Classification of Information Summary Policy

11 January 2024

Document Title:	Classification of Information Summary Policy
Description:	Summary of internal policy setting out expectations regarding the storage of Company information
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Version	1

1. Policy Statement

1.1 Accsys (or "the Company" or "the Group") operates a policy for the classification, storage and handling of electronic and paper documents within the Company ("the Classification of Sensitive Information Policy" or "the policy"). This Classification of Sensitive Information Policy Summary ("the Classification of Sensitive Information Summary") is a summary of the key provisions of that policy.

1.2 The policy aims to provide a workable framework for dealing with documentation, whilst improving the protection of the Company's intellectual property.

2. Who Does the Policy Apply To?

2.1 The policy applies to all individuals working at all levels, including the Senior Leadership Team, directors, employees (whether permanent, fixed-term or temporary), contractors, trainees, casual workers/agency staff and any other person working for the Group (collectively referred to in this policy as "workers").

3. Expectations

3.1 Workers are expected to ensure no sensitive material is "left lying around" unnecessarily, e.g. on a screen, on the desk as hard copy or sitting in a printer.

3.2 The originator of information will be responsible for the classification of information on the basis of the policy. In the event of doubt, information should be temporarily classified as "Confidential" and the classification discussed with the Company's IP Counsel.

3.3 The Company operates three different classes of information. The class of information varies dependent on what the effect would be of the information being released into the public domain.

3.4 Different actions are recommended depending on which class the information in question falls within. Examples of these are encouragement of the 'need to know' principle, disposal of documents using the confidential waste bin provided onsite, encryption and/or password protection.

4. How to Raise a Concern

4.1 To the extent that workers have any questions on any of the contents of the policy, they can contact colleagues in the Legal team for more support.

5. Responsibility for the Success of The Policy

5.1 Workers have an obligation to ensure that they take practical steps to safeguard the Company's sensitive material.

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5.2 Managers should satisfy themselves that workers understand the need for confidentiality, understand their contractual obligations of confidentiality towards the Company and that they act accordingly.

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