



Quality and Information Security Policy

1. Quality Policy Statement

Postworks Limited's policy is to ensure rapid and sustainable growth by:

- Being known as a trusted supplier who consistently works with customers to make sure:
 - Their data is transferred securely
 - They enjoy their customer experience
- Valuing and maintaining our supplier relationships
- Developing friendly relationships with employees by:
 - Encouraging communication
 - Delivering ongoing training and development
- Complying with the Postworks System and using it to help continuously improve company systems
- Satisfy and exceed, where possible, all applicable requirements
- Communicate this policy to all team members on induction and following any changes
- This policy will be made available to stakeholders on request

2. Information Security Policy Statement

Postworks' policy is to protect the company's, our customers' and team members', informational assets against external, deliberate or accidental threats.

Our information security policy is therefore as follows:

- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Availability of information for business use will be maintained
- Legislative and regulatory requirements will be met
- Business continuity plans will be developed, maintained and tested where practically possible
- Information security training will be available for all team members on an ongoing basis
- All actual or suspected information security breaches will be investigated
- Satisfy and exceed, where possible, all applicable requirements
- Communicate this policy to all team members on induction and following any changes

- This policy will be made available to stakeholders on request

Postworks will ensure all team members comply with the Postworks System and use it to help continuously improve company systems.

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