

Information Security Policy

Introduction

The objective of this policy is to protect the confidentiality, integrity and availability of information and information systems under our control. To this end, we have established and implemented an information security management system in accordance with ISO/IEC 27001:2013.

Scope

This policy applies to all business units, office locations, business functions, employees, contractors and suppliers.

Policy

- Protect the organisation's people and property
- Protect our client's information and property
- Comply with all relevant laws and regulations
- Fulfil or exceed our contractual obligations
- Educate employees on their responsibilities
- Report security incidents and concerns immediately
- Maintain a business continuity and disaster recovery plan
- Conduct regular audits for compliance and corrective action
- Risks will be routinely assessed, prioritised and mitigated
- Establish a security board for regular review and improvement

This policy is supported by detailed topic specific policies, processes and procedures which are mandatory reading for responsible parties. Employees shall be subject to disciplinary action for non-compliance.

Authority

The board of directors supports and endorse this policy and will ensure that appropriate resources are made available for its operation and enforcement.