

QUALITY, ENVIRONMENTAL, HEALTH & SAFETY AND INFORMATION SECURITY POLICY

V-Advices is committed to:

- providing high quality products and services through an unwavering focus on safety and security, fulfilling customer expectations, ensuring regulatory compliance, and fostering a culture of continuous improvement.
- understanding and effectively managing risks related to Information Security to provide greater certainty and confidence for our security holders, employees, customers, suppliers, and the communities in which we operate. Our aim is to find the right balance between information security risk and business benefit resulting in enhanced business performance while minimising potential future exposures.

It is the policy of the **V-Advices** to ensure:

- Information will be protected against unauthorised access.
- Confidentiality of information will be maintained.
- Information will not be disclosed to unauthorised persons through deliberate or careless action.
- Integrity of information through protection from unauthorised modification.
- Availability of information to authorised users when needed.
- Information security training must be completed by all staff; and
- All suspected breaches on information security will be reported and investigated.

To provide such a level of continuous operation, the **V-Advices** has implemented an Quality & Information Security Management System in line with the International Standard for Information Security, ISO 27001 and quality ISO9001.

Any individual dealing with information at the **V-Advices**, no matter what their status¹, must comply with the information security policies and related information security documents published on the **V-Advices** SharePoint.

This policy applies to all information, computer and network systems governed, owned by and/or administered by the **V-Advices**.

The objective of this policy is to:

- Reduce the opportunity for mistakes and misunderstandings to occur when dealing with IT assets and electronic information of the **V-Advices**.
- Educate staff to allow them to independently make informed decisions with regards to the secure handling of IT assets and electronic information which is owned by the **V-Advices** within the framework of the information security policies.
- Assist in the identification and investigation of fraudulent electronic-related activities and co-operate with relevant legal agencies.

¹ E.g., employee, contractor, or consultant

- Defend IT assets and information that the **V-Advices** governs, owns, manages, maintains, or controls which are both tangible and intangible, and safeguard IT-related records and documents that exist in all forms – paper and electronic; and
- Comply with the needs of the Regulatory Authorities (internal or external) and relevant legislation.
- Ensure our products comply with applicable safety and regulatory requirements.
- Ensure our products conform to their published specifications.
- Maintaining and continuously improving the effectiveness of our product and service management systems to meet the requirements of the ISO9001 quality management standard or more stringent or statutory standards required by specific markets.
- Continuously monitor and improve the overall customer experience.
- Establish quality requirements for our suppliers, partners and contractors and hold them accountable for compliance.
- Treat customers in accordance with **V-Advices'** standards of conduct and privacy policies.
- Endure the respect of Local law for Environmental, Health and Safety
- Ensure **V-Advices** operations, products and services comply with environmental, health and safety regulations and additional company requirements.
- Drive continual improvement in environmental sustainability through recycling, waste minimization, conservation of resources, prevention of pollution, product development, management of hazardous materials, and promotion of environmental responsibility among our employees. Implement measures to minimize **V-Advices'** impact on climate change.
- Operate an environmental, health and safety management system aligned to the requirements of ISO 14001 and ISO 45001 that includes: risk assessment, risk minimization, and performance reporting.
- Ensure managers and employees are trained and accountable for preventing work related injuries and provide wellness programs that contribute to the productivity, health, and well-being of employees.
- Engage suppliers and contractors to adopt practices aligned with **V-Advices'** environmental, health and safety principles.
- Ensure the consulting is performed in accordance with customer request, but for first respected the local law.
- Ensure that the training course is delivered in such a way that the required skills are acquired during the training process.

The goals of Information security Policy are to:

- Have information security controls in the framework of Information Security Policies & Procedures.
- Identify through appropriate risk assessment, the value of information assets and to understand their vulnerabilities and the threats that may expose them to risk.
- Manage the risks to an acceptable level through the design, implementation and maintenance of appropriate security processes and controls.
- Comply with legislation and industry best practices that apply to the **V-Advices**.



All employees have a responsibility to report perceived and actual information security breaches, and/or IT incidents, Environmental, Health and Safety or quality issue to the appropriate Manager.

This policy applies to all systems, people and processes that constitute the organisation's information systems, including directors, employees, consultants, suppliers and other third parties who have access to **V-Advices** systems.

CEO

Stefano Vedovati

25/10/2024