

1. Aim

The aim of Information Security is to enable the operation and growth of the business whilst protecting the company's information assets from all relevant threats. Risk will be assessed and managed accordingly. At all times the cost effectiveness and fitness for purpose of countermeasures will be considered.

2. Purpose

The purpose of this policy is to define the Executive level information security commitment and outline a framework to ensure risks to information are reduced and minimising the impact of security incidents.

3. Scope

The scope of this policy is to protect all information assets. This includes hard copy documents, electronic data, software, storage media, intellectual property, hardware and communications equipment owned across the whole of boxxe.

4. Information Security objectives

It is the Policy of boxxe to ensure that as far as practicable and in line with our Risk Assessments:

- The Confidentiality of information is protected.
- The Integrity of information is maintained.
- The Availability of information is assured.
- The regulatory and legislative requirements are met.
- That business continuity plans are produced, maintained and tested.
Information security training is available to all staff as relevant for their position (including contractors as required).
- All suspected/actual security incidents and breaches of security are reported to the CISO.
- Good security behaviours and practices are openly recognised and actively encouraged.
- We will obtain and maintain certification and provide continual improvement of our Information Security Management System (ISMS) to ISO27001 and Cyber Essentials Plus.

5. Information Security responsibilities

5.1 The CISO has the delegated authority for maintaining and implementing the security policy and associated supporting procedures, to oversee day to day security and for providing advice and guidance on information security matters.

5.2 All Managers are responsible for implementing security policies within their area of responsibility under the direct oversight of the CISO.

5.3 It is the responsibility of every employee whether permanent, temporary, contractor or third party to adhere to all boxxe security policies as defined in the Company Manual Viewer/SharePoint under the direct oversight of their immediate line manager.

6. Authorisation, Review & Availability

This policy is approved and authorised for use by the CEO as part of our continual improvement programme. It is updated whenever changes occur and is formally reviewed annually. It is available to employees via SharePoint and our customers, suppliers and all other interested parties on request.

Authorised for use by Phil Doye, Chief Executive Officer.....Date
27/03/20