Memorandum

Secuirty and Compliance Directive

For Immediate Rerelease

Team,

My congratulations for recently completing the Insider Threat Awareness Training, and Establishing an Insider Threat Program in your Organization training for Willowheart LLC. We are committed to providing the best possible value proposition to our clients, and recognize all that different types of security are important, including information security practiced all levels of operations. Furthermore, while we are contractually obligated to meet certain requirements, the truth is that a company simply runs better when best practices are followed. For this reason, we have created the Insider Threat Program (ITP), and established the technology to put this Program into practice.

I am officially directing the Insider Treat Group (ITG), established during the Insider treat Training Program training, to meet a minimum of once per month (or as often as reasonably required to attain the objectives). I further direct that the ITG be responsible for all Risk Management practices at Willowheart. Sean Provencher has been designated the FSO and Secuirty and Compliance Manager, and Taylor Reynolds has been named the Training and Awareness Program Manager.

To empower this directive, I have commissioned the Secuirty and Compliance Enablement Desk, with the express mission of instituting the following capabilities that facilitate the ITP and Risk Management practices at Willowheart;

* Security and Compliance Center with Dashboards for Compliance
* A Baseline of Secuirty and Control Measures to be assessed
* Compliant Audit logs to perform the necessary audits and measurements that validate control measures and identify potential threats
* Systems for a Training and Awareness program, with methods for verification of acknowledgment
* A library of all Policies that Willowheart needs to address

The Enablement Desk is a type of help desk that you call or email when you have a question about security or compliance. This includes questions regarding how to label, categorize and store information, files or documents. The Enablement Desk has established a Roadmap for this purpose, and will provide monthly reports to executive leadership. If you have any questions, please contact the Enablement Desk for further clarification. Contact for our Secuirty and Compliance Enablement Desk is as follows:

Scott Parramore

Security and Compliance Enablement Desk

O: (972)-535-4195

M: (630) 803-0468

Signature