

## Information Security Policy

Public

### 1. Purpose

Sharecat Solutions AS (Sharecat) utilize and depend on a significant amount of information and several information management systems to ensure optimal daily operations. Our information and information management systems need to be available, stable and secure at all times, in order for us to offer our services, at the required level of quality, to external clients and our internal users.

The purpose of our Information Security Policy is to secure that all resources (tools, processes, and people) related to information management, complies with the necessary **confidentiality, integrity** and **availability** requirements.

Hence;

1. Information owned or managed by Sharecat will be handled according to our given information classification scheme, i.e. only authorized resources will have access to information (confidentiality)
2. We will ensure that information and information management in Sharecat is complete, precise and valid. We manage information through authorized and controlled activities (integrity).
3. We will ensure that our information management systems fulfil requirements related to stability to allow access to information by authorized resources at any time (availability).

This policy will establish a foundation for Sharecat's further investments in information security and in particular our continual improvement of an ISMS (Information Security Management System) and our compliance and certification according to ISO/IEC 27001:2013.

### 2. Security Goals in Sharecat

Our overall goal is to be a trusted partner for information management through compliance with industry standards, such as ISO/IEC 27001:2013, and conform to information security requirements from our major clients. Additional goals include:

- Compliance with rules, laws and regulations relevant for our industry, our clients and our company
- Maintain the **confidentiality, integrity** and **availability** requirements of our employees, our clients, suppliers, on-site visitors and partners
- Maintain appropriate controls to secure our ICT infrastructure
- Motivate and inspire co-workers and managers to engage and be active in maintaining and improving information security

We will achieve these goals by always focusing on:

- Having formalized the roles and responsibilities for each manager and co-worker, as well as the organization as a whole
- Maintaining and reviewing guidelines and procedures in our ISMS
- Ensuring guidelines and procedures from the ISMS are embedded in the organization
- Continually improving the guidelines and procedures through internal and external audits, revisions and feedback loops
- Continually arrange awareness campaigns to keep information security “top of mind”

### 3. Scope

This policy covers all digital and analog information resources and systems owned and maintained by Sharecat, including our Software-as-a-Service offerings to clients. It also covers any resource or system connected to our ICT infrastructure, regardless of medium.

### 4. Sanctions

Any breach of this policy, in whole or in part, could have a significant impact on Sharecat’s information and infrastructure, which could be detrimental to our reputation and customer satisfaction. Any violation of one or more of the security goals stated in this policy will be seen as a breach of confidence between the violator and the company and could affect the terms of engagement between the parties, e.g. termination of contract, liability claims, etc.

### 5. Review

This policy will be reviewed annually to ensure it remains aligned with best practice. However, should Sharecat Solutions change its approach or methodology in the meantime the policy will be reviewed to ensure all governing documents reflect our current position.

Bergen 26.11.2018

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