

Information Security Acknowledgement Form

I acknowledge and agree to comply with the following during the course of my employment or service with Rakuten Group, Inc. or its Group Company (hereinafter referred to as “Rakuten Group”).

1. I understand the following actions are prohibited while using devices and tools provided to perform my duties such as PCs and development platforms, including cloud platforms and virtual machines, and shall not:
 - i. Attack or maliciously communicate to third party’s websites and/or intentionally look for third party’s vulnerabilities such as port scanning or cross site scripting (XSS);
 - ii. Carry out stress testing or security testing for both internal and public-facing systems and infrastructures without authorization;
 - iii. View information on non-business related social media and public websites and those with security issues and/or disclose Rakuten Group’s internal information without authorization on any social media and public websites;
 - iv. Install email application or access to Webmail for private use on company-provided devices;
 - v. Use company-provided email services to send/receive private emails or non-business-related emails;
 - vi. Send company’s confidential information or other internal information to my private email account and/or save these information to external cloud storage that I use with my private account (Likewise to apply to any other party’s private accounts for the above activities);
 - vii. Connect unauthorized removable media and personally-owned smart devices to company-provided PCs or copy files between these media and devices; and
 - viii. Install unauthorized software and/or use unauthorized cloud services.
2. I shall not use any items loaned from Rakuten Group for non-business purposes and/or let third parties use these items. I also understand and shall not take these items outside Rakuten Group’s premises without permission.
3. I will consult with or report to managers or employees of Rakuten Group about any security concerns or when any incident occurs. In order to address the issues and take appropriate actions complying with Rakuten Group’s rules, I shall follow instructions by managers of Rakuten Group.

I understand that I am legally responsible and liable for any violation of the terms mentioned above.

Name: _____

Date: _____