## **Basic information security policy**

TOKYO R&D Co., Ltd, recognizing the importance of safeguarding its customers as well as its own information assets as a management priority, strives to maintain appropriate information security levels and improve upon it by adhering to the below principles.

- 1. Compliance
  - We comply with laws, guidelines, contractual obligations, and social standards related to information security.
- Maintenance of a Solid Management Base
   We shall strive to maintain a solid management base through the appropriate management and protection of
   information assets to ensure market competitiveness and business continuity.
- 3. Establishment of management system We are establishing a management system by setting up an organization tasked with information security management, defining provisions and conducting any other tasks necessary in the establishment of the above system.
- 4. Employee training
  All directors and employees involved in our business activities undergo information security literacy training.
- 5. Continuous improvement
  We shall regularly evaluate and revise as well as continually maintain and improve upon the above activities.



