulfil our social responsibilities, such as preserving the environment and protecting resources.
3. We provide fair opportunities to all companies and carry out business activities based on fair evaluation criteria.
4. To supply products which our customers will be satisfied with, we work with our business partners to pursue high quality, fair prices and ensure stable supply.

We commit to each of the following areas of responsibility and we expect our business partners to:

Labour

- Comply with any modern slavery laws applicable to them (including in Australia the Modern Slavery Act 2018 (Cth)) and take steps to ensure modern slavery does not take place within its supply chain. Modern slavery can take many forms and may include servitude, forced labour, human trafficking, child labour, debt bondage and deceptive recruiting for labour and services;
- Use best endeavours to ensure that it does not use trafficked, bonded, child or forced labour within its supply chain;
- Have a policy in place to address modern slavery risks in its supply chain;
- Promote equal opportunities for all throughout the workplace and not discriminate based on race, colour, age, gender, sexual orientation, and expression, national origin (ethnicity), disability, pregnancy, religion, political affiliation, union membership or marital status;
- Have a policy in place, and provide training to all employees, to address workplace bullying, discrimination and sexual harassment;
- Respect employees' right to form and join trade unions in conformance with any laws; and
- Provide employees with opportunities to openly communicate with managers regarding working conditions.

Healthy and Safety


- Comply with all applicable workplace health and safety laws;
- Identify and assess potential emergency situations, take actions including installing equipment to minimise their impact, develop response procedures and conduct regular emergency procedure drills;
- Have policies and procedures in place to detect, prevent, manage and report occupational injury and illness;
- Provide all employees with health and safety training and post information in their facility in an easily accessible place.

The Environment

- Obtain and maintain environmental permits and licenses required by law and keep them current;
- Aim to reduce the amount of materials used in business activities as well as the amount of waste generated;
- Encourage recycling or reuse where possible.

Ethics

- Have a zero tolerance approach to bribery, corruption, extortion and embezzlement;
- Ensure all business dealings are transparent and accurately accounted for;
- Implement training, monitoring and enforcement policies and procedures to ensure compliance with anti-corruption laws;
- Ensure its employees, officers and representatives do not promise, offer, authorise, give or accept bribes or other means of obtaining undue or improper advantage;
- Establish standards of fair business, advertising and competition and have training and procedures in place to ensure that it does not breach any competition laws;
- Have a system in place to report ethical issues in confidence and protect a whistleblower from retaliation; and
- Comply with privacy and information security laws and regulations when they collect, store, process, transmit and share personal information.



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