INFORMATION SECURITY POLICY OF VTSB

1. The management of Velo Technologies Sdn Bhd (VTSB) is committed to preserving the confidentiality, integrity and accessibility of all information and information assets:

2. Information security requirements will be embedded and addressed in day-to-day operation, project management and business continuity and to reduce information-related risks to acceptable levels.

3. All information security responsibilities shall be defined. VTSB will assign and designate officer to oversee and manage the Information System Security standards and controls

4. It is the policy of VTSB in as much as possible to ensure conflicting duties and areas responsibilities shall be segregated to reduce opportunities for unauthorized or unintentional modification or misuse of company's assets.

5. All staff will receive appropriate training to ensure everyone understands and comply the ISMS.

6. VTSB shall identify internal or external organizations that have a need to access, use or manage VTSB information or services. VTSB shall share and inform information security controls with these parties.

7. VTSB management will periodically review the information security policy to ensure its suitability and up to date. This policy will be reviewed to respond to any changes in the risk assessment, or changes in external or internal environment at least annually.

8. The security control and security policy will be reviewed from time to time as continual improvement to ensure its continuing suitability, adequacy and effectiveness.

9. VTSB will conduct internal audit to review the effectiveness of information security control and shall take necessary action to rectify any weaknesses found.

10. Change in Information System Security Management or control is subject to Change Management and shall be assessed to identify:

    a. New or changed information security risks
    b. Potential impact on the existing information policy and controls
    c. Potential impact to existing information system and services.

11. Information system security incidents

a. VTSB shall be managed using the Incident Response Procedure aligned to Incident Management Policy/Procedure, with a priority appropriate to the information security risks.
b. VTSB shall analyze the types, volumes and impacts of information security incidents.
c. Information system security incidents shall be reported and reviewed to identify opportunities for improvement.

12. VTSB will manage all its suppliers diligently to ensure protection of company assets and information assigned to the company.

13. Business continuity will be developed and maintained to ensure readiness of company in the unlikely occurrence of crisis. Information security will be maintained in business continuity plan to ensure assets are secured even in the event of emergency or crisis.

14. VTSB will comply to legal and contractual requirements. It will also adhere to related regulations including ensure privacy of personal information.

VELO TECHNOLOGIES SDN. BHD. (1309215D)

Ben Chin
CEO
20/05/2022