GETRONICS INFORMATION 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 operate in a secure manner, both within our business and in delivering the services to our customers.

Getronics has implemented a business assurance programme that strives to ensure industry best practice is adopted throughout the organisation, which includes an Information Security Management System (ISMS) that 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

- Employment of organisation-wide risk management.

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

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