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Security policy presents a framework incorporating good practices in the field of physical security and protection of communications. That is why we have introduced in our company a protection system that prevents intrusions, misuse, and unauthorized disposal of commercial and other secrets.

We are aware that proper functioning of the protection system requires employees' awareness, training and motivation, carefully selected software and hardware, as well as documented procedures that include control mechanisms.

Our system is based on identifying risks, constantly raising awareness among employees on the potential misuse, and integrating state-of-the-art security mechanisms in the field of physical, system and software security. All our employees and subcontractors are acquainted with the protection system by concluding and conforming to the company's security commitment.

## *The objectives of the implementation of the security policy*

- ◆ To protect the data and information (personal and business-related) in ways that ensure business continuity and reduce business risks.
- ◆ To prevent misappropriation or disclosure of relevant business information to unauthorized natural and legal persons.
- ◆ To respect the rules applicable to the employees in the company's processes in dealing with sensitive data and information.
- ◆ To manage content and information tools and documents with respect to the level of confidentiality, integrity and availability.
- ◆ To provide resources (responsible persons and infrastructure) for the management, efficient functioning and improvement of the system, as well as for monitoring and reporting on the functioning of the system.
- ◆ To implement measures to prevent material or moral damage to the company or an individual due to ignorance, misuse or negligence, and to sanction the culprits should such incidents arise.
- ◆ To reduce the risks identified so as to meet the security and business objectives of the company.
- ◆ To guide the operation of business processes in accordance with legislative frameworks (Classified Information Act, Personal Data Protection Act, Protection of Documents and Archives and Archival Institutions Act, AKOS Regulation - Network and Service Security and Network Integrity, as well as the EU directive 2009/140/EC).

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