

The development and implementation of an Information security management system according to the international standard ISO/IEC 27001:2017 is a fundamental means of implementing the business strategy of "BEST TECHNOLOGY" Ltd. Considering the importance of information security, the company's management is committed to: developing and maintaining an information security policy and objectives for its achievement; to create conditions for full and comprehensive integration of the information security management system (ISMS) in the processes operating in the company, providing all the necessary resources for creation, implementation, functioning, monitoring, review, maintenance and improvement according to the requirements of the international standard ISO /IEC 27001:2017.

"BEST TECHNOLOGY" Ltd. establishes the information security management system on the basis of the prevention of potential adverse events, through a systematic analysis of the environment, the requirements of interested parties, the risk in relation to security and the implementation of a complex of technical and organizational measures for the management of the risk. Information security control mechanisms have been implemented, guaranteeing the achievement of all objectives consistent with the business scope and ensuring continuous improvement of the System.

The information security management system aims to create conditions for the protection of:

- **the availability of the information**

The information that is processed and stored in "BEST TECHNOLOGY" Ltd. and its related assets (sites, customers, etc.) to be available for use only by authorized persons.

- **the integrity of the information**

"BEST TECHNOLOGY" Ltd. provides protection in terms of the accuracy and completeness of the information that is processed and stored in the organization, as well as the methods of its processing with a view to preventing the purposeful or accidental, partial or complete destruction or unauthorized change of data in electronic and non-electronic form.

- **the confidentiality of the information**

The information that is processed and stored in "BEST TECHNOLOGY" Ltd. is provided or disclosed only to authorized persons.

The introduction and compliance with the information security policy aims to prohibit:

- the use of the organization's information and systems without authorization or for purposes unrelated to its activity;
- removal of equipment or information from outsourced workplaces without authorization;
- unauthorized copying of information and software;
- compromising passwords (for example, by recording or distributing);
- use of personal information for other purposes, unless expressly authorized;
- making obscene, discriminatory or offensive statements that may be illegal (for example, using email or the Internet);
- distribution of illegal materials (for example with obscene or discriminatory content).

The mechanisms through which information security is implemented in our organization are:

- Ensuring the minimum requirements for information security of the work computer by the system administrator before its use by an employee – setting up a work network protected from external access, installing an anti-virus program, programming individual work passwords to be known only by the user, who will work on the computer;
- Prohibition of installing software for mass communication on the work computer;
- Provision of backup copies of the information;
- Prohibition of external ports – USB, with the purpose of downloading/uploading or replacing information from the work computer.

The security officer at "BEST TECHNOLOGY" Ltd.:

- is responsible for the management and maintenance of Intranet, Internet, E-mail, servers, local network, backup, technical protection (software and hardware) from harmful software; access levels; traceability of opt-ins and opt-in attempts; preparation and maintenance of the complete documentation related to the administration of the information system and its subsystems;
- performs assigned activities related to the implementation of the Policy and measures to ensure information security;
- implements the targeted measures to maintain information security and monitors their effectiveness in the event of changes in the information system;
- if necessary, proposes new, urgent and efficient measures to improve security.

Employees of "BEST TECHNOLOGY" Ltd. undertake to comply with all rules related to information security, described in procedures, policies, instructions and other documents from the ISMS. The information security policy states that disciplinary action will be taken against violators of its regulations and policies. The present information security policy will be reviewed regularly to ensure its relevance, adequacy and effectiveness, but not less than once a year and in case of significant changes in the organizational environment, business circumstances, legal conditions and technical environment.

The present information security policy is disclosed to all employees of "BEST TECHNOLOGY" Ltd., as well as to all interested external parties.

In my capacity as the Manager of "BEST TECHNOLOGY" Ltd., I declare that I will apply high criteria by assessing the seriousness and the probability of the risk, and periodically assessing its impact on the company's assets, I will use sufficient resources to ensure the confidentiality, integrity and accessibility of our own and the entrusted to us information assets, through a precise assessment and management of all security risks in the performance of our activities. I am personally committed to carrying out this policy, setting higher and higher objectives for the entire team and providing everything necessary to achieve them.