

Compliance Guidelines

Based on the management principle of *rokajini tsukauru* (contributing to society through the filtration business), Yamashin-Filter Corporation (“Company” below) has established a Corporate Code of Conduct and Corporate Code of Behavior to establish basic rules that all directors, officers and employees should observe in their respective business activities so that we will be a company that is trusted by society.

Myself included, all directors, officers and employees shall uphold and put into practice the Corporate Code of Conduct and the Corporate Code of Behavior and will be united in our efforts to fulfill our corporate social responsibility

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Atsuhiko Yamazaki

President and Representative Director

Yamashin-Filter Corporation

I. CORPORATE CODE OF CONDUCT

We shall be aware of our corporate social responsibility and comply with all laws, regulations and rules, and act with good social sense as follows.

1. We will endeavor to always provide attractive products and services, and improve customer satisfaction and trust.
2. We will observe all laws, regulations and rules, and conduct our corporate activities faithfully and fairly based on social norms.
3. We will continually enhance our corporate value and aim for transparent management.
4. We shall respect the personalities and human rights of our employees and strive to create a comfortable working environment for them.

II. CORPORATE CODE OF BEHAVIOR

Based on our Corporate Code of Conduct, the standards of conduct that all directors, officers and employees of Yamashin-Filter Corporation shall be aware of in their daily work are as follows.

1. For Business Activities

(1) Providing the Highest Quality and Best Service

We will provide safe and high-quality products and services based on a philosophy of “contributing to society through the filtration business.”

(2) Equal, Fair and Transparent Transactions

We will conduct business transaction with all business partners equally, fairly and

transparently.

(3) Protection of and Respect for Intellectual Property Rights

We will respect and not infringe the others' rights, including intellectual property rights.

(4) Business Entertainment and Gift-Giving

We will be sincere and courteous in our dealings with others, and will not accept or offer entertainment or gifts beyond a reasonable level.

(5) Environmental Consciousness in Business Activities

We will not waste resources or conduct business activities in an environmentally conscious manner.

2. For the Company's Relationship with Society

(1) Disclosure of Information

We will disclose information in a timely and appropriate manner about the Company's management conditions and overall corporate activities in order to win understanding and trust from shareholders, investors and clients.

(2) Appropriate Accounting

We will comply with laws, regulations and internal rules related to accounting, appropriately and promptly do accounting and accounting reporting, and work to enhance transparency of management.

(3) Responsibility for Society

We will take a firm stand against the antisocial forces that threaten the order and safety of civil society and resolutely refuse unfair demands.

(4) Contribution to Local Community

Recognizing that each and every director, officer and employee is a member of society, we will treat everyone with sincerity and contribute to the local community as good citizens.

3. For the Company's Relationship with Employees

(1) Respect for Human Rights and Prohibition against Discrimination

We will respect the basic human rights of each employee and not discriminate on factors such as race, creed or gender.

(2) Prohibition on Acts of Harassment

We will not engage in any behavior that offends individual dignity based on gender, authority, position or the like (e.g., sexual harassment, power harassment).

(3) Protection of Privacy

We will respect the personal privacy of employees and the Company will take the utmost care in handling and properly managing their personal information.

- (4) Compliance with Work Regulations, etc.
We will observe the Company's work regulations and other internal rules and regulations.
- (5) Maintenance and Assurance of Clean and Comfortable Working Conditions
We will strive to maintain a safe and hygienic workplace environment and as well as work to maintain and ensure a comfortable, healthy workplace.

4. For Company Property

- (1) Appropriate Information Management
We will thoroughly manage information obtained in the course of our business activities and strive to prevent leakage or disclosure of confidential information, personal information, etc.
- (2) Prohibition on Acts That Constitute Conflict of Interest
Without approval of the Company, we will not engage in any activities that conflict with the Company's interests (conflicts of interest).
- (3) Prohibition on Insider Trading
We shall not engage in any unauthorized trading of stocks or other securities by taking advantage of insider information obtained in the course of our work duties.
- (4) Appropriate Use and Management of Company Property
All company property is loaned or provided for the purposes of fulfilling Company work, and we will use and manage them appropriately and efficiently.

III. EFFECTIVENESS

1. Scope of Application
These Compliance Guidelines apply to all Yamashin-Filter Group directors, officers and employees.
2. Activities to Have Compliance Guidelines Take Hold and Fostering a Workplace Culture
Ongoing compliance training will be provided to ensure that employees fully understand the importance of compliance and practicing judgments and behaviors based on the Corporate Code of Conduct in their daily work.
3. Reporting and Consultations
When a director, an officer or employee finds an act that violates, or may violate, the Corporate Code of Conduct or the Corporate Code of Behavior, that person should consult with their immediate superior or the Internal Whistleblowing Desk.
4. Penalties
Any person who violates the Corporate Code of Conduct or the Corporate Code of Behavior, or leaves violations, will be punished in accordance with the Company's Work Regulations.