

TCI GLOBAL INFORMATION SECURITY GUIDELINE STATEMENT

Objective of the statement: to ensure TCI Information Security Guideline as the global policy for business continuity and minimise business damage by preventing and minimising the impact of security incidents.

Policy:

- a) The purpose of this guideline is to define rules relating to information security that all TCI executive and employee need to follow, and its purpose is to ensure confidentiality, integrity and availability of information asset handled within TCI.
- b) TCI Information Security Committee has approved the information security guideline.
- c) It is the guideline of TCI globally to ensure that:
 - Information will be protected against unauthorised access;
 - Confidentiality of information will be assured;
 - Integrity of information will be maintained;
 - Availability of information is ensured as required by the business processes;
 - Regulatory and legislative requirements will be met;
 - Business continuity plans will be produced, maintained and tested;
 - Information security training will be available to all staff;
 - All breaches of information security, actual or suspected, will be reported to, and investigated by TCI Information Security Committee.
- d) Further policies, procedures and plans may exist in regions and subsidiaries to support this guideline upon necessity.
- e) Business requirements for the availability of information and information systems will be met.
- f) Global HRGA Function Head has direct responsibility for maintaining the guideline and providing advice and guidance on its implementation.
- g) All managers are directly responsible for implementing the guideline within their business areas, and for adherence by their staff.
- h) It is the responsibility of each member of staff to adhere to the guideline.

Signed; 
Satoshi Kondo

Title; Global Head of Human Resources & General Administration

Date; 1st May 2018

This guideline will be reviewed by the TCI Information Security Committee on as needed basis.