

## POLICY

The purpose of the Information Security Policy is to protect the necessary rights of ALCE information assets, for the purpose of confidentiality, integrity, and accessibility.

All the information assets while maintaining our process are recorded and manage their risks. ALCE aim to improve information security processes continuously by applying ALCE 27001 management system requirements. The Information Security Management System Policy has been approved by the top management.

## GENERAL CONDITIONS

Evaluating of the privacy, integrity and accessibility of information security assets and determining of the risks that may arise during the management of this evaluation, Fulfilling of the requirements of Information Security Standards Complying to all legal regulations regarding Information Security,

Providing of all necessary resources to keep the Information Security Management System alive, to establish controls, to evaluate continuous improvement opportunities.

Providing trainings to improve technical and behavioral competencies to increase awareness of information security.

ALCE establish all controls for maintaining and ensuring of continuity of information security system. Monitoring of this control are done by procedures and instruction which are related with this policy.

ALCE Information Security Policies are valid for all employees and expect from them to respect all responsibilities and obligations which are related with this policy.

## EMPLOYEE AND STAKEHOLDER RESPONSIBILITIES

Information Security Policies are valid and mandatory for all personnel, regardless of geographic location or business unit, who use information or business systems, whether full-time or part-time, permanent or contracted. All persons who are not in the scope of these classifications, such as third party service providers and their affiliated support personnel, who need access to ALCE information, must adhere to the general principles of this policy and any other security responsibilities and obligations they must comply with. If our employees encounter a situation related with the Information Security, the matter must be communicated to the Information Security department or the Quality Department.



## INFORMATION SECURITY STRATEGIC OBJECTIVES

Ensuring of the continuity of information systems  
Increasing of the level of employees in terms of awareness, and compliance with information security requirements,  
Ensuring the full compatibility of the information security subject on the contracts made with the third parties,  
Minimizing information security incidents and turning them into learning opportunities,  
Create, access and storage of information's in full compliance with the law,