Information Security Policy

Purpose

This Information Security Policy represents our unwavering commitment to protecting the information assets of both OLKON and our valued clients including full support of the leadership in the implementation, maintenance, and continuous improvement of the Information Security Management System according to the requirements of ISO/IEC 27001:2022.

Scope

The policy governs all forms of information, including digital and physical formats, and extends to all information systems, applications, and networks owned or operated by OLKON.

Policy Statement

We are dedicated to implementing, maintaining, and continually enhancing a state-of-the-art Information Security Management System (ISMS), in alignment with the ISO/IEC 27001:2022 and any further applicable legislations and standards. This commitment is fundamental to ensuring the confidentiality, integrity, and availability of all information assets.

Customer Focus

Acknowledging the critical importance of information security to our clients, we extend our robust security measures and awareness to our client services, ensuring their information is safeguarded according to our stringent security standards.

Information Security Objectives

- **Leadership**: Our leadership team actively promotes the importance of information security throughout the organization and provides the necessary resources to achieve the information security objectives.
- **Engagement of People**: We value our employees and encourage their involvement and development to enhance their awareness and contribution to information security.
- **Process Approach**: Our processes are systematically managed and continually improved.
- **Risk-based Approach**: Information security related risks are analyzed and managed adequately.
- **Improvement**: We are committed to the continuous improvement of our ISMS in line with the PDCA-cycle to enhance its effectiveness.
- **Confidentiality:** Guaranteeing that information is accessible only to those with authorized access.

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- **Integrity:** Ensuring the accuracy and completeness of information and its processing methods.
- **Availability:** Making certain that authorized users have access to information and related assets when needed.

Risk Management

We will conduct regular assessments of information security risks, considering their impact on client confidentiality, company operations, and compliance obligations. Appropriate controls will be deployed to mitigate identified risks.

Training and Awareness

Our leadership team is profoundly committed to fostering a security-conscious culture within the organization. Regular information security training will be provided to all employees and relevant parties. Awareness programs will be conducted to reinforce the importance of information security and everyone's responsibility in safeguarding information.

Incident Management

We will establish and maintain Incidence Response Plan to mitigate the impact and to prevent recurrence of information security incidents.

Business Continuity

We will establish and maintain Business Continuity Plans to ensure operational resilience and the availability of information in the event of an incident.

Compliance

All employees, contractors, and third parties associated with OLKON are required to adhere to this policy, relevant legal and regulatory requirements, and contractual obligations concerning information security.

Policy Review and Evaluation

This policy will undergo an annual review, or as needed following significant changes, to ensure it remains appropriate, adequate, and effective in addressing evolving security challenges.

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