

## INFORMATION SECURITY MANAGEMENT SYSTEM POLICY

Melbourne Mailing provides comprehensive services in web development, analysis & correction of client data, laser printing, print management, folding, insertion, plastic wrapping, mailing and customer order fulfilment.

The primary objective of Melbourne Mailing Pty Ltd is to provide optimum service levels to our clients and to ensure compliance with the applicable standards, codes, laws and contractual requirements. Melbourne Mailing Pty Ltd is committed to business excellence by establishing a framework for planning and monitoring the organisations' goals and objectives, and to meet the customers' needs and expectations.

Melbourne Mailing Pty Ltd is committed to protecting the confidentiality, integrity and availability of information entrusted to it by its customers, staff and other parties. As such, it is our policy to establish and maintain an efficient and effective Information Security Management System that is planned, developed, communicated and integrated into all the functions of the company. The Information Security Management System of Melbourne Mailing Pty Ltd is based on the requirements of AS/NZS ISO 27001-2015.

The objectives of Melbourne Mailing Pty Ltd towards information security are:

- Comply with business, legal and regulatory requirements and contractual security obligations
- Ensure continuity of business operations in the event of a crisis or disaster through the formulation, maintenance and periodic testing of businesses continuity plans
- Manage information security using a risk management framework with criteria for evaluating the risk based on the impact on confidentiality, integrity and availability, and to implement appropriate controls based on the risk outcomes
- Continually improve the Information Security Management System through the establishment and regular review of measurable security objectives at relevant functions and levels of the organisation
- Require contractors and third parties working on our behalf to ensure that the confidentiality, integrity and availability requirements of all business systems are met
- Promote security awareness and provide appropriate information security education and training for our staff, applicable contractors and third parties
- Report and investigate suspected or actual information security breaches in an efficient and timely manner

Melbourne Mailing Pty Ltd is committed to the principles of information security management, and to the policies and practices detailed in the Information Security Management System.

This policy shall be published and communicated to all personnel within the company and made available to external parties upon request.

**Felice Armato**  
Chief Executive Officer

Date Signed: 1<sup>st</sup> June 2020

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