

## **Information Security Policy - ISO 27001:2013**

The Alkath Group is committed to understanding and effectively managing risks related to Information Security to provide greater certainty and confidence for our security holders, employees, customers, suppliers, and the communities in which we operate. Our aim is to find the right balance between information security risk and business benefit resulting in enhanced business performance while minimising potential future exposures.

It is the policy of the Alkath Group to ensure:

- Information will be protected against unauthorised access.
- Confidentiality of information will be maintained.
- Information will not be disclosed to unauthorised persons through deliberate or careless action.
- Integrity of information through protection from unauthorised modification.
- Availability of information to authorised users when needed.
- Information security training must be completed by all staff.
- All suspected breaches on information security will be reported and investigated.

To provide such a level of continuous operation, the Alkath Group has implemented an Information Security Management System (ISMS) in line with the International Standard for Information Security, ISO 27001:2013. This standard defines the requirements for an ISMS that is based on internationally recognised best practice, and we have committed to meeting all applicable information security requirements.

Any individual dealing with information at the Alkath Group, no matter what their status (e.g.; employee, contractor, or consultant), must comply with the information security policies and related information security documents published on the Alkath Group SharePoint Site.

This policy applies to all information, computer and network systems governed, owned by and/or administered by the Alkath Group.

The objective of this ISMS policy is to:

- Reduce the opportunity for mistakes and misunderstandings to occur when dealing with IT assets and electronic information of the Alkath Group.
- Educate staff to allow them to independently make informed decisions with regards to the secure handling of IT assets and electronic information which is owned by the Alkath Group within the framework of the information security policies.
- Assist in the identification and investigation of fraudulent electronic-related activities and co-operate with relevant legal agencies.
- Defend IT assets and information that the Alkath Group governs, owns, manages, maintains or controls which are both tangible and intangible, and safeguard IT-related records and documents that exist in all forms – paper and electronic.
- Comply with the needs of the Regulatory Authorities (internal or external) and relevant legislation.

The goals of ISMS are to:

- Have information security controls in the framework of information security policies to provide a secure environment for the operation of Alkath Group business.
- Identify through appropriate risk assessment, the value of information assets and to understand their vulnerabilities and the threats that may expose them to risk.

- Manage the risks to an acceptable level through the design, implementation and maintenance of appropriate security processes and controls
- Comply with legislation and industry best practices that apply to SP the Alkath Group
- All personnel have a responsibility to report perceived and actual information relating to information security breaches and or IT incidents either to the IT Basecamp, Alkath Office manager or immediate managers.
- All employees are responsible for embedding information security risk management in our core business activities, functions and processes. Information Security Risk awareness and our tolerance for risk are key considerations in our decision making.

The Alkath Group will maintain a full certification to ISO 27001:2013 in order that the effective adoption of information security best practices may be validated by an independent third party, a Registered Certification Body. By doing this we have committed to continually improving our IT management system, and have set relevant information security objectives, for which targets will be continually monitored.

This policy applies to all systems, people and processes that constitute the organisation's information systems, including directors, employees, consultants, suppliers and other third parties who have access to Alkath Group systems.

A full version of this Policy may be obtained, as necessary, by applying to the security officer.

[info@alkath.group](mailto:info@alkath.group)

A handwritten signature in black ink, appearing to read "Phil Guy", written over a dotted line.

**Phil Guy - Managing Director**

13/07/2022

**Date**