



# **Digitech Pro (Pty) Ltd Physical and Environmental Security Policy**

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Database & Software As A Service | Cloud Computing | Geospatial Database Solutions

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## 1. Purpose

The purpose of this Physical and Environmental Security Policy is to establish guidelines and procedures to protect Digitech Pro (Pty) Ltd's physical and environmental assets. This policy aims to ensure the security of our facilities, equipment, and information by implementing robust entry control measures and environmental controls.

## 2. Scope

This policy applies to all employees, contractors, visitors, and any other parties who have access to Digitech Pro's physical premises and environmental systems. It covers all facilities and locations where Digitech Pro operates.

## 3. Definitions

- **Physical Assets:** Tangible resources such as buildings, equipment, and hardware.
- **Environmental Controls:** Measures to protect physical assets from environmental hazards like fire, water damage, and temperature extremes.
- **Entry Controls:** Procedures and technologies used to control and monitor access to physical premises.

## 4. Physical Security Objectives

- Prevent unauthorized access to Digitech Pro facilities.
- Protect physical assets from theft, damage, and other threats.
- Ensure the safety and security of employees, contractors, and visitors.

## 5. Entry Control Measures

### 5.1. Access Control Systems

- **Access Cards:** All employees and contractors must be issued access cards to enter secure areas. Access cards must be used at all entry and exit points.
- **Biometric Authentication:** Biometric authentication (e.g., fingerprint or facial recognition) must be used in conjunction with access cards for high-security areas.
- **Visitor Management:** Visitors must sign in at the reception and be issued temporary access cards. Visitors must be escorted by authorized personnel at all times.

### 5.2. Secure Areas

- **Server Rooms:** Access to server rooms must be restricted to authorized personnel only. Biometric authentication and access cards must be used for entry.

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- **Sensitive Areas:** Areas containing sensitive information or critical infrastructure must have additional security measures, such as surveillance cameras and alarm systems.

### 5.3. Surveillance and Monitoring

- **CCTV:** Closed-circuit television (CCTV) cameras must be installed at all entry and exit points, as well as in high-security areas. CCTV footage must be monitored and stored for a specified period.
- **Alarm Systems:** Alarm systems must be installed in key areas to detect unauthorized access and alert security personnel.

### 5.4. Physical Barriers

- **Fencing and Gates:** Perimeter fencing and gates must be installed to secure the premises. Gates must be monitored and controlled to allow only authorized entry.
- **Locks and Barriers:** Doors, windows, and other access points must be secured with locks and physical barriers to prevent unauthorized entry.

## 6. Environmental Security Measures

### 6.1. Fire Protection

- **Fire Alarms:** Fire alarm systems must be installed and regularly tested to ensure functionality.
- **Fire Suppression:** Fire suppression systems, such as sprinklers and fire extinguishers, must be installed and maintained.

### 6.2. Temperature and Humidity Control

- **HVAC Systems:** Heating, ventilation, and air conditioning (HVAC) systems must be used to maintain appropriate temperature and humidity levels in sensitive areas.
- **Monitoring:** Temperature and humidity levels must be continuously monitored, with alerts for any deviations from acceptable ranges.

### 6.3. Water Damage Prevention

- **Leak Detection:** Leak detection systems must be installed in areas prone to water damage, such as server rooms and storage areas.
- **Drainage Systems:** Adequate drainage systems must be in place to prevent water accumulation and damage.

### 6.4. Power Supply Protection

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- **Uninterruptible Power Supply (UPS):** UPS systems must be installed to provide backup power in case of outages.
- **Generators:** Backup generators must be available and regularly tested to ensure continuous power supply.

## 7. Responsibilities

- **Management:** Responsible for the implementation and enforcement of this policy, ensuring adequate resources are available.
- **Security Personnel:** Responsible for monitoring and controlling access, as well as responding to security incidents.
- **Employees and Contractors:** Responsible for complying with the physical and environmental security measures outlined in this policy.

## 8. Compliance and Monitoring

- **Audits:** Regular audits must be conducted to ensure compliance with this policy.
- **Monitoring:** Continuous monitoring of physical and environmental security controls must be performed to detect and respond to threats.
- **Penalties:** Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract.

## 9. Policy Review and Updates

This policy must be reviewed and updated at least annually or whenever significant changes occur to ensure its continued effectiveness and relevance.

## 10. Acknowledgment

All employees and contractors must acknowledge their understanding and acceptance of this Physical and Environmental Security Policy.

**Acknowledgment:** I, \_\_\_\_\_, acknowledge that I have read and understood the Digitech Pro (Pty) Ltd Physical and Environmental Security Policy. I commit to following the guidelines and policies outlined within.

**Signature:**

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**Date:**

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By adhering to this Physical and Environmental Security Policy, you help protect Digitech Pro's physical assets and ensure the safety and security of our working environment. If you have any questions or need further clarification, please contact the security team.

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