



WEIS CONTRACTORS 2024

NETWORK SECURITY POLICY

POLICY STATEMENT

The company is committed to the protection of employee, client and customer data, and the integrity of network systems from illegal or damaging actions by individuals, either knowingly or unknowingly. To achieve this, we will develop and implement security measures and processes to prevent loss of or damage to data from cyber security threats, social engineering fraud risks and malicious software.

AIMS AND OBJECTIVES

We recognise the importance of protecting our systems and data from unauthorised access and corruption. To achieve this, we will establish standards for acceptable use of the company's information and communication technology and security facilities, and to facilitate lawful usage which is supportive of the company's business in a manner consistent with legislation, policies, codes and standards.

RESPONSIBILITIES

Management is responsible for developing and implementing principles and guidelines to protect and secure the company information technology, equipment, and communication systems.

Employees are responsible for ensuring that their on-line activities are in accordance with company standards and do not expose the company, clients, customers and company information technology and communications systems to risks of cyber security and social engineering attacks by adhering to company policies and rules regarding use of company information technology, equipment, communication and security systems.

IMPLEMENTATION

We will raise awareness among employees and other persons and educate those who are most vulnerable to cyber threats as well as information technology employees who handle technical and physical security. We will inform and educate users about:

- general use and protection of company proprietary information
- security of mobile and computing devices connected to company networks
- unacceptable use of access to data and prohibited system and network activities
- use of information technology and equipment, and
- use of communications technology (including internet, social media and mobile phones).

AUTHORISED BY

Signed: _____ Date: _____