



POLICY

ITPOL-001 - Information Security Policy Version 2.0

Document Owner	CEO
Document Manager	MISP&G
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Record of Revisions

Version	Issue Date	Amendment Notes
1.0	19 th June 2011	
1.1	7 th August 2012	Adding clauses numbering
2.0	November 2014	Complete Rewrite. Split up into multiple specific policies.

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Objectives

- To protect ADGAS information assets
- To manage and control risks to an acceptable level
- To ensure compliance to ADGAS Information Security Management System (ISMS)

Scope

This policy is applicable to all employees, contractors, vendors and service providers who are responsible for or are authorized to access any Information Assets of ADGAS that are managed by IT Division.

Mappings to standards

ISO 27001:2013. Information Security Management System Requirements
Annex A: ISO 27002

Definitions

None

Policy

1. Policy Statement

“ADGAS shall strive to provide a high level of assurance of confidentiality, integrity and availability of all information, by taking necessary actions to ensure that suitable controls are in place.”

2. Management Commitment

2.1 ADGAS is committed to ensure that:

- The confidentiality of information is protected to prevent disclosure of valuable or sensitive information.
- The integrity of information is maintained to ensure its accuracy and completeness.
- The availability of information is maintained to meet business needs.
- Regulatory and legislative requirements will be met.
- Business continuity plans are developed, maintained and tested.
- Information security training is provided to all employees.
- All breaches of information security, actual or suspected, are reported to and investigated by the Information Security Officers.
- Risks are mitigated to an acceptable level through a risk management framework.

In order to fulfil these commitments, and to provide the level of control and traceability necessary to demonstrate compliance with recognized processes, it is the policy of ADGAS to maintain an efficient and effective Information Security Management System (ISMS) based upon the requirements of the ISO/IEC 27001 Information Security Management Systems Standard.

The Management of ADGAS is committed to providing appropriate resources in order to implement, operate and review an effective Information Security Management System.

ADGAS has established an Information Security Steering Committee (ISSC) to oversee and manage the ISMS, raising awareness of information security, communicating the ISMS changes to the business units, and providing guidance on the development of ISMS policies and procedures.

3. Supporting Policies and Procedures

Relevant information security policies and guidelines shall be made available to all ADGAS employees.

Compliance with this policy includes compliance with all supporting IT policies, procedures and guidelines that are in the scope of the Information Security management System and may be issued by VPIT.

4. Policy Non-compliance

Failure to comply with this policy, at the full discretion of the organization, can result in disciplinary action, and possibly termination of employment as per company policy.

A handwritten signature in blue ink, appearing to read 'Fahim Kazim', with a long horizontal stroke extending to the right.

FAHIM KAZIM
Chief Executive Officer
December 2014

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