

Century Extrusions Ltd.

Information Security Policy (IT)

(CEL/ ISP/01)

The top management Century Extrusions understands the Information Security needs and expectations of its interested parties both within the organization and from external parties including clients, suppliers, regulatory and Government departments.

The purpose of Information Security Policy is to ensure business continuity and minimize business loss by preventing and mitigating the impacts of security incidents. This policy has been established to support the strategic aims of the business and is committed to maintaining and improving information security within the company and minimising its exposure to risks.

- ❖ CEL established adequate controls to ensure that Confidentiality, Integrity and Availability of information and information processing facilities, are maintained as per business requirements.
- ❖ Users shall not in any circumstance engage in any activity that is illegal under local, state or international law while utilizing company owned resources.
- ❖ Users shall not disable or attempt to evade the operation of the security features, such as firewalls, anti-virus software, etc.
- ❖ Users shall not connect unauthorized equipment to company's network.
- ❖ Users shall not install/ use pirated or other software products that are not appropriately licensed for use by the company.
- ❖ All sensitive or confidential information in hardcopy or electronic form are secured in the work area or removed from the desk and locked in a secure place at the end of the day.
- ❖ The password management process to be followed are-
 - ✓ Users shall be assigned individual accounts and first-time use passwords to access respective technology resources. Users shall change the password on first login and select strong passwords that are not easily guessable.
 - ✓ Users shall be responsible safeguarding their password. It is better to memorize rather than writing it down.
- ❖ Constantly strive to meet its customer's expectations.

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