



Working concertedly to develop highly ethical corporate operations throughout the world

### Fair and Transparent Corporate Activities

We shall, in the pursuit of fair and transparent corporate activities, comply with laws and social regulations and act in accordance with international rules and the articles of incorporation.

### COMMITMENT

Any activity that Konica Minolta undertakes should be ethical and proper. Every one of our employees and business partners is aware of their responsibility to adhere to the strictest corporate ethics standards in all their actions. In addition to rigorously complying with all relevant laws and regulations, they must ensure transactions are fair, treat all types of sensitive information properly, and prevent corruption. At the corporate level, we constantly work to increase transparency and strive to guard against impropriety through systems designed to discover and correct any transgression.

### APPROACH

We have created Konica Minolta Group compliance<sup>\*1</sup> education programs for individual countries and regions that give due consideration to local legal, regulatory, and cultural situations. These programs are designed to be very clear-cut and to provide guidance.

We have established systems to ensure that all affected stakeholders<sup>\*2</sup> will quickly be furnished with accurate information in the event a problem or accident should occur.

We have placed special emphasis on IT information security and are continuously working to further improve our IT information security systems from the aspects of hardware and software.



### Strengthening Partnerships with Suppliers in China

To efficiently provide customers with highly useful and safe products, Konica Minolta places great importance on building solid frameworks for collaboration with companies that supply it with materials and components. Ever since shifting Konica Minolta Business Technologies Inc.'s manufacturing operations to China, we have been working to create strong, fair, and transparent partnerships with Chinese suppliers and to ensure that we and our partners share the same goals. 

Konica Minolta is confirming the RoHS compliance of all procured materials and components by a green procurement system and strengthened its ability to audit this compliance in fiscal 2005. In fiscal 2006, the Group plans to create systems that enable both Konica Minolta and its suppliers to monitor compliance.

### Personal Information Leakage and Countermeasures

Konica Minolta has been working to protect personal information since fiscal 2004, well before Japan's Act on the Protection of Personal Information went into full effect in April 2005. We have drafted policies, created systems, prepared manuals, organized explanation meetings, and introduced other measures to ensure full employee awareness of the importance of personal information protection and how it works.

Despite these efforts, however, three instances of personal information mishandling occurred during 2005: the loss of a personal computer containing customer information in June, the mistaken

transmission of customers' email addresses in July, and the theft of a briefcase containing customer information in November. In each of these cases, the authorities were notified, customers were furnished with the facts of the case along with apologies, and relevant information was immediately posted on the Group's website. As all of these incidents were caused by human error, we are striving to ensure that every employee understands the need for renewed vigilance and additional efforts to thoroughly comply with related rules; studying and improving related administrative situations; and augmenting educational and auditing programs. 

### Export Control for International Peace and Security

Because of contemporary global concern regarding the proliferation of weapons of mass destruction and terrorism, when exporting products, components, or technologies, even easily obtained general-use items, we are required to check the authenticity of the recipient or end user and to confirm that the exported items will be used as intended, not for the development or manufacture of any weapons of mass destruction.

In light of this situation, Konica Minolta has established a Groupwide administrative system and created the Compliance Program on Security Export Control (CP). In accordance with the CP, export control procedures, such as the classification of the items, transaction screening, education and internal audits, are continuously implemented to ensure that the Group is never involved in any transactions which that threatens international peace and security.

We shall not act in violation of this Guideline. Pursuit of profit, service for the company, orders from superiors, precedent, prior cases in other companies, and industry or national practices provide no justification for any violation.

 An explanation meeting for Chinese suppliers

 An illustration from the Group's IT security manual

## 2006 TARGETS

1. We will continue to maintain and improve our IT information security through plan-do-check-action (PDCA)<sup>\*3</sup> activities based on the "Konica Minolta IT Security Code of Practice," internal regulations governing fundamental IT security. We are considering the possibility of having our information security management systems (ISMS)<sup>\*4</sup> certified by an outside agency.
2. We will rigorously comply with the RoHS directives and other environmental protection regulations while introducing a "green partner system" in our procurement.

\*1 Compliance: Konica Minolta's concept of compliance refers to rigorous conformance with all relevant laws and regulations, the maintenance of strict corporate ethics, and adherence to internal regulations.

\*2 Stakeholders: Shareholders, customers, suppliers, employees, members of local communities where our Group carries out its business activities and all other parties concerned

\*3 PDCA: A sustained program entailing the continuous repetition of the plan, do, check, and action stages

\*4 ISMS Certification: A third-party certification that confirms the proper maintenance of information security management system organizations