Getronics Security Management Policy

Getronics recognises that our IT and information assets are primary resources upon which we and our customers depend for our present and future prosperity. We place the security of these assets at the heart of our business approach and philosophy, ensuring that our global service offerings are delivered to our customers in a secure, consistent and cost-effective manner. In support of this:

- We will take all reasonable and appropriate measures to ensure these assets are safeguarded from threats and vulnerabilities, and that business is not damaged through the impact of security incidents

- We are committed to ensuring that the sensitive information entrusted to our care by our customers, suppliers and partners is protected from unauthorised or accidental modification, loss, leakage or theft

- All Getronics employees are responsible for ensuring that we continue to operate in a secure manner, both within our business and in the delivery of the services we provide to our customers.

Getronics has implemented a business assurance programme that strives to ensure industry best practice is adopted throughout the organisation, and Getronics will continue to maintain budgets, plans and resources to sufficiently support this programme, as appropriate to the prevailing or perceived levels of risk, whilst taking into account business trading conditions.

The assurance programme includes an Information Security Management System (ISMS) which takes a holistic approach to security, including:

- Establishment of security policy and organisational structure

- Security in the management of assets

- Human resources security

- Physical and environmental security

- Security in operations management

- Logical access control to systems and networks

- Security in the acquisition, development and maintenance of software and tools

- Security incident management

- Business continuity management

- Compliance with legal & statutory obligations and relevant industry standards

- Employ organisation-wide risk management.

Getronics will regularly review the effectiveness of our ISMS to ensure that levels of confidentiality, integrity, and availability are being maintained, and that the business continues to operate in a manner that complies with our legal, statutory and contractual obligations.

The business assurance programme includes a process of continual improvement, ensuring that we take the opportunity to learn from past experience and refine our approach to increase business effectiveness. We will periodically audit the programme to ensure it complies with the agreed best practice, and we will seek external certification where this will provide customer and stakeholder confidence.