

Information Security Policy Statement

Our statement of general policy with respect to Information Security is:

- 1) To operate an information management system that runs in line with ISO27001.
- 2) To ensure the appropriate levels of confidentiality are maintained for all pieces of information processed.
- 3) To ensure the integrity of information and our IT system is securely maintained.
- 4) To provide information, instruction, and supervision for employees to ensure that they fulfil their responsibilities under the information management system.
- 5) Ensure Information Security aspects are taken into account in all daily activities, processes, plans, projects, contracts, and partnerships entered into by the organisation.
- 6) To provide training and instruction to our employees to ensure that they are able to use the company's IT system efficiently and effectively.
- 7) To ensure that we work within any specific information security requirements from our customers.
- 8) To ensure through the evaluation and management of risk that the company has an adequate and robust Business Continuity Plan in place.
- 9) To review and revise this policy whenever appropriate or at minimum annually.
- 10) This is an abbreviated version of the Security policy; the complete document can be found within the ISO27001 ISMS manual.
- 11) The person who takes overall responsibility for Information Security is Alan Campbell.



Alan Campbell, B.Eng Hons, MBA, CEng MIMechE
Managing Director
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