



## ERP UK Information Security and Risk Management Policy – December 2018

A risk is anything that can obstruct or hinder an organisation's ability to meet its current or future objectives. With that in mind ERP UK has established and implemented this policy, that aims to prevent information security leaks, avoid security breaches and minimise related risks, build and disseminate a security minded culture within ERP UK and ERP UK supply chain and to promote the business continuity of ERP UK.

The goal is to protect ERP UK assets against all internal, external, deliberate or accidental threats and take the appropriate security measures that will enable ERP UK to fulfill its corporate vision, mission and strategy as well as enhance its corporate value. Therefore ERP UK is committed to:

- Complying with all relevant information security laws, regulations and agreements and with all relevant business requirements, namely contractual obligations;
- Developing criteria for accepting risks, specify acceptable levels of risk, and set appropriate risk management goals and objectives based on a systematic risk assessment and management;
- Developing and Implement procedures, guidelines and/or rules to achieve this policy commitments and revise them on a regular basis;
- Providing all employees with regular information security training to ensure that the information security objectives are met and increase their information security awareness;
- Continuously improving the effectiveness of the ERP UK IMS.

### Data Management

ERP UK is committed to a responsible management and use of its data, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to proactively promote security. ERP UK is dedicated to ensure the:

- Availability, integrity, control and confidentiality of input data from customers, suppliers and ERP UK personnel;
- Availability of its data processing resources;
- Security and accuracy of data processing;
- Availability, integrity, control, accuracy and confidentiality of output data;
- Security of data archiving and deletion;
- Controlled disclosure of data to external recipients in order to protect confidentiality and privacy;
- Avoidance of unauthorised data disclosure, unless legally obligated, and avoidance unauthorised and undetected modification, substitution, insertion, and deletion of that data.

The information covered by this policy includes, but is not limited to, information that is either stored or shared via any means: electronic information, information on paper, and information shared orally (e.g. telephone) or visually (e.g. video conferencing).

### Risk Management

ERP UK will explicitly identify and assess the main risks threatening the achievement of ERP UK objectives. Criteria for assessing the risk will depend on the risk area and will be detailed in appropriated procedures.



Control systems to monitor the risks will be put in place. ERP UK's risk management process is an integrated set of tools and techniques for use in the various stages of the business process, that guarantee:

- Commitment from the Top Management;
- Assignment of responsibilities;
- Control measures to mitigate the risks;
- Allocation of appropriate resources for training;
- Development of risk awareness by all stakeholders.

### Intellectual Property

ERP UK prohibits:

- Patent infringement, copyright infringement, trademark infringement;
- Misuse of the intellectual property systems;
- Illegal practices of business intelligence and industrial espionage;
- Unauthorised use of trade, marketing, operational, personnel and financial secrets and all ERP UK technical information and knowledge.

### Insurance and Business Continuity

ERP UK realises the critical nature of being able to continue material operations if an incident occurs that could affect important business units and systems. Special importance is given to key elements in the supply chain. For that, ERP UK defines procedures that enable the continuity of operations in case of a disaster or a business disruption, whether as a result of external risk or from within the organisation. These procedures are reviewed to ensure appropriate enhancements are implemented as technology improves, business evolves, or regulatory requirements change.

ERP UK adopts and implements all appropriate insurances against claims, legal actions, liabilities, losses, damages, fraud, and civil responsibility for which ERP UK has identified liability.

ERP UK is committed to ensuring that this Policy is appropriately managed and strictly adhered to in all aspects of our operations. Employees must comply with this policy, and other related procedures, documents, rules and regulations. An employee who violates any of these regulations shall face disciplinary action in accordance with the applicable enforceable law.

This policy is reviewed periodically to ensure effectiveness and suitability.

Signature:



Policy owner: John Redmayne  
Position: General Manager  
Policy Review: Annual