



# **CODE OF BUSINESS CONDUCT**

mu Space and advanced technology CO., LTD



## WHY DO THE STANDARDS OF BUSINESS CONDUCT (STANDARDS) EXIST ?

- As a company, we are subject to the highest standards of ethical conduct and behavior
- The Standards help us make decisions in our daily work
- The Standards demonstrate that we take our legal and ethical responsibilities seriously.



## WHO IS EXPECTED TO FOLLOW THE STANDARDS ?

- The Standards apply to all partners, officers, and board of directors, as well as temporary service workers and independent contractors
- We also expect that third parties working on our behalf to follow similarly high ethical standards.



## YOUR RIGHT AS AN EMPLOYEE

Whilst you are working at mu Space, we are not only expecting you to follow our code, but also recognize your right as a company employee.

For example, everyone has a right to publicly express their views regarding the company concerns related to the term and conditions of your employment including discussing about wages, hours, health hazard, safety issue and any matter which illegally violate your rights.

Nothing in this code or in any company policy is intended to limit your rights under the law.



# TEAM WORK

We expect all employees and entities to collaborate respectfully and openly.

Teamwork is encouraged, and both achievements and disappointments should be shared.



We should all strive to give credit to others' ideas and acknowledge the achievements of others.

We should listen with compassion and offer information as needed while adhering to the Group's confidentiality policies. It is unacceptable to show disrespect, particularly by harsh speech or inappropriate gestures, or to make racial, discriminatory, or sexual statements. Disparaging colleagues is also against mu Space Corp ethics.

We shall maintain a culture of loyalty, trust, solidarity, and respect for cultural differences throughout our organization in this manner.

# Respecting human rights

## Our mission and value



## Scope

The **mu Space** Code of Conduct applies to all **mu Space** employees, including executives, and staff at all levels (which, for purposes of the Code, includes full-time, temporary, contract, and agency employees), affiliates that have effective control, including its overseas operations.

## **Compliance**

All employees must comprehend and strictly follow the Code of Conduct, as well as the corporate policies.

Policies, rules, regulations, and requirements that supplement the Code, whether written or unwritten, exist or will arise in the future.

All personnel should perform their duties with the utmost ability, integrity, and morality, and not engage in corruption.

Executives should demonstrate their commitment to the Code of Conduct by leading by example, maintaining a workplace environment that encourages Code compliance, and acting affirmatively to discourage and prevent Code infractions.

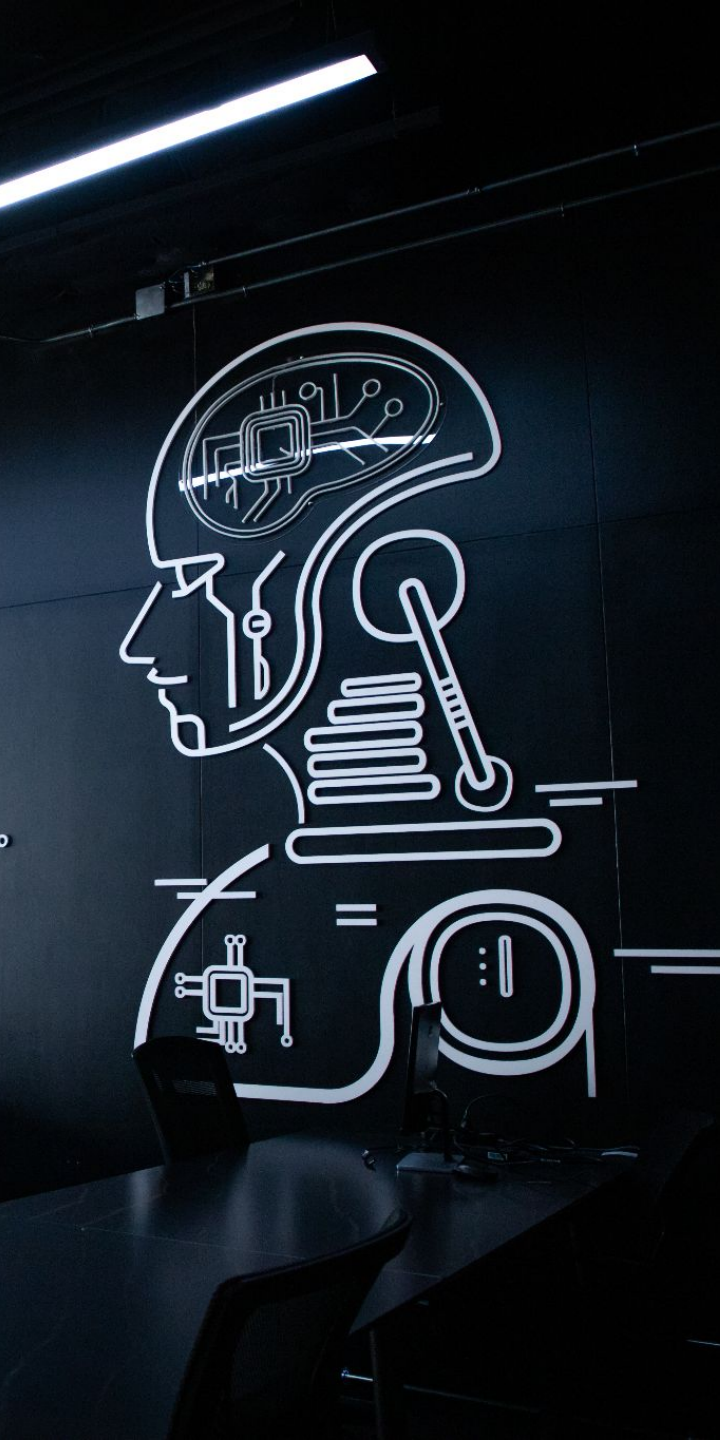
Any employee who violates the Code or associated business policies, or permits a subordinate to do so, shall face disciplinary action, which may include termination, claims for damages and losses, and civil or criminal prosecution.



## The mu Space Code of Conduct

The mu Space Code of Conduct provides practice guidelines for all mu Space staff members, executives, and directors, encouraging them to adhere to supporting excellent corporate governance at all levels of our firm. The mu Space Code of Conduct follows the standards of ethical business conduct, integrity, and transparency in order to produce equitable benefits for all stakeholders and push mu Space business toward a sustainable growth.





# The mu SPACE Business of Conduct

## 1. Code of Business Conduct

**mu SPACE** places importance on monitoring compliance with the code of business conduct as follows:

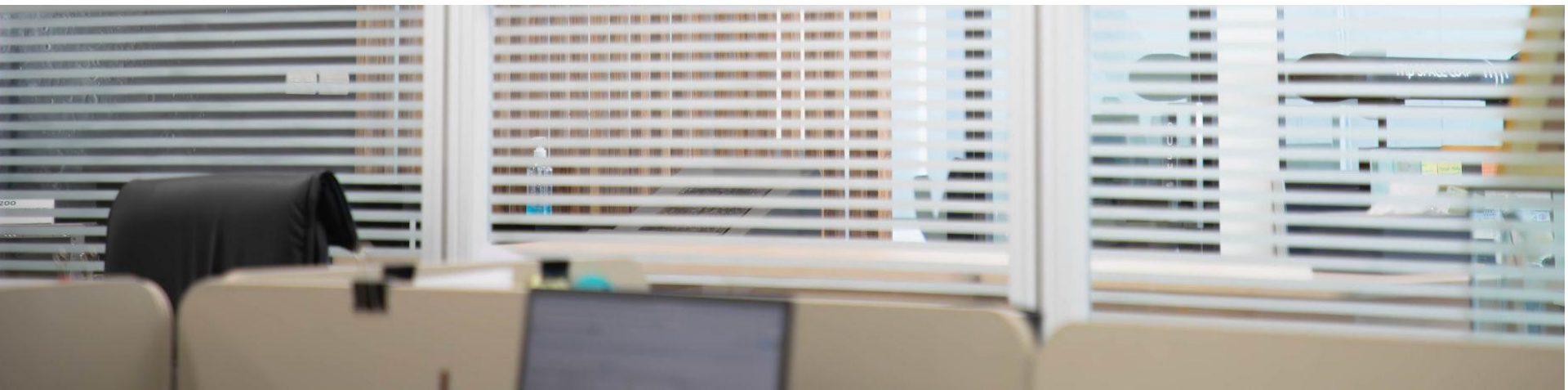
1.1 Perform duties with integrity, fairness, and accountability. Adhere to conditions as agreed with applicable law and regulations, and state and corporate regulations, including the Anti-Corruption and Bribery Policy. In addition, clear and effective guidelines and policies are in place describing business integrity expectations relating to anti-bribery, gifts, and hospitality. The guidelines and policies must comply with competition laws and avoid any conflicts of interest.

1.2 Perform duties as knowledgeable, capable, and expert professionals with care and prudence.

1.3 Keep information confidential. Do not use inside information or confidential information to seek undue benefits for oneself or others. Adequate procedures and mechanisms are in place to ensure that all confidential information, whether business- or product-related, is safely stored with limited access rights on a need-to-know basis only.

1.4. Prevent and avoid actions that may lead to conflicts of interest, which means we must never allow our personal interests to influence our action on behalf of the company. Every decision we make whilst on the job must be objective and with out company's business interests in mind.

1.5 Employees have a channel through which they can raise concerns without fear of retaliation. If the employees need some advice regarding law concerns, you may contact our legal team via an email: [team.legal@muspacecorp.com](mailto:team.legal@muspacecorp.com)





## 2. Service Standards

**mu SPACE** shall build trust among customers and stakeholders by setting service standards as follows:

2.1. Set effective management so that good services are delivered to customers and stakeholders.

2.2. Set systems for prudent management, audit, and internal control to prevent mistakes in providing services.

2.3. Set up a risk management system that is relevant to the business, so that **mu SPACE** can appropriately manage and cope with potential risks.



### **3. Employees and Workplace Environment**

**mu SPACE** monitors and provides facilities to accommodate every staff member's effective performance. All workers are treated equally and with respect and dignity. No worker is subject to any physical, sexual, or psychological abuse, verbal harassment, other forms of intimidation, or harsh and inhumane treatment. There is no discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement. Discrimination based on caste, national origin, ethnicity, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation, health, disability, or pregnancy is prevented. Attention is paid to the rights of workers most vulnerable to discrimination as follows:



3.1 Work is carried out in accordance with legally binding terms of employment that have been freely agreed upon and documented. Policies that respect permanent and temporary workers, as well as outsourced workers, are adopted and followed, with the goal of protecting their rights under their employment contract, municipal, national labor, and social security laws and regulations, and applicable collective agreements.

3.2 Recruit and maintain capable staff members. Regularly promote, encourage, and develop them, so that they have career opportunities, advancement possibilities, and security.

3.3 Place importance on fair treatment and respect for every staff member.

3.6. Keep staff personal information confidential and do not misuse or abuse it.

3.7. Monitor to prevent threats and harassment through verbal forms or gestures that may hurt the honor and human pride of others at the workplace.

3.8 Workers are accorded equal opportunity to fully develop the knowledge, skills, and competencies that are relevant to the work they perform.

3.9 Take disciplinary action against people who fail to comply with laws, rules, or regulations in proportion to the severity and type of the infraction and be fair to all parties involved without bias or discrimination.

When a code of violation occurs, and the employee fails to follow our code or applicable laws or pressures someone in the company to violate the code which could harm mu SPACE's reputation.

1 Identify the ethical problem. Do not ignore a violation and prevent harm to our company and its reputation by reporting your concerns immediately and strictly following the instruction once the violation occurs.

- List possible solutions and any obstacles to resolving the problem.

2. Seek input from others, if appropriate

3. Determine the best approach

the infraction and be fair to all parties involved without bias or discrimination.

When a code of violation occurs, and the employee fails to follow our code or applicable laws or pressures someone in the company to violate the code which could harm mu SPACE's reputation.

- Is it consistent with Our Mission and Values and any applicable law or regulation?

- Would your approach embarrass you or our business?

- How would you approach the look published in the media?

- Would you be comfortable with the example it sets for future decisions

4. If the path isn't clear, ask for guidance

5. Follow through on your decision. You are empowered, knowing that mu SPACE supports you in doing the right thing and conducting business with integrity. You have responsibility, you play a critical role in ensuring that mu SPACE is a great work environment and in protecting our culture, our reputation. You have help if you are unsure of what to do in a situation, you have resources available to you, including Partner Resources and Ethics & Compliance. You have a voice when you think something isn't right, speak up and share your concerns, knowing that mu SPACE wants to hear them and does not tolerate retaliation against partners.



# Executives' ethics

Executives on this code mean the founder of the mu SPACE including C-Level and key members of every team in mu SPACE

As a leader, you must perform as a role model or enforce discipline as follow:

## **1. HONESTY. Be honest in all communications and actions.**

Above all, ethical leaders deserve our trust, and the basis of trust is honesty. Not only are they honest, but they are also open and direct. Executives who uphold ethics don't purposefully mislead or deceive people by exaggerations, exaggerated claims, incomplete truths, selective mistakes, or any other processes, and when trust requires it, they provide essential information and address incorrect information.



A satellite is shown in space against a dark background. The text "Space Within Our Reach" is written in white, sans-serif font across the top of the image. The satellite is a long, rectangular structure with many small panels and a central section with a grid of solar panels.

Space Within Our Reach

## **2. INTEGRITY. Maintain personal integrity.**

Ethical executives earn the trust of others through personal integrity. Integrity refers to a wholeness of character demonstrated by consistency between thoughts, words, and actions.

Maintaining integrity often requires moral courage, the inner strength to do the right thing even when it may cost more than they want to pay. They live by ethical principles despite great pressure to do otherwise.

Ethical executives are principled, honorable, upright, and scrupulous.



### **3. PROMISE-KEEPING. Keep promises and fulfill commitments.**

Ethical executives can be trusted because they make every reasonable effort to fulfill the letter and spirit of their promises and commitments.

They avoid providing agreements an excessively technical or legalistic interpretation in an attempt to justify non-compliance or create solutions to get out of responsibility.

#### **4. LOYALTY. Be loyal within the framework of other ethical principles.**

Loyalty to their company and the people they work with is how ethical leaders demonstrate their justification for trust. Protecting and furthering the legal and legitimate interests of their companies and their coworkers is extremely important to ethical leaders. However, they do not prioritize their loyalty over other moral standards or use their commitment to others as justification for immoral behavior.

Loyalty is shown by ethical executives by preserving their capacity for autonomous professional judgment. They stay clear of conflicts of interest and refrain from using or disclosing confidential information for their own gain. Ethical executives provide fair notice if they decide to take a new job, respect the company's proprietary information, and refrain from doing anything that might unfairly benefit their former employer.






## 5. FAIRNESS. Strive to be fair and just in all dealings.

Fairness is something that ethical CEOs are genuinely devoted to. They never carelessly exercise their authority, abuse it, or preserve an advantage by dishonest methods, and they don't unfairly profit from the faults or troubles of others.

Executives who uphold ethics demonstrate a dedication to fairness, human equality, and tolerance and acceptance of diversity. They have an open mind, are prepared to recognize when they are mistaken, and, when necessary, are willing to modify their opinions and ideas.





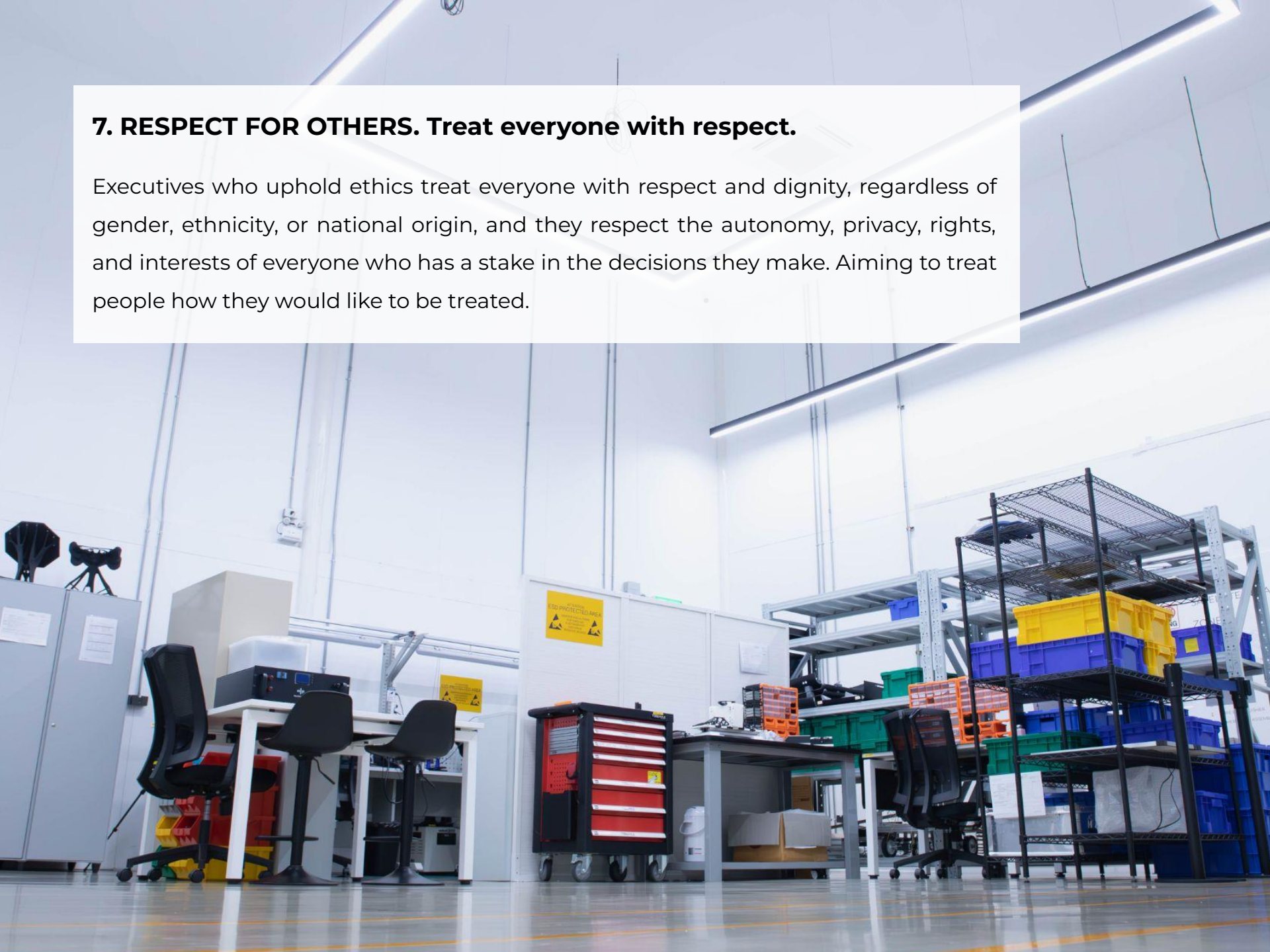
## 6. CARING. Demonstrate compassion and a genuine concern for the well-being of others.

Executives who practice ethics are kind, sympathetic, and caring. They are aware of the idea of parties—individuals who are impacted by their decision and have a stake in it—and they always think about the business, financial, and emotional effects of their decisions on everyone who is involved.

Executives who are morally upright work to achieve their goals in a way that does the least damage and most benefit.

## **7. RESPECT FOR OTHERS. Treat everyone with respect.**

Executives who uphold ethics treat everyone with respect and dignity, regardless of gender, ethnicity, or national origin, and they respect the autonomy, privacy, rights, and interests of everyone who has a stake in the decisions they make. Aiming to treat people how they would like to be treated.





## 8. LAW ABIDING. Obey the law.

Ethical executives abide by laws, rules and regulations relating to their business activities.

### OUR JOURNEY

Our journey is a testament to the power of innovation and the pursuit of excellence. We have achieved milestones that have shaped the future of space exploration and commercial spaceflight.

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2017





**9. COMMITMENT TO EXCELLENCE. Pursue excellence all the time in all things.**

Executives who uphold ethics strive for excellence in all aspects of their work, are well-informed and prepared, and are always looking to improve.



A man in a blue surgical mask and dark shirt is leaning over a desk, pointing at a computer monitor. Two other people, one in a dark shirt and one in a grey hoodie, are looking at the monitor. The setting appears to be a laboratory or office with multiple computer workstations.

## 10. LEADERSHIP. Exemplify honor and ethics.

Understanding of the possibilities and obligations that come with being in a position of leadership, ethical Chief Executives aim to set a good example for others by their actions and by supporting the development of a culture that values moral reasoning and ethical decision-making.

## 11. REPUTATION AND MORALE.

Build, safeguard, and maintain the company's positive reputation and the morale of its staff. Executives with high moral standards are aware of the value of staff pride and morale as well as their own and their company's reputations. As a result, they avoid saying or doing anything that would drop respect and actively correct or prevent others from acting in an inappropriate manner.







## **12. ACCOUNTABILITY. Be accountable.**

Ethical CEOs understand and take personal responsibility for the morality of their actions toward themselves, their coworkers, their businesses, and their communities.

## CEO & COO

Since 2017, mu Space has remained committed to develop and produce advanced technologies to drive the aerospace industry and establish a Space Supply Chain in the Southeast Asian region. It is also a part of building the space economy in collaboration with partner companies and space organizations worldwide.

Fundamentally, at mu Space, the board members, executives, and employees follow the principle of ensuring that everyone has the right to express their opinions and contribute to various aspects of operations. This is done so that our satellites and space components are manufactured with a focus on communication, connectivity, and various other advanced technologies that will truly benefit humanity.

As stated by James Yenbamroong, CEO & CTO of mu Space, "We have committed to improve the quality of life for people in Southeast Asia and eventually all over the world. Our team is filled with enthusiastic young talents who are ready to make the future possible."