



Information Security Policy Statement

Objective

The Objective of the Information Security Policy is to ensure the Business Continuity of the **iKnowHow** and to minimize the risk of damage by preventing security incidents and reducing their potential impact to the Company.

Policy

The Policy's goal is to protect the Company's information assets against all internal, external, deliberate or accidental threats.

- The President of iKnowHow has approved the information security policy and hereby endorse his full commitment for the effective implementation of the present policy, for the provision of sufficient resources, and for the continual improvement of the Information Security Management System.
- The Security Policy is to ensure that:
 - The Information will be protected against any **unauthorized access**;
 - **Confidentiality** of Information will be assured;
 - **Integrity** of Information will be maintained.
 - **Availability** of Information for business Processes will be maintained;
 - **Legislative and Regulatory** requirements will be continually monitored and met;
 - **Business Continuity Plans** will be developed, maintained and tested;
 - **Information Security Training** will be available for all employees
 - **All actual or suspected Information Security Breaches** will be reported to the Information Security Manager and will be thoroughly investigated.
- Procedures exist to support the policy, including virus control measures, passwords and continuity plans.
- Business requirements for availability of Information and Systems will be met.
- The Information Security and Service Manager is responsible for maintaining the policy and providing support and advice during its implementation.
- All Managers are directly responsible for implementing the Policy and ensuring staff compliance within their respective departments.
- Compliance with the Information Security Policy is mandatory for everyone who works or co-operates with the Company.

Signature

Date

20/06/18

Title

Vice President