

INFORMATION SECURITY MANAGEMENT POLICY STATEMENT

Mane Contract Services Ltd recognises the importance of Information Security to ensure business continuity and minimise business damage by preventing and reducing the impact of security breaches.

This Policy is raised by the Managing Director to protect the company's information assets from all threats whether internal or external, deliberate or accidental. An Information Security Management System is written and implemented to support this policy and security objectives will be set.

It is the Policy of Mane Contract Services to ensure that:

- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Information will be available as required by the business processes
- Regulatory, Legislative and Contractual security requirements will be met
- Business Continuity Plans will be produced, maintained and tested
- Information Security Training will be available to staff

All breaches of security, whether actual or suspected, will be reported to, and investigated by the IMS Manager.

It is the responsibility of the IMS Manager to provide guidance on the implementation of this policy.

It is the responsibility of Senior Managers to implement this policy within their business area.

It is the responsibility of all staff to adhere to this policy.

Signed



Position

Managing Director

Date: 1st September 2011