**Information Security Policy**

**Obligations**

## QSL recognises its responsibility to protect information collected or created through the course of its business operations. QSL is committed to ensuring the security of all personnel and assets within the premises which includes but not limited to, customer products and commercially sensitive information, customer and company owned assets, staff and visitors. The commitment extends to ensuring that the organisation’s operations do not place the stakeholders at risk of information leakage, data corruption or business disruption.

## Objectives

## QSL will:

## Prevent the acts of breaches in security, by installing a robust security system, developing and implementing necessary control measures, procedures and processes

## Provide appropriate systems and people to minimize information leakage, data corruption and business disruption

## Maintain a list of critical information assets and conduct information security risk assessments at regular intervals

## Provide written procedures and instructions to ensure appropriate systems of work

## Ensure compliance with legislative requirements and current industry standards

## Continuously provide information, instruction, training and supervision to employees, contractors and customers to ensure information protection

## Provide assistance and support to stakeholders

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**Responsibilities**

Each Head of the Facility/Manager of the Business Operation is accountable for implementing this policy in the area of responsibility. This will be measured via their annual performance reviews. Management is responsible for:

* the provision and maintenance of a secure workplace
  + involvement in the development, promotion and implementation of information security policies and procedures
  + training in the safe performance of their assigned tasks and impact on information security
  + the provision of resources to meet the information security commitment
  + monitoring compliance with the policy within the area of responsibility

Employees are to:

* follow all information security policies and procedures
* report all known or observed security incidents to their immediate supervisor or manager.

**Application of the Policy**

This policy is applicable to all QSL operations and functions within its physical boundaries and virtual operating environments including those situations where employees are required to work offsite.

Compliance with the Information Security Policy is mandatory.

Signed:

**Prem Reddy**

Managing Director

Date signed: