



INFORMATION SECURITY POLICY

1.1. Purpose

All users who have access to the systems of Ecomak Systems Private Limited (ESPL) must be aware of their roles & responsibility related to Information Security Management.

Implementing data security is necessary to reduce the risks of employee error, theft, fraud, or misuse of resources.

1.2. Scope

This policy applies to:

1. All ESPL employees (permanent and contractual) and non-employees (contractors, consultants, vendors, etc.) who have access to and use ESPL IT systems in order to carry out daily tasks related to their jobs or fulfil their contractual obligations.

1.3. Policy Statements

Information Security Policy We at Ecomak Systems Pvt. Ltd (ESPL) recognize that information is one of our most valuable assets belonging to our Operations & Business and which help us in maintaining the integrity of information as per ESPL Code of Conduct. The achievement of our business goals depends on our ability to safeguard the information we create or possess by ensuring its confidentiality, integrity, and availability at all times. All Sr. Executives and Department Heads are directly responsible for ensuring compliance with our information security policy in their respective domains. All employees shall understand the value of information and exercise their individual and collective responsibility to protect all confidential information & intellectual property of our company. Any access to information and information system shall be governed by the Information Technology Security Policy (IT Security Policy) and Procedures adopted by the company. These would also include but are not limited to visitors, business associates, consultants, summer trainees and contractual employees who visit the premises of ESPL and those who have access to or use our information or Information system. All employees shall safeguard the confidentiality of all third-party intellectual property & data.

Our employee shall promptly report the loss, theft or destruction of any confidential information or intellectual property of our company or that of any third party.

Our employees shall seek proper authorization prior to disclosing company or Business-related data or information. This includes disclosure through any forum or media, including through social media. Our employees shall ensure the integrity of personal data, Business data and information provided to them by our company. We shall safeguard the privacy of all such data and information given to us in accordance with applicable company policies or law.

We shall continuously strive to improve and strengthen our Information security system. We hereby, as committed and responsible employees of ESPL, pledge to adhere and abide by the laid down Information Security Policy and procedures in spirit and intent and discharge our roles and responsibilities as per the expectations set forth by ESPL.