Introduction: -

The Information Security Policy provides an integrated set of protection measures that must be uniformly applied across Mantri Metallics Pvt Ltd. to ensure a secured operating environment for its business operations.

Customer Information, organisational information, supporting IT systems, processes and people that are generating, storing and retrieving information are important assets of Mantri Metallics Pvt. Ltd.

The availability, integrity and confidentiality of information are essential in building and maintaining our competitive edge, legal compliance and company image.

Objectives:

The objective of the Information Security Policy is to provide Mantri Metallics, an approach to managing information risks and directives for the protection of information assets to all units of Mantri Metallics.

Scope:

Scope of this Information security Policy is the Information stored, communicated and processed within all units of Mantri Metallics Pvt Ltd.

Purpose:

This Information Security Policy addresses the information security requirements of:

Confidentiality:

- Protecting sensitive information from disclosure to unauthorised individuals or systems;

Integrity:

- Safeguarding the accuracy, completeness, and timeliness of information.

Availability:

- Ensuring that information and vital services are accessible to authorised users when required.

Audit frequency of Information security:

- Ensuring that audit of information security system will be carried out minimum once in year.

  Other principles and security requirements such as Authenticity, Identification, Authorisation, Accountability and audit ability is also addressed in this policy.

This policy is intended to help you make the best use of the computer resources at your disposal, while minimizing the cyber security risks.

Every employee of Mantri Metallics should understand the following:

- Security is everyone's responsibility.
- Each employee is individually responsible for protecting the equipment, software and information in their hands.
- Identify which data is non-public, which includes company confidential data, customer data and personal data as further described below.
- If you do not know or not sure, ask.
- Even though you cannot touch it, information is an asset, sometimes a priceless asset.
- Understand that you are accountable for what you do on the system.
- Protect equipment from loss & theft.
- Only store company data on encrypted devices.
- Do not bypass established network and internet access connection rules.
- Avoid use of pen drive whenever possible for data sharing.
- NDA must be signed from suppliers before sharing MANTRI METALLICS data.

Review of policy:

Policy will be reviewed every three years to accommodate new concepts, new technology, global vision and expertise.

The responsibility for compliance with this Policy and for its revision belongs to IT Manager - Mr. Vijay Chougale

Also responsible for communicating policy statement to all stakeholders.

Communication of this Policy: -

1. Training.
2. Notice board.
3. Company Web site.
4. Joining of new employee.