

INFORMATION SECURITY POLICY

Parex Ltd recognises that the security of its assets is key to its continuing success and growth. These may be –

- physical, such as property and hardware
- intellectual, such as formulations and procedures
- financial information, such as profit, loss, overhead figures
- personal, such as the information held regarding its employees.

The company has, therefore, implemented this Security Policy, which is a controlled document with the Integrated Business Management System (IBMS). The IBMS encompasses all the processes necessary to identify –

- a) the information we need to protect, and
- b) how to achieve this satisfactorily.

Parex also recognises that our business, and its context continually change - due to regulation changes or the needs of other interested parties varying over time. As such, the IBMS itself has to adapt and improve accordingly. For this reason, all its objectives, policies and processes are reviewed regularly and at least annually.

Parex's Security Policy has the following three top level objectives –

- **CONFIDENTIALITY** - Information is only accessible to authorised persons. This is achieved by password protection.
- **INTEGRITY** – All information is accurate, up to date, complete, and not modified without formal approval. This is achieved by our Document and Record Control Procedure (TEC-QA12)
- **AVAILABILITY** – All authorised users have full access to the information they require. This is similarly achieved by password protection.

To support these objectives, the following arrangements are in place -

- Details of financial contractions with customers remain within the UK, and are stored securely.
- Parex Ltd has issued a Business Continuity Plan, SF24/1.
- Parex Ltd has appointed a Senior Manager (the QSHE Manager) with overall responsibility for the IBMS, including Information Security.
- A commitment from Senior Management that all necessary resources will be available.
- A Management Review of the full Integrated Business Management System whenever there is a major change, and at least annually.

Signature: Mark Shorrock Date: 31st October 2017
Mark Shorrock, Managing Director