



Physical Security Policy Statement



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1 Purpose

The purpose of the Physical Security Policy is to give clear guidance to employees, contractors, third parties and other individuals on what is expected of them whilst accessing or working within a physical area that has been designated as secure.

2 Statement

KAO Data has designed the Physical Security Policy to provide guidelines to reduce the potential risks involved with the physical aspects of security.

Secure areas are necessary to protect the physical and information assets of the company and its customers from a loss of confidentiality, integrity, or availability, but such areas only remain secure if the people accessing them follow the appropriate protocols. The document gives the reader an indication of the thought and preparation that has been invested in creating a secure site and secure areas within the site, and details how to ensure that these remain secure whilst not obstructing the business carried out within.

These guidelines apply to all secure areas in use within the organisation; further detailed procedures will be made available for specific facilities should you be required to access them.

The Policy is communicated to all person(s) working for or on behalf of Kao Data (as part of induction training), is available to all employees via the IMS and is displayed in each office location to continually remind employees of the Company's commitment to Cyber Security.

The Policy is also available upon request to all interested parties such as clients, investors, and suppliers.

The Policy is reviewed to ensure its ongoing suitability by the senior management team who recommend amendments and updates to the policy as part of the continual service improvement process, with an annual review of this policy undertaken annually as a minimum.

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