

ANTI BRIBERY AND ANTI CORRUPTION CHARTER – AND PRIVACY POLICY INFORMATION  
(October 2016)

Yamatane corporation is determined to lead the relocation industry by taking a clear stand against bribery and corruption. Yamatane corporation has included among its internal policy the present agreement applicable to its providers and all those who act on your behalf so agents, consultants, employees, business partners and third parties, being subject to this internal policy of anti-corruption and anti-bribery compliance, transparency and protection gives data.

By doing so, YAMATANE CORPORATION will protect the best interests of industry, the agents, the partners and their customers. This charter is a declaration of commitment and covers their employees (whether permanent, fixed-term or temporary ) and any associated third parties providing services to Yamatane corporation.

Yamatane corporation will not promote this type of action and it is forbidden to apply :

1. Carry out any act of corruption.
2. Take a bribe or bribe public or private officials as well as anyone.
3. The commercial bribery and other corrupt activities taken for the benefit of economic enterprise or own.
4. The direct and indirect bribery through intermediaries (Use of external agents, consultants and other intermediaries in possible bribery schemes.)
5. Wrong presentation and concealment in the accounting records with respect to bribery and other importer acts.
6. Travels, entertainment and gifts.
7. Use or disclosure of unauthorized data from customers, suppliers or third parties.
8. Use or disclose of confidential information from Yamatane corporation for its own benefit or for the benefit of others.

You undertake to :

1. Comply with the legal regulation.
2. Have adequate procedures to prevent bribery and corruption.
3. Establish and maintain an adequate system of internal accounting controls.
4. Use and treat all personal data according to the applicable legislation and current law confidentially and following our privacy notice.
5. Permit any required audits from third authorized parties.

Employees from Yamatane Corporation are informed about code of ethics, of the actions they should avoid to fight corruption inside and outside the company, Yamatane Corporation undertakes to have a zero tolerance approach to bribery and corruption.

In addition, our policy encourages all providers and customers to report directly to the company's quality manager [move@yamatane.co.jp](mailto:move@yamatane.co.jp) with regards to this agreement for any legislation violation.

NAME : \_\_\_\_\_

POSITION : \_\_\_\_\_

DATE : \_\_\_\_\_

SIGNATURE AND STAMP : \_\_\_\_\_