

## Legal Compliance

Believing that focusing on and strictly observing legal compliance is a fundamental element of Corporate Social Responsibility, we are striving to improve awareness regarding legal compliance and the necessary organization to achieve it.

### Legal Compliance

#### Our Commitment to Legal Compliance

HitachiSoft has been striving to thoroughly propagate legal compliance by establishing the Compliance Management Department as an office specialized in fair and transparent corporate conduct. The Company is also rigorously implementing preventative measures against improper transactions by establishing the Anti-monopoly Law Observance Regulations.

#### Legal Compliance Education

HitachiSoft has regularly held legal compliance education principally for department and section managers and all sales personnel since February 2003. The textbook used in these classes, "HitachiSoft Legal Compliance Guide" is also used in daily work.



Legal compliance education in action

#### Legal Compliance Reporting System

HitachiSoft has set up a Legal Compliance Reporting System for early prevention and quick action against breaches or wrongdoings. This whistle-blower system is extensively applied to all employees of HitachiSoft, as well as former employees, temporary staff, employees of the entire Hitachi Group, and business partners. This effectively enables them to directly, and if desired, anonymously report to the Legal Compliance Management Department. Furthermore, such individuals are assured of just treatment regarding the act of reporting.

### Risk Management

HitachiSoft has established a Business Continuity Management (BCM) Committee for reinforcing our risk management system, which played a major role in determining the company's business continuity program. It is responsible for maintaining and managing the program, and for carrying it out in an emergency.

#### Checking the Safety of Employees amidst a Disaster

As part of our crisis management, HitachiSoft uses the "Secom Safety Confirmation Service\*" system to help confirm the safety of employees and their families during a disaster.

\* "Secom" is a registered trademark of Secom Co., Ltd.



Mobile phones are used as part of the safety confirmation system

### Information Security

HitachiSoft has established comprehensive Basic Information Security Guidelines with the goal of properly managing all information system assets related to customer information, based on an awareness of the importance of their proper handling. All HitachiSoft employees are thoroughly versed in these guidelines. Making the prohibition of the removal of confidential information from the workplace the main rule of information security, HitachiSoft has set up the Confidential Information Administration Division, a specialized organization tasked with executing information security policies. In this way, the company is strengthening its information security initiatives.

#### Basic Information Security Guidelines

##### Our Philosophy on Information Security

HitachiSoft has established comprehensive Basic Information Security Guidelines with the goal of proper management of all information system assets related to customer information with an awareness of the importance of proper handling. The corporate body, as well as individual employees of the company, are required to act in strict compliance with these guidelines. Our information security policies are determined based on this recognition.

##### Information Security Policy

1. Protection of information assets
2. Total employee education
3. Audits
4. Observation of corporate rules
5. Observation of applicable laws and regulations

**WEB** ▶ Personal information protection policy  
▶ Basic information security guidelines (detail)  
(Available only in Japanese)