

INFORMATION SECURITY POLICY

Revision 11, 25 January 2024

Konica Minolta is committed to operating an effective Information Security Management System in accordance with the requirements of ISO 27001:2013 that ensures all company's information assets, including customer's information are protected from a loss of confidentiality, integrity and availability. Given this commitment, our fundamental approach to information security is to make continual improvements by measuring and assessing risks associated with important information assets and applying effective measures to mitigate those risks.

To support this commitment, we have identified key information security principles, which are to:

- Ensure appropriate measures are taken to protect the confidentiality, integrity and availability of all business and customers' information and personal data, the availability of the systems, IT infrastructure and services
- Confirm all information security related risks are owned, managed and regularly reviewed
- Refrain from using information assets for non-business purposes and from disclosing information to unauthorised parties
- Ensure actual or suspected breaches of information security are reported, investigated and addressed
- Comply with all relevant legal and regulatory requirements, including contractual and business security obligations
- Communications and training to all Colleagues to ensure they understand the risks and responsibilities regarding their handling, usage and management of information assets and processes
- Establish and implement policies and procedures covering all aspects of the information security and cyber protection
- Ensure the information security is taken into consideration as part of all business processes
- Continuously improve the information security posture with educational, processual and technical measures

To ensure these key principles are met, we have established a set of information security objectives as part of our Integrated Business Management System which are monitored and reviewed regularly.

This Policy covers Konica Minolta Business Solutions (UK) Ltd and all relevant subsidiaries, including all UK regional offices and Sofia branch. It is applicable to all Colleagues, visitors, suppliers, customers and contractors related to business activities, products or services.

Compliance with the Information Security Policy is mandatory. All Leaders are directly responsible for implementing this policy and ensuring Colleagues' compliance within their Business Units and Shared Functions.

Rob Ferris

CEO

Konica Minolta Business Solutions (UK) Ltd