

## **INFORMATION SECURITY POLICY**

At Syncopate Leadership we are committed to ensuring the appropriate level of confidentiality, integrity and availability of the information entrusted to us by our stakeholders; including clients, management, our staff, suppliers and other business partners.

To support this goal, we have established an information security programme, policy and procedures in line with industry and technology practices, so that:

- We are all fully aware of the need to protect information and what our responsibilities are with regards to information security.
- We comply with all relevant legal, regulatory and policy requirements that apply to our information assets.
- We implement cost effective controls to protect information assets from any misuse that could act to the detriment of Syncopate or its business partners.
- Our use of any information assets is in line with our business objectives and the owners of those assets.
- We use data, computer equipment, software, and communication facilities in a manner that enhances the security of those resources.

Syncopate's CEO is accountable for setting, enforcing, and supporting the Policy and Standards surrounding security of information and information-related assets.

The responsibility for maintaining and supporting security is implicit in the roles and daily duties of all Syncopate employees, temporary workers, consultants, and contractors.