



KONICA MINOLTA

## KONICA MINOLTA BUSINESS SOLUTIONS (HK) LIMITED

### GUIDANCE NOTES FOR CONTRACTORS, CONSULTANTS AND SUPPLIERS ON INFORMATION SECURITY CONFORMANCE

Konica Minolta Business Solutions (HK) Ltd. (“Konica Minolta”) is committed to providing the best service of design and development of office automation products to our customers in a timely, effective and cost-effective approach. In pursuing our quality services, we are also committed to fulfilling all customers’ requirements and complying with the applicable legislations as well as other applicable requirements.

We will achieve the above through the implementation of an Integrated Management System in compliance with various ISO standards :-

- ISO 9001 Quality Management Systems;
- ISO 27001 Information Security Management Systems;
- ISO 14000 Environmental Management Systems; and
- ISO 45000 Occupational Health and Safety Management Systems.

We will provide adequate resources as well as training to all staff to ensure that the Integrated Management System is fully understood, effectively implemented and continually improved to achieve our quality objectives.

We strictly adhere to our Integrated Management System Policy and request all our Contractors, Consultants and Suppliers to follow the requirements as stipulated by the ISO standards as detailed below:

- Comply with all the relevant legislations, the Integrated Management System and other requirements.
- All Contractors, Consultants and Suppliers should not disclose any Konica Minolta’s information to other parties without Konica Minolta’s acknowledgment; and
- All Contractors, Consultants and Suppliers should have acceptable level of information security in place to prevent any information loss and leakage.

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Giving Shape to Ideas