

# Information Security Policy

Information is an important business asset of significant value to ND Group that needs protection from threats that could potentially disrupt business continuity. This policy provides the mechanism to establish procedures to protect against information security threats and minimize the impact of information security incidents.

ND Group leadership ensures ways to safeguard and protect ND Group's information assets from all threats, whether internal or external, deliberate or accidental.

This Policy scope covers all forms of Information Security such as data stored on computers, transmitted across networks, printed or written on paper, stored on any device, spoken in conversation or over the telephone and the physical security around these.

All managers are directly responsible for implementing the Policy within their business areas, and for adherence by their staff. It is the responsibility of each employee to adhere to this policy. Disciplinary processes will be applicable in those instances where staff fail to abide by this policy.

It is ND Group's policy to ensure that:

- Information will be protected against unauthorized access; Confidentiality of information is assured;
- Integrity of information is maintained;
- Regularity and legislative requirements regarding intellectual property rights, data protection and privacy of personal information are met;
- Staff receive sufficient information security training;
- All breaches of information security, actual or suspected are reported and investigated.

It is ND Group Management responsibility to ensure that the appropriate resources, including human and financial ones, are committed towards implementing this policy across all our operations and communicating our policies and standards to all our employees and interested parties.

Our Information Security performance will be considered at every management meeting and the Leadership team will review this policy annually to ensure that it continues to reflect the aims and aspirations of the company and keeps up to date with legislative requirements.