



IT Security and Data Integrity Policy

Excellence Logging is committed to identify and mitigate risks associated with the use of its IT systems. By integrating cyber-security awareness deep within its corporate culture, Excellence Logging strives to provide its customers with superior services together with the pledge that data security is a top Company priority.

Our Goals are to ensure that our customers' data are protected and managed throughout their life cycle, from creation to final delivery or archiving by the customer. The same goals apply to our own data.

Company Management holds the responsibility to ensure the requirements of this policy are communicated, understood, and applied. All employees, contractors, suppliers, consultants, and temporary staff working for Excellence Logging must respect this policy.

Our Requirements are to demonstrate engagement from corporate management in matters of IT security and data integrity; document our cyber-security framework; ensure the integrity and confidentiality of data at all stages of their lifecycle in accordance with our Data Classification Policy; ensure access to data is strictly controlled using a need-to-know basis; clearly define roles and responsibilities for those with access to data; apply the principle of least privilege to all corporate IT systems; ensure that both logical and physical security systems are in place; ensure data backup and retention policies are included in the framework; ensure layered security is practiced at all corporate locations; demonstrate our commitment to unparalleled ethical standards of business through a complementary compliance program that includes our contractors and suppliers; ensure keen awareness of IT's relationship to local laws, requirements and customs.

Maintaining an excellent reputation for IT Security and Data Integrity always requires vigilance. Everyone is encouraged to identify risks and opportunities. We are determined to provide the necessary resources to achieve our goals and will support initiatives for continuous improvement of the Excellence Logging Management System (OMS).

John LECHNER
Chief Executive Officer
Excellence Logging

A handwritten signature in black ink, appearing to read "J. Lechner", is positioned to the right of the printed name and title.

The Twelve IT Golden Rules

- Ensure you are extremely vigilant when opening attachments, clicking links or acting on any instructions contained in email.
- Ensure startup and screen lock passwords are setup and used.
- Ensure computers are always protected from theft.
- Ensure systems are properly protected against malware.
- Ensure only approved and licensed software is used.
- Ensure all critical data are frequently backed up.
- Control file access using the principle of least privilege.
- Ensure all client data and Excellence Logging data are identified, categorized, classified, and protected accordingly.
- Ensure removable storage drives are used with extreme vigilance.
- Ensure all passwords and credentials are secured.
- Ensure Excellence Logging social media rules are followed.
- Ensure all IT security risks and incidents are reported.