

Information Security Policy

Our company pursues the “manufacturing/ setup construction and rental service of power generators/ power loading devices”, and, as a business that handles valuable information about our customers, recognizes the importance of information security, and will continue to work hard to follow laws and other requirements and to appropriately protect valuable information. In order to achieve this, we will found and maintain an information security management system. Moreover, by constantly acknowledging changes made to the management environment of the company, we aim to continually improve upon the ISMS.

1. Goal

As a company trusted by its customers, we aim to prevent incidents related to client information security in order to gain the trust of our clients and minimize our business losses.

2. Definition of information security

Information security refers to obtaining and maintaining the confidential, integrity, and availability.

- (1) Confidential: A trait in which information is made unavailable for use or public viewing for individuals, groups, and processes that have not gained permission to do so. (Protect information from leaking or being illegally accessed.)
- (2) Integrity: A trait in which the accuracy and completeness of the information is protected (Protect information from errors or falsification.)
- (3) Availability: A trait in which when permitted groups or others can access and use the information when they wish to do so. (Protect information from getting lost, damaged, or taken out from the system.)

3. Application Range

【Organizations】 TATSUMI RYOKI Co., LTD.

【Facilities】 7-16-12 Higashisuna, Koto, Tokyo 136-0074 Japan

【Business】 “Manufacturing/ Setup Construction and Rental Service of Power Generators/ Power Loading Devices”

【Assets】 Client information, technological information, employee information, etc. (Paper format, electronic format, etc.)

/Hardware/ PC/ Software/ Anti-Virus Software/ Application Software, etc.

【Network】 The small-scale Local Area Network system and internet connection inside the headquarters of our company.

4. Implementation Articles

- (1) Obtain, implement, manage, observe, confirm, maintain and improve upon information security

management in order to protect any valuable information in the applicable range from any threats (leaking, illegitimate access, falsification, loss/ damage).

- (2) Any handling of valuable information will follow any related laws or any requirements listed on the contract.
- (3) Determine the framework to set up the goals for information security (annual information security goals).
- (4) In order to prevent pauses in business activities due to major damages or natural disasters, plan preventative and recovery procedures and check in regularly.
- (5) Regularly implement education and training in information security in all applicable ranges, and communicate information security policies to all employees.

5. Responsibilities, Obligations and Punishments

- (1) The president and representative director will be responsible for information security. In order to do so, the president and representative director provides any applicable resources the staff needs.
- (2) The appropriate staff has the obligation to protect client information.
- (3) The appropriate staff has to follow procedures created to maintain the policy.
- (4) The appropriate staff has the responsibility to report any accidents or weak points about the information security.
- (5) In the case that the appropriate staff threatens the protection of valuable information that our company handles, not limited to client information, then the staff will be punished appropriately according to employment regulations.
- (6) When needed, post on our organization's website so that interested parties of clients and consignees can obtain needed information.

6. Regular Confirmation

To confirm information security management systems, regularly implement (the August of every year) clarification of applicable sections, clarification of registered sections, and considerations about external communication to fit changes to the business environment.

Enactment date: July 2, 2015

TATSUMI RYOKI Co., LTD.

President and CEO: Toyoshi Kondo