

### **1.3 QUALITY AND ISMS POLICY**

It is the policy of Zinc Network to maintain a quality system designed to meet the requirements of ISO 9001:2015 & ISO 27001:2022 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of the company to:

- give satisfaction to all of our clients and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- make the details of our policy known to all other interested parties including external where appropriate and determine the need for communication and by what methods relevant to the business management system. These include but are not limited to clients and their requirements documented in contract, purchase orders or other specifications etc;
- comply with all legal requirements, codes of practice and all other requirements applicable to our activities;
- We are committed to safeguarding the confidentiality, integrity, and availability of all company and stakeholder information throughout its lifecycle, from creation to disposal.
- protect all information assets, whether physical or digital, through appropriate security controls, access management, and secure handling procedures;
- the reduction of hazards, prevention of injury, ill health and pollution;
- provide the necessary resources and equipment, alongside trained and competent staff to enable these objectives to be met;
- ensure that all employees are made aware of their individual obligations in respect of this quality and information security policy;
- maintain a management system that will achieve these objectives and seek continual improvement based on "risk" and complying without ethical code of conduct.

This Manual provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Client service is an essential part of the quality process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality and information security and its impact on client service.

To ensure the company maintains its awareness for continuous improvement, the Quality and ISMS system is regularly reviewed by the Senior Management Team to ensure it remains appropriate and suitable to our business. The Quality and ISMS system is subject to both internal and external annual audits.

**SCOPE OF THE POLICY (ISMS ONLY)**

The scope of this policy relates to Zinc Networks use of computer systems and how it handles data in pursuit of its business of providing media development services. It also relates, where appropriate, to external risk sources including functions which are outsourced.

It is the policy of the company to:

- Protect information assets across all forms (digital, physical and intellectual property)
- Demonstrate accountability for the effectiveness of information security controls
- Ensure incident response and business continuity plans are regularly tested and updated, with clear reporting lines for security incidents
- Support ongoing security awareness and training programs
- Commitment to assess and manage information security risks in the supply chain, by ensuring security requirements are included in supplier agreements and regularly review third-party security compliance.

Senior Management (To be reviewed, signed and dated annually)

*R. Elliott*

**SIGNED BY ROBERT ELLIOTT**

Position: CEO and Founder

Date: 11/02/2024

**Zinc Network Limited**