

**KYOCERA Document Solutions Social Media Terms of Use:**

(Carefully read these Terms of Use before using the Social Media Account for the first time.)

The Social Media Account managed by KYOCERA Document Solutions Australia Pty Ltd (hereinafter, "Account") prescribes the following Terms of Use to achieve smooth communication between KYOCERA Document Solutions and people who use this Account (hereinafter, "Users"). Carefully read these Terms of Use, as well as other terms of use respectively defined by other management bodies of Social Media, and accept these terms before using.

■ Management

KYOCERA Document Solutions reserves the right to terminate or delete the Account without prior notice to Users.

■ Compliance and accepted items on use

Users shall comply with and accept the following items when using the Account.

1. Information provided by KYOCERA Document Solutions through the Account shall be as of the time it was uploaded, so that KYOCERA Document Solutions shall never guarantee its accuracy, integrity, or availability. The content of the Account may be corrected or deleted without prior notice.
2. Employees (including temporary and contract workers) of KYOCERA Document Solutions and their Groups may join the Account and express opinions of their own free will. However, any opinion expressed by them is the personal opinion only of the employee and shall never represent/express the opinions of KYOCERA Document Solutions and their Groups. For the official announcement or opinions of KYOCERA Document Solutions and their Groups, refer to the website and news releases, etc. of KYOCERA Document Solutions and their Groups.
3. Once Users follow the Account as a fan or follower and/or register it as a favourite channel, Users are deemed to have approved these Terms of Use and accept access from the Account to information (account and profile information) open to the public by the Users.
4. KYOCERA Document Solutions shall never bear any responsibility for contents posted by Users.
5. KYOCERA Document Solutions shall not be obliged to post and/or store Users comments on the Web page. Additionally, KYOCERA Document Solutions may delete, edit, or perform other processes to the comments by our own decision and without notifying the Users.

6. Users shall understand in advance that KYOCERA Document Solutions does not always reply to all comments posted to the Account. Please contact the respective inquiry counter, if you have any opinions, requests, or questions to KYOCERA Document Solutions.
7. KYOCERA Document Solutions shall never bear any responsibility regarding the Account even if troubles or conflicts occur between Users or Users and a third party.
8. Content posted by Users is copyrighted by the Users themselves. However, once content posted by Users appears on the Account, the Users are deemed to approve the right of KYOCERA Document Solutions to use (including, but not limited to, processing, extracting, duplicating, distributing, translating) the posted content free of charge, and to accept not exercising any copyright, moral rights of the author, or equivalent. In addition to this, KYOCERA Document Solutions may apply/utilize the Users' content to products of KYOCERA Document Solutions, such as for improvement and development of the products based on the posted content.
9. KYOCERA Document Solutions shall never bear any responsibility for any damage caused by the use or unavailability of the Account.
10. If Users cause damage to KYOCERA Document Solutions due to violation of any contents of these Terms of Use, KYOCERA Document Solutions can claim for damages against the Users.
11. This Account is managed by a system of management bodies of each Social Media. KYOCERA Document Solutions cannot grasp, and hence cannot answer, the system operation conditions of each Social Media's management bodies. In addition, Users shall understand in advance that KYOCERA Document Solutions cannot answer the questions about various kinds of functions offered by the management bodies of each Social Media and/or third party, their usage methods, or technical questions, etc.
12. KYOCERA Document Solutions shall never bear any responsibility for any interruption of services due to system failure or other causes of each Social Media's management bodies, nor for any damage to Users, if any, caused by the interruption.
13. KYOCERA Document Solutions shall never bear any responsibility for any interruption of services due to maintenance works of KYOCERA Document Solutions, system failure or other causes without prior notice, nor for any damage to Users, if any, caused by the interruption.

### Prohibitions

The actions described below are not permitted whenever using the Account. If your action falls under any of items below, KYOCERA Document Solutions may delete your posted comment, block or delete your account on our own decision. Moreover, even if KYOCERA Document Solutions does not take measures against such actions, it does not mean that KYOCERA Document Solutions will allow or accept such actions ex post facto, nor does it express that KYOCERA Document Solutions will not take any measures against such actions in the future.

1. Posting false information or information including no fact-based content.
2. Violating or possibly violating rights and/or properties of KYOCERA Document Solutions, other Users or a third party.
3. Violating, any but not limited to, intellectual property rights of KYOCERA Document Solutions, other Users, or a third party in the event of offering or using information and the equivalent.
4. Invading privacy, such as posting personal information that include, but is not limited to, the name, telephone number, and/or address of employees of KYOCERA Document Solutions, other Users, or a third party.
5. Propagating or advocating political activities, specific religions, organizations, or groups.
6. Using information and the equivalent provided by the Account without obtaining written permission from the person who has, but not limited to, intellectual property rights regarding such information and the equivalent, by, but not limited to, duplication, publication, transmission (including public transmission), distribution, transfer, lending, translation, adaptation, and reposting.
7. Committing any action that goes against public policy or laws, criminal acts, or actions leading to or possibly leading to criminal acts.
8. Acting or possibly acting to discriminate, slander, insult, or defame a third party.
9. Impeding our management of the Account, or impairing the credit of KYOCERA Document Solutions.
10. Using this Web page with false personal information or spoofing, etc.
11. Causing misunderstanding of having a collaborative or cooperative relationship with KYOCERA Document Solutions or a third party without any fact-based grounds, or offering acknowledgement, guarantee, support, or recommendation of KYOCERA Document Solutions or a third party to a website of an original link.
12. Posting a comment for the purpose of business activity, affiliate activity, advertising, or public relations (including the case of a website, when linked to outside of Social Media, is intended

for affiliate activity, advertising, or public relations.)

13. Posting a comment unrelated to the purpose or effect of this Web page.
14. Posting content against the terms of use of each Social Media.
15. Other actions determined to be inappropriate by KYOCERA Document Solutions.

#### Collection of personal information

Recognizing the importance of Users' personal information, KYOCERA Document Solutions has established a Privacy Policy. Please refer to the link below for the basic policy regarding the protection of personal information.

>> [Internet Privacy Policy](#)

(URL: <http://www.kyoceradocumentsolutions.com/privacy/index.html>)

#### ■ Changes to the Terms of Use

KYOCERA Document Solutions reserves the right to change the Terms of Use without prior notice to Users. KYOCERA Document Solutions will post a revised version when changes are made; therefore, please carefully read and accept the contents of the latest version for use.

February 7 2013, KYOCERA Document Solutions Australia Pty Ltd.