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IT SECURITY AND CYBER POLICY

1.0 Statement of Commitment:

The IT Security and Cyber policy provides detail regarding best practices and provides guidance for its employees to follow to limit the potential for attacks and ameliorate damage. The policy is meant to provide employees with the appropriate degree of freedom they need to be productive, but to ensure that the policy is understood by all members of the organisation.

Transvac Systems commits to respecting the privacy of all its customers and to protecting any data about customers from outside parties.

Our commitment is to protect our employees, partners and the Company from illegal or damaging actions by individuals, either knowingly or unknowingly.

This Information System Security Policy addresses all these areas to ensure that high confidentiality, quality and availability standards of information are maintained.

2.0 Purpose

Information is a major asset that Transvac Systems has, therefore has a responsibility and requirement to identify and protect. Protecting information assets is not simply limited to covering the stocks of information (electronic data or paper records) that the company maintains, it also addresses the people that use them, the processes they follow and the physical computer equipment used to access this information.

3.0 Scope

The Policy applies to all the systems, people and business processes at Transvac Systems including all Management, Departments, Partners, Employees, contractual third parties and agents that act for the Company who have access to Information Systems or information used for Transvac Systems' purposes.

The Policy serves several purposes. The main purpose is to inform company users: employees, contractors and other authorized users of their obligatory requirements for protecting the technology and information assets of the company. The Policy describes the technology and information assets that we must protect and also identifies many of the threats to those assets.

The Policy also describes the user's responsibilities and privileges. What is considered acceptable use? What are the rules regarding Internet access? The policy answers these questions and outlines this so that employees are encouraged to be more security/Cyber aware.