



Information Security Policy

Version: 1.0

Effective Date: April 2025

Purpose

This policy establishes the company's commitment to protecting information assets from unauthorized access, disclosure, alteration, or destruction.

Scope

Applies to all employees, contractors, vendors, and third-party users who interact with company systems or data.

Policy

- Information security is the responsibility of all users.
- All sensitive data must be stored, accessed, and transmitted in compliance with company security standards.
- Roles and responsibilities for security governance are defined and communicated.
- All systems must be evaluated for risk prior to implementation.
- Security awareness training is required upon hire and annually.

Enforcement

Non-compliance may lead to access restrictions, disciplinary measures, or legal action.