

■ Techmatrix Group Guidelines on Harassment in Recruitment Activities

The Techmatrix Group (hereinafter "the Group") is committed to providing an environment in which job seekers can participate in the recruitment selection process and recruitment-related events with confidence and peace of mind. These Guidelines set out the following policies in order to prevent harassment from occurring during recruitment activities and to ensure that all job seekers can approach the selection process with confidence.

1. Our Basic Stance

In order to ensure that job seekers can participate in the selection process with confidence, the Group strictly prohibits all forms of harassment in its recruitment activities. It is the responsibility of all Group employees involved in recruitment to engage with every job seeker with sincerity and fairness.

2. Our Policies for Recruitment Activities

- Interviews and meetings conducted as part of recruitment activities are limited to company offices, the company's web conferencing systems, or public venues (such as university campuses or dining establishments without private rooms).
 - Interview times are, in principle, scheduled within our business hours (9:00–17:30). However, for job seekers who are unavailable during daytime hours, we will flexibly accommodate scheduling outside of these hours.
 - We will not exchange personal contact information with job seekers, nor extend any private invitations.
 - All communication with job seekers will be conducted exclusively via company email and company-issued devices. Private email addresses, personal social media tools, or personal devices will not be used.
 - We will not ask unnecessary questions related to the selection process, adopt an intimidating manner during recruitment activities, or make remarks that deny or demean an individual's character.
 - During interviews, we will not inquire about a candidate's background, family occupation, sexual orientation, or similar personal matters. Even if a job seeker voluntarily discloses such information while explaining their motivation for applying, we will handle that information with due care.
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3. Education and Awareness for Recruitment Staff and Those Involved in Recruitment Activities

The Group implements the following measures for all employees involved in the recruitment and selection process (including recruiters, interviewers, and recruiting staff):

- A consultation desk will be established to help prevent harassment related to recruitment activities.
 - Regular training and education sessions on harassment prevention will be conducted.
 - These Guidelines will be thoroughly communicated to all personnel involved in recruitment.
 - Should any act of harassment be confirmed, strict action will be taken in accordance with applicable regulations.
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4. Consultation Contact

If you have experienced or suspect harassment during the recruitment process, please contact us at the following. All consultation details and personal information will be strictly managed, and the person who makes a consultation will not be subject to any disadvantageous treatment whatsoever.

Techmatrix Corporation

Harassment Consultation Desk for Recruitment Activities

E-mail: harassment@techmatrix.co.jp