



INFORMATIC SYSTEMS PROTECTION POLICY

Corporate Policy Manual

Entity: EMES Ventures Inc.
Applicable to Oil & Gas Operations
Issued by: Board of Directors
Effective Date: March 21st, 2024
Version: 2.1



1. Purpose

The purpose of this Informatic Systems Protection Policy is to establish the principles and controls adopted by EMES Ventures Inc. to ensure the integrity, confidentiality, and availability of its information systems. This policy aims to prevent unauthorized access, alteration, disclosure, or destruction of information used in the company's operations, particularly in connection with commercial activities involving public-sector entities such as PEMEX.

2. Scope

This policy applies to all individuals who interact with the information systems of EMES Ventures Inc.. This includes employees, directors, contractors, consultants, and third-party service providers who access or manage digital platforms, communication systems, storage environments, and operational data in the course of their work with the organization.

3. Protection of Information

EMES Ventures Inc. shall ensure that all operational, financial, technical, and contractual information is safeguarded against unauthorized access or misuse. Information such as commercial agreements, procurement documentation, financial records, technical proposals, government-related correspondence, and project documentation shall be considered protected. Access to such information shall be limited to personnel who have legitimate authorization based on their professional responsibilities.

4. Access Control

Access to company systems shall be granted based on role-based authorization and business necessity, ensuring proper segregation of duties. Each user shall be assigned individual access credentials to ensure accountability and traceability. The sharing of login credentials is strictly prohibited under all circumstances. Access privileges shall be reviewed periodically and updated whenever roles or responsibilities change.

5. Data Integrity

All digital records maintained by EMES Ventures Inc. shall accurately reflect the underlying transactions or activities they represent. These records shall be protected against unauthorized modification and shall maintain full traceability. Any alteration to digital records must be authorized and properly documented to preserve reliability and transparency.

6. Confidentiality

Personnel are responsible for protecting confidential information from unauthorized disclosure. Sensitive information shall not be transmitted through unsecured communication channels and must be stored using appropriate security mechanisms. Confidential data shall not be disclosed to any internal or external party without proper authorization.



7. System Security

EMES Ventures Inc. shall implement reasonable safeguards to protect its information systems. These safeguards include the use of password protection, secure network usage, and restricted administrative access. Company systems shall not be used for unlawful or unethical purposes under any circumstances.

8. Third-Party Access

External service providers who require access to company systems shall be permitted to use those systems only for authorized purposes and only to the extent necessary for service delivery. Such parties must maintain the confidentiality of company information and comply with applicable contractual obligations.

9. Protection of Government-Related Information

Information exchanged with PEMEX or other public institutions shall be treated as sensitive and shall be protected against unauthorized access, disclosure, or alteration. This information shall only be handled by authorized personnel.

10. Incident Reporting

Any suspected or actual breach of system integrity shall be reported immediately to the Compliance Officer. Upon receiving a report, the organization shall investigate the incident, implement corrective measures where necessary, and document the outcome.

11. Record Retention

Digital records shall be retained in accordance with applicable legal requirements, contractual obligations, and operational needs.

12. Compliance

Failure to comply with this policy may result in disciplinary action, termination of contractual relationships, or legal consequences.

13. Continuous Improvement

EMES Ventures Inc. commits to periodically reviewing this policy to ensure the continued protection of its information systems.

14. Effective Date

This policy becomes effective upon approval by the Board of Directors and shall apply to all current and future operations of EMES Ventures Inc.