

<b>MURRAY &amp; WILLIS LIMITED</b>		
<b>Integrated Policy Manual</b>		
<b>ISO 9001: 2015, ISO 27001: 2013 &amp; ISO22301: 2012</b>		
Issue : 9	Schedule IPS01 Effective Date 28/02/18	Authorised By:

## **Information Security Policy**

MURRAY & WILLIS LIMITED recognises that the disciplines of confidentiality, integrity and availability in Information Security Management are integral parts of its management function. The Management of Murray & Willis views these as primary responsibilities and fundamental to the best business practice of adopting appropriate Information Security Controls, along the lines laid down in the BS ISO 27001:2013 standard.

Registered Address: Units 4 & 5 Cannock Wood Industrial Estate, Cannock Wood Street, Rawnsley, Staffordshire, WS12 0PL.

Murray & Willis' Information Security policy seeks to operate to the highest standards continuously and to implement and operate fully BS ISO 27001:2013 standard, including continual improvement, through registration and annual review.

We will:

- comply with all applicable laws and regulations and contractual obligations;
- implement continual improvement initiatives, including risk assessment and risk treatment strategies, while making best use of its management resources to better meet Information Security requirements;
- communicate its Information Security objectives, and its performance in achieving these objectives, throughout the organisation and to interested parties;
- adopt an Information Security management system comprising a security manual and procedures which provide direction and guidance on information security matters relating to employees, customers, suppliers and interested parties who come into contact with its work;
- work closely with its Customers, Business Partners and Suppliers in seeking to establish appropriate Information Security standards;
- adopt a forward looking view on future business decisions, including the continual review of its evaluation criteria, which may have an impact on Information Security;
- train all members of staff in the needs and responsibilities of Information Security Management;
- constantly strive to meet, and where possible exceed, its customer's, staff and investors' expectations.

Responsibility for upholding this policy is truly organisation-wide under the guidance and with the assistance of the Chairman who encourages the personal commitment of all staff to address Information Security as part of their skills.

Signed: -

Date: - 28<sup>th</sup> February 2018

Chairman

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## Information Security Objectives

MURRAY & WILLIS LIMITED is dedicated to establishing an Information Security Management System that includes the setting, measuring and monitoring of Information Security objectives.

We will:

- Protect all forms of information from a wide range of threats.
- Recognise information can be printed or written on paper, stored electronically, transmitted via post or using electronic means, shown in films or spoken in conversation.
- Maintain confidentiality by ensuring information is accessible only to those authorised to have access.
- Maintain integrity by safeguarding the accuracy and completeness of information and processing methods by protecting against unauthorised modification.
- Maintain availability by ensuring that authorised users have access to information and associated assets when required.
- Ensure Business Continuity, minimise business damage and maximise return on investments and business opportunities.
- Ensure Information Security is seen as essential to maintain competitive edge, cash flow, profitability, legal compliance and commercial image.
- Set out clearly the nature of the threats faced by the organisation and the possible costs, in both financial and non-financial terms, of Information Security breaches.
- Identify the processes involved in providing products and services and will establish systems to ensure Information Security requirements are met efficiently and economically, including customer, regulatory and other contractual requirements.
- Provide clear leadership to ensure all employees are able to focus on a prevention rather than detection philosophy and that it is applied throughout the organisation.
- Operate a system of education and training for Information Security improvement.
- Review the Information Security Management System to identify opportunities for improvement and to maintain progress and continual improvement.
- Ensure all Information Security objectives are measurable and consistent with the Information Security Policy.

Achieving these objectives will demonstrate the Senior Management's dedication to applying a systematic approach to the establishment and maintenance of an Information Security Management System and to demonstrate the determination to consistently provide products and services that meet Customer and applicable regulatory requirements.