



**Great people.
Great visions.**

Together we create innovations

CODE OF PROFESSIONAL CONDUCT

LEADERSHIP MESSAGE

To the Kuryotech Team,

We face challenging and difficult choices every single day. Everything we do – every action we take – builds or destroys our reputation. It is simply part of living and working in a challenging and complex business environment.

The rapid growth of internet has created new threats and opportunities relating to the sharing and safeguarding of data and information. Information can be easily distributed to all required parties. Transactions can be done with few clicks. Simultaneously, digital fraud, theft, and crime increases overtime. As such, commitment to uphold the corporate value and ethical conducts becomes increasingly essential to guide, align our behaviors, combat unethical personal and business practices, and underpin our competitive advantage.

Our values –respect, growth, integrity, security and value establishment – provide the foundations on which to take this legacy forward. We are not only agile in development but also AGILE in values. These values must be

engrained in the DNA of the organizations and applied to every management and employee of the Company, regardless of title, stature, or tenure. Every person joining or working together with the Company must confirm, understands, and agrees to adhere to the Code of Conduct. Our commitment also extends to our conduct with suppliers, customers, and other external parties who conduct business with us.

While the Code provides a broad range of ethical standards and business practices, no code can address every situation that individuals are likely to encounter. Thus, the code is not a substitute for our responsibility and accountability to exercise good judgment and obtain guidance on proper business conduct.

On behalf of our leadership team, thank you for your ongoing commitment to our core values.

Sincerely,

John K. Young

Kent K. Young

Rich K. Young

Directors of PT. Kuryotech Indonesia

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Our Vision and Missions



VISION

To become the global leader in technology solutions and to bring people into the new era of innovation and modern technology that simplify our daily lives.

MISSIONS

As one of the reputable technology developers, we are committed to delivering the best solutions and high customer satisfactions by implementing international best practices. Our mission is achieved by focusing on five key elements:

Kick-start new ideas and technology innovations

Understand the user requirements through comprehensive analysis and in-depth engagement.

Redefining the work process through the aids of technology

Yielding the best product Return on Investment

Overcome any challenges by emphasizing continuous improvements

Our Values

APPRECIATE AND RESPECT OTHERS

We respect each other and celebrate our diversity as an organizational priority:

- Treat fellow employees and customers with respect, dignity, and fairness
- Appreciate and value others' contributions, diverse backgrounds, and life experiences
- Actively seek to understand and include others regardless of differences

Leaders set the culture and examples. Leaders recognize the power of their behavior and ensure that team members respect each other and are encouraged to contribute.

We maintain a safe and non-threatening workplace and do not tolerate harassment or intimidation.

- Abusive behavior, comments or unwanted physical touching are unacceptable. Anyone who experiences inappropriate behavior should report it.
- We expect a professional environment where we can grow and succeed. Harassment in any form based on sex, race, age, color, national origin, disability, religion or sexual orientations unacceptable and may expose Kuryotech and its employees to legal liability.

We foster open communication and encourage people to reach out for support whenever we are struggling or needing assistance.

Leaders don't have all the answers. In a world where clients demand deeper, specialized skills, junior team members often may have better ideas than their leader. The successful leader has the self-awareness, team focus and humility to proactively draw out the team's diverse perspectives.

We respect the privacy of others. We should not share employees' personal information with anyone, either inside or outside our Company, who does not have a legitimate business need to know.

We recognize people for their contributions and provide timely, open and honest performance feedback during the performance evaluations. Feedback must be truthful, to the point, factual and helpful.

Our Values

GROWTH AND INNOVATION

We work together as a team and are committed to excellence and innovation:

- Effectively collaborate as a member of a diverse team
- Creative thinking should not stay locked inside. Therefore, we have to listen to input from teammates to reach the best solution
- We create an inclusive and safe environment that encourages open debate, opinion and collaboration across functions without fear of retaliation.
- Openly give, invite and receive coaching and feedback

We are accountable for all of our own actions:

- Hold ourselves accountable for our actions, decisions, and results
- Take ownership of team goals and are accountable for own part in the process
- Demonstrate commitments to the well-being of the community and the environment
- Accountable to deliver and meet organizational goals and objectives

We focus on sustainable, long-term outcomes, forgoing short-term opportunities that are inconsistent with our goal of delivering long-term value.

We share a mutual commitment to support each other's growth, career development and work-life balance.

Leaders have an authentic style. We expect leaders, regardless of career levels, to find their own personal and genuine approach to leadership, to live it, explain it and share it with their teams, and to model tolerant behavior.

We value innovation and anticipate future needs— enabling us to differentiate our capabilities and remain relevant to clients under changing business conditions.

We restlessly look around corners. We aim to sustain high performance over time, business cycles, changes in leadership and marketplaces. While we take pride in trying to be the best today, we want to be even better and more relevant to our clients tomorrow.

During the collaboration with external parties or consultants:

- We should treat the external parties or consultants as part of our team and provide our supports whichever possible to produce smoother, efficient, and effective working process.

We should learn as much information and knowledge as possible to sustain the expertise within the organization.

Our Values

INTEGRITY AS THE FOUNDATION OF OUR PERSONAL AND BUSINESS CONDUCTS

We do the right thing with the benefit of the Company in mind and we adhere to our Standards of Business Conduct.

We will comply with applicable laws, internal company policies and rules, abide by sound social norms, and take appropriate action against any illegal or criminal acts or acts in violation of the company's policies and rules.

We rely primarily on the good judgment and integrity. If we find ourselves in a potential or actual conflict of interest situation, we must immediately report it to our manager / supervisor.

We foster a climate of trust through consistent ethical personal conduct and taking actions that are consistent with our words.

We should not as a principle, solicit or accept gifts, bribes, cash, or enjoy any special privileges from any business associate. We should not accept offers to be entertained by an individual or organizations with which our Company transacts business.

- Invitations to occasional lunches/dinners hosted by our business associates may be accepted, if it serves the purpose of enhancing the relationship by informing the immediate superior.

- It is essential that in the event of accepting complimentary or attending occasional lunches/dinners, we should be certain that it will not impair our objective judgment or being construed as having influenced the judgment.

We never use our position, contacts or knowledge for personal gain. We don't allow personal interests, investments and activities (including those of family members) to conflict with our work.

Protecting the Company's assets is our key responsibility. Care should be taken to ensure that assets are not misused, misappropriated, loaned to others, or sold or donated or mortgaged, without appropriate authorization.

We do not influence or direct other employees to strike, sabotage, conduct illegal activities, and /or other activities that cost the Company.

Our Values

LOCK AND SECURE CONFIDENTIAL INFORMATION

Confidential information is any information or material not generally available to the public that is generated, collected or used by Kuryotech that relates to our business, R&D activities, customers, clients, or employees.

We keep confidential or important documents stored and locked in the secure location. We make sure that only authorized people have access to confidential information.

We use confidential information only for the purpose provided.

We must exercise caution when interacting with competitors. We may never discuss any of the following information with competitors without Legal consent:

- Proprietary or confidential information
- Pricing or pricing policy, costs, marketing or strategic plans
- Marketing / promotions we will conduct with customers
- Technological improvements
- Division of customers, markets, territories or countries
- Boycotts of certain customers, suppliers or competitors

We prepare and provide accurate, timely and complete reports for our stakeholders, while protecting Company 's confidentiality.

We take proactive measures to safeguard our documents, computers

and other data devices that contain personal or confidential information.

- We should follow the specific security measures and internal controls for the document, systems, and data devices to which we have access.
- We have a responsibility to use electronic resources in a safe, ethical, lawful and efficient manner. This means that we should not use Company technologies or systems (i.e. computers, smart phones, and other electronic devices that have internet access) to download or send inappropriate, discriminatory, sexually explicit or offensive statements or materials. In addition, we should not use these technologies or systems to access illegal material, send unauthorized solicitations or conduct non-Company-related business.

We protect our customers', clients', and others' proprietary information and respect their intellectual property rights.

We get permission to share others' information. We do not review, discuss, disclose, copy or use any copyrighted, licensed or confidential client or third-party information without first making sure we have proper clearance.

Our Values

ESTABLISH VALUES TO CUSTOMERS, CLIENTS, AND OTHER STAKEHOLDERS

We build long-term and collaborative relationships by delivering value to our stakeholders, including our shareholders, clients, and customers:

- Demonstrate a passion for understanding and meeting the needs of our customers and shareholders. When customers / clients rely on us and trust us, they will share their interests, and it allows us to deliver real value.
- Take active responsibility for the quality of service we deliver
- Open to change and readily implement new and better ways of doing things
- Have high performance expectations and a mindset of work excellence
- Innovative in identifying new opportunities and approaches for our customers and ourselves

We deliver professional services to our clients in accordance with Companies policies and relevant technical, professional, and quality standards.

We recognize that our competitive advantage is achieved through the quality of our product delivery, the excellence of our professional service, and the efficiency of our operations.

- We continuously strive for the best in achieving the Company's objectives and do not conduct any non-value added or damaging activities during the working hours.

- We understand the scope of work assigned as part of the whole company's business practices.

We win our customers' / clients' confidence by being credible and reliable. Customers and clients expect us to understand their unique challenges and opportunities and to have hands-on experience of their needs. But credibility alone isn't enough to earn their trust. We must serve their interests consistently and reliably.

We take ownership and accountable for our customers' operations and difficulties, and try to solve their problem whichever possible in accordance with our work capacity. It means we have to be there for the clients for assistance, listen to them, and help them to make positive difference.

Before we carry out any directions from the managers or supervisors, we should understand the purpose of the directions, the benefits, and the risks of those business practices so that we could perform our works more effectively.

Our Decisions

In making any personal, professional, and business decisions, we should **BLEND** with our standard Code of Conducts. We take the following steps:

BREATH

- We calm down before we make any significant, conflicting, or unclear decisions. Developing the ability to stay calm under pressure situations means that we are less likely to suffer from the effects of stress, anxiety and worry. It also helps us to improve our ability to focus on the right things, at the right time, and in the right way.

LEARN

- We have to learn the circumstances of our situations. Better understanding will help us to make better decisions.
- Consider all options and the consequences
- Consider who might be affected

EVALUATE

- We evaluate the Pros and Cons of every alternative solution in conjunction with the guideline stated in this Code of Conduct.
- Assess the risk and how you could reduce them
- Seek consultation or support if we are unsure about the proper business conduct

NARROW DOWN

- We narrow down and prioritize the decision
- Determine the course of action in accordance with your job responsibilities. Do not try to solve issues that are not under your job responsibilities. Find someone in-charge of those issues.

DECIDE

- Ask yourself “Are you absolutely certain with your decision?”
- If you do, take the right decisions
- Reflect upon what was learned

Our Considerations

1. Does it feel right?
2. Am I upholding the corporate values?
3. Am I compromising my integrity or the integrity of Kuryotech?
What will other people perceived about my actions?
4. Would my actions damage the reputation of Kuryotech? How would it look in the news?
5. Who else could be affected by this?
6. Are my actions legal and in compliance with the standards of our profession and applicable regulations?
7. Is my choice of action the most ethical among the possible alternatives?
8. Am I treating others the way I expect others to treat me?
9. If I document my decision, would a reviewer agree with the action I have taken?
10. Have I consulted appropriately with colleagues and supervisors?
11. Can you sleep at night? Do I feel good about my choice?



Our Compliance

Anyone who violates our Code or the policies it is based on, regardless of title or tenure, may be subject to discipline, up to and including warnings and termination of employment. Discipline decisions can vary depending on the severity of the misconduct and the employee's disciplinary record, years of service, and job duties.

The following actions may subject partners and employees to discipline:

- Violations of Kuryotech's policies, regulations, and Code of Conducts
- Directing or encouraging others to violate Kuryotech's policies, regulations, and Code of Conducts
- Interfering, providing false information, or being uncooperative during the investigation
- Violations of laws also can trigger governmental legal action

There are some serious violations of the Code that may result in termination including, but not limited to:

- Improper use of alcohol
- Acts or threats of violence
- Accessing or storing sexually suggestive or explicit materials using company assets, including computers, mobile phones or other electronic devices
- Falsification of company records



Where to Find Supports

In developing the Code of Conduct, Kuryotech recognizes that no code can cover every eventuality — and that from time to time we may require the advice and support of others in addressing situations arose during the normal course of daily business life.

To promote and help each of us live up to the commitments, we have created a support network that is available for consultation and advice.

Here are some of the places where you can seek for advice and guidance, in the following order:

- The managers or above in your line of reporting within the organizations
- HR Department who have been appointed to resolve personnel and work ethics related issue
- The Code of Conduct Committee
- Corporate Directors

While you should choose the channel you feel most comfortable with, resources closest to the situation are often in a better position to resolve an issue. This usually means your direct supervisor. Depending on the issue, you may wish to consider other channels of communication.

For human resources-related concerns, including harassment, discrimination, and issues involving individual behavior or your work environment, your Human Resources manager may be an appropriate channel.

Address

PT. Kuryotech Indonesia
Ruko Este A11
Jl. Dr. Ir. Soekarno no. 56-58 (MERR)
Surabaya - Indonesia

Contact

+62 31 990 11626
info@kuryotech.com

www.kuryotech.com