



INFORMATION SECURITY POLICY

Welldrill recognises the importance of information security. Welldrill's goal is to ensure all information, systems, facilities, programs, data and networks are secure.

We will achieve this by:

- Identifying, preventing or reducing the risks that have the potential to cause loss or damage to information;
- Providing instruction, training and supervision to improve employees understanding of information security, including safe and efficient work practices;
- Ensuring access to Client information and data is only for the purposes of communicating with the Client and the services provided for the Client;
- Controlling access to documents held within Sharepoint to uphold document control principles and prevent loss of IS assets;
- Ensuring access is password protected and restricted to personnel according to job descriptions;
- Maintaining a current, valid contract with an external Information Security service provider.

All employees are expected to:

- Adhere to this Policy at all times;
- Be aware of the information security awareness training in Welldrill induction
- Actively protect Welldrill and its' Clients information.

A handwritten signature in blue ink, appearing to read "Tim Westcott".

TIM WESTCOTT
General Manager

Date: 10 May 2023