

ACKNOWLEDGEMENT OF ISMS DOCUMENTS

I hereby state that I have read, and I will comply with the [ISO27001 – staff guidelines](#) (available on the company's compliance SharePoint site):

Top level ISMS documents

ISMS Guideline

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The ISMS (Information Security Management System) guideline defines how information security is structured, implemented, tested and improved. It describes the security processes and the tasks of the security organization and how data protection requirements must be considered.

ISMS Scope

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The ISMS Scope document describes the area of validity and applicability of the ISMS.

Information Security Policy

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This information security policy is the basic document defining the information security strategy. It serves as the basis for the preparation of additional security specifications and requirements as well as the planning, implementation, review and optimization of information security and data protection measures.

Important policies

Acceptable Use Policy

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The Acceptable Use Policy regulates the usage of the information and information systems. Its intent is to ensure secure use of the IT systems as well as the protection of information employees gain knowledge within their work and process.

Access Control Policy

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The purpose of this policy is to define rules for access to various systems, equipment, facilities and information, based on business and security requirements.

Security Incident Management Policy

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The purpose of this policy is to ensure early detection of security incidents and weaknesses, and rapid response to security incidents.

Disposal and Destruction Policy

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The purpose of this policy is to ensure that information stored on equipment and media is safely destroyed or erased.

Employee Conflict of Interest Policy

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The Conflict of Interest Policy refers to any case where an employee's personal interest might contradict the interest of Expertsoft. This is an unwanted circumstance as it may have heavy implications on the employee's judgement and commitment to Expertsoft, and by extension to the realization of its goals.

Procedure for Working in Secure Areas

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The purpose of this document is to define basic rules of behavior in the secure areas.

Other documents

Incident Leaflet

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This leaflet is intended to show employees, customers and suppliers which events and incidents are to be reported. It should help the service desk to triage reported incidents, i.e., to assign them to the correct departments.

Process - Reporting and Handling of IS and DP incidents

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This document shows the process how we handle Information Security and Data Protection incidents.

Name: _____

Location: _____

Date: _____

Signature: _____