Information Security Policy and scope of OCM's ISMS

OCM BUSINESS SYSTEMS LIMITED (OCM) recognises the importance of operating within a secure environment and is committed to operating its business securely.

All employees have an inherent responsibility to protect the physical information assets of the company as well as confidential customer data, intellectual capital owned by the company and all personal information that OCM come into contact with as part of our business operations. These critical assets must be safeguarded to mitigate any potential impacts to OCM and OCM's customers. Information Security at OCM is, therefore, a critical business function that should be incorporated into all aspects of OCM's business practices and operations.

It is the OCM's declared policy to carry out all measures reasonably practicable to facilitate the security of its operation. We will:

1. Assess and regularly re-assess the security of the operations of OCM (Risk Assessment Methodology) via its regular Management Review Meetings and internal/external audits.
2. Adhere to all relevant security regulations and legislation.
3. Ensure that all sub-contractor operations are in-line with this policy, and that they are aware of their respective security responsibilities.
4. Train all employees in relevant security issues.
5. Ensure there is a Business Continuity Program in place to prevent and/or react to any information security incident.
6. Security objectives have been set and will be monitored as part of the internal audit and management review process.

This policy is communicated to all employees, sub-contractors and all interested parties.

All personnel understand their obligations under this policy statement and abide with the principals and contents of the Security Policy.

OCM's approach to risk is defined in the Risk Assessment Methodology document

OCM constantly monitors and reviews its performance and this Security Policy Statement in order to ensure its continuing suitability, and will implement improvements whenever appropriate.

Jennine Gilbert
Director

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