General Information Security Policy

2022

ORTEC

Document History

Version	Date	Changes
1.0	21 March 2018	Initial version
1.1	1 October 2019	Rewording. Ch2: Define “Ortec Information”. Ch5: The ISC will approve exceptions. Ch6: Add policy maintenance requirements.
1.2	August 2021	Apply new template Ch 3: Mention NEN-7510 Ch 4: New location for policies Ch 5: Remove the ISC (disbanded)
1.3	February 2022	Ch 4: Remove internal links

Document Approval

Version	Date	Approved by
1.0	21 March 2018	ORTEC Executive Team
1.1	7 October 2019	Information Security Committee ORTEC Executive Team
1.1	7 October 2020	Information Security Committee (unchanged)
1.2	12 October 2021	Chief Financial Officer Corporate Information Security Officer
1.3	17 October 2022	Corporate Information Security Officer

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1 Introduction

Being active in the information industry comes with a wide variety of risks that become untenable when one fails to adequately protect valuable information.

ORTEC's vision is to empower organizations with mathematical optimization technology and advanced analytics. Together, we want to optimize the world. Information is an essential prerequisite for achieving this vision. This includes information about business processes, assets, employees, subcontractors and customers. Our customers depend on this information to enable them to run a successful business.

ORTEC is committed to be a reliable and trustworthy business partner and employer. We aim to secure our customer's as well as our own information in correspondence with applicable laws, regulations and generally accepted standards. As part of our pledge to optimize our social and environmental impact, we will practice responsible information management.

2 Scope

This General Information Security Policy applies globally within ORTEC and its subsidiaries (more than 50% owned or as designated by the Executive Team). This scope also applies to other security policies, unless the policy explicitly defines a more limited scope.

In the context of the security policies, the terms *ORTEC Data* and *ORTEC information* are generally understood to include data owned by ORTEC as well as data that is processed by ORTEC on behalf of others.

3 Information Security Management System

ORTEC has implemented an Information Security Management System (ISMS) that conforms to the ISO/IEC 27001 and NEN 7510-1 standards.

The objective of the ISMS is to identify the information security risks and to reduce those risks to an acceptable level, according to ORTEC's mission and strategic goals. In an effort of continuous improvement, we are selecting and implementing security measures including policies, processes, procedures and technical controls.

ORTEC Management is committed to satisfy the requirements that arise from the ISMS. Management is also committed to guard the effectiveness of selected security measures and to continuously improve the ISMS.

4 Internal and External Communication

This General Information Security Policy, and all other security policies, will be actively communicated to all stakeholders within ORTEC. The policies are available to employees through ORBIT (orbit.ortec.com) by choosing Spaces and then selecting the Quality, Risk Management and Compliance tile.

This policy will also be made available to interested parties outside ORTEC.

Management will ensure that all stakeholders are informed and aware of information security risks and of the selected measures, including processes, procedures and technical controls.

5 Compliance with security policies

Management will take measures to ensure compliance with established security policies. Failure to comply with these policies requires corrective measures to restore compliance. In addition, non-compliance may lead to disciplinary measures.

Management may only accept a deviation from these policies if an exception has been documented and approved. Such an exception must meet these requirements:

- The reasons that necessitate an exception are fully explained.
- The exception has a limited scope.
- The exception is reviewed at least yearly.
- Any compensating measures are described and enforced.

6 Maintenance and Approval

Security policies are reviewed yearly, or more frequently if the need arises. Corporate security policies must be approved by the Executive Team before they become effective.

This General Information Security Policy has been approved by the Executive Team. It replaces any previous version of this Policy.

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