

	Doc. Title:	ISMS Policy
	Ref. No:	IBOS-IS-Policy-1

ISMS Policy Statement

"iBOS Limited" is committed towards securing the Confidentiality, Integrity and Availability of information for the day-to-day Business and operations. The security of information and other assets is therefore considered as fundamental of successful business operation of **"iBOS Limited"**.

"iBOS Limited" has adopted an Information Security Management System (ISMS) comprising the Information Security Policies, Procedures and Processes to effectively protect data/information of the organization and its customers from information security threats, whether internal or external, deliberate or accidental.

The management of **"iBOS Limited"** is committed to ensure that:

- Regulatory and legislative requirements related to operation are met
- The confidentiality of information is protected and prevent disclosure of valuable or sensitive information
- The integrity of information is maintained to ensure its accuracy and completeness
- The availability of information is maintained to meet business needs and client's requirements
- Business continuity plans are developed, maintained and tested
- Information security awareness is provided to all employees
- Emergency Incident management process and employee awareness have been established and implemented to ensure that all breaches of information security, actual or suspected are reported and investigated
- Risks are mitigated to an acceptable level through a risk assessment and investigation procedure
- Appropriate resources are allocated in order to implement, operate and review an effective Information Security Management System adopted for the activities for Talent Management Services.

The management acknowledges the need of **continual improvement** and has introduced various methods to ensure that effectiveness and continual improvement of the processes are achieved.

"iBOS Limited" shall follow a formal disciplinary process for employees who have allegedly violated the information security policies and procedures.

The organization shall ensure that the **review** of the Information Security Policy and relevant documents is performed at **least once in a year** during management review meeting or when significant changes occur to ensure suitability, adequacy, and effectiveness of the ISMS framework.

Signed by:

Chief Executive Officer

Date: 01-JUL-2024

Approved by	Revision No.	Last Reviewed	Clause / Control	Page No
CEO	1.0	01-JUL-2024		1