



## Information Security Policy

### 5.1.1 Policies for information security

The policies for information security will be available to all staff to access via People HR Portal. The policies are included within the Company Handbook.

New updates will be notified via this system to ensure compliance is auditable.

Staff are required to confirm acceptance.

Company Handbook is issued with job offer letter and contract of employment.

Employee is required to sign for the Handbook as part of the offer acceptance

On starting with the Company the employee Induction Checklist reconfirms receipt of Company Handbook.

### 5.1.2 Review of the Policies for information security

Will be covered within the internal audit plan

Company Handbook and the enclosed policies are reviewed as part of the Company's monthly management meetings.

Information security is a standard agenda item

Monthly meeting are scheduled through the company CRM System

Meeting agendas are saved in a secure location on the file server.