

## Confidentiality Control and Information Security

We consider the prevention of confidential information leakage and defense against external attacks on information as indispensable for business activities.

We promote confidentiality control and information security activities on the basis of the recognition that not only our company's information, but also our clients' information is property which needs to be appropriately controlled and handled.

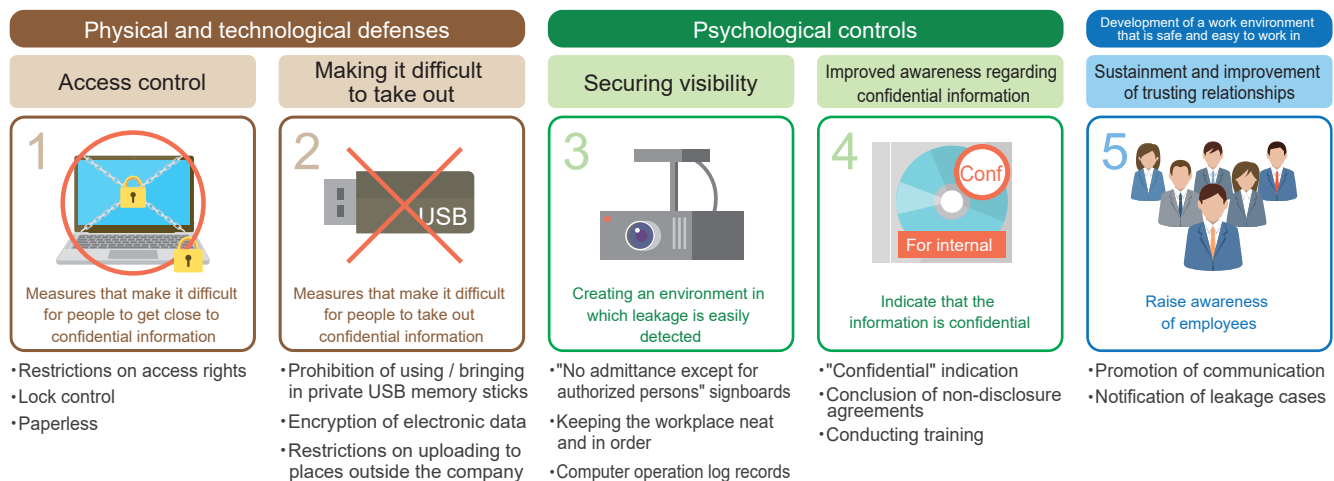
### Basic way of thinking

We are striving to increase awareness regarding confidentiality control by stipulating "We will strictly control confidential information in compliance with the rules and endeavor to prevent disclosure" in the "Employee Code of Conduct," appointing confidential information management supervisors and confidential information handlers in each department and conducting meetings and self-checks in workplaces.

Also, in order to protect the company, and thus our

employees, we are working on the development of a work environment that is safe and easy to work in through physical and technological defenses such as restrictions on access rights and lock controls, psychological controls such as computer operation log records and confidential category identification, and the dissemination of leakage cases, etc., as the "five measures against information leakage," the content of which complies with guidelines in Japan and overseas.

#### Five measures



\* Created on the basis of "Protection and Use of Trade Secrets" published by the Ministry of Economy, Trade and Industry in June 2016

### Examples of physical and technological defenses

Aiming to reduce the risk of information leakage, we introduced multifunctional machines for IC card authentication in November 2017.

Also, we conduct unannounced belongings checks every half a year in order to enhance employees' awareness of confidentiality control.



Introduction of multifunctional machines for IC card authentication



Belongings check

### Examples of psychological controls

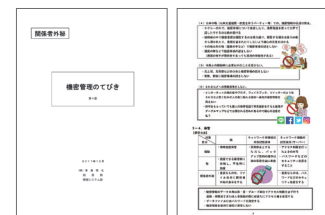
In October 2017, we invited a lecturer from outside the company and organized a lecture targeting managers or senior members of staff.

Introducing matters to be careful about regarding confidentiality control and recent incident cases led to an increase in awareness.

Also, we revised the Guide to Confidentiality Control in December 2017. The guide explains everything from the definition of confidentiality to how to respond in the event of an incident, in an easy-to-understand manner with illustrations.



Lecture given by external lecturers



Guide to Confidentiality Control (extract)