



**APPROVED BY**

CEO

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## **CORPORATE SECURITY POLICY**

### **1. General Provisions**

The benefits of security policy for Vector-Logistics are abundant. It protects the company information privacy and safeguards the information from getting leaked to non-authorized parties. They restrict accessing company information through network by limiting the access. Security guidelines clarify importance to all team members and partners. Define means and rules for physical security and corporate vision of investment in all necessary means for ensuring security at all business processes.

### **2. Methods and means of ensuring security**

Based on corporate commitment with the MSA and according to local legislation, Vector-Logistics implements and constantly develops security means and practices.

**2.1. Information security** – all corporate resources are maintained and protected with up to date security certificates, antiviruses and other security layers and equipment. Inhouse infrastructure is organized with strict access regulations by roles and operated via domain controller. Each user has access according to his/her role and unauthorized access attempts, including actual network activities are recorded. Access granting control is managed by IT department and control by management team.



**2.2. Data security** – for ensuring data is well protected, ongoing and periodical backups are being duplicated, to prevent 9/11 scenario, and are protected with encryption and password. Hardcopies are being kept in Archive and in protected lockers. Each email and other communication are either followed by a confidential disclaimer notice or in addition confirmed with signed NDA and antibribery agreement, to ensure acknowledgment and alignment. Hard copies are registered for in and out communication. E-signatures are used for documents turnover, when applicable. Private information is treated according to local legislation and EU GDPR.

**2.3. Physical security** – facilities are secured with 24/7 guards, CCTV and alarm system. Access control is implemented and allows access control by zones according to role and corporate needs.

**2.4. Corporate security** – main corporate asset is our staff, in order to ensure team is working in secured environment and is not under risk while at work (home and office based), PPE are provided and periodical guidelines are updated and waterfalled to team. Protection equipment is being used and responsible officer controls alignment.

Up to date insurance policies are in place for covering risks. Ongoing legal support ensures legal compliance.