

The Management of **SeproTec**, at its offices in Spain, Poland, U.S.A. and Switzerland, is acutely aware of the high value that information has for the Organization and of the consequent need to protect it properly and to meet the needs and expectations of its customers. As a result it makes available the necessary resources to ensure the confidentiality, integrity, and availability of information as it relates to its interpreting, translation, localization, and multilingual documentation management activities and protection of that information against a wide range of threats so as to ensure the continuity of the company's business lines. To achieve all this, **SeproTec** assumes the following commitments:

- To ensure the availability, integrity, and confidentiality of our information by adopting security measures that are appropriate and necessary.
- To promote best practices and innovation in the field of security.
- To promote an inclusive culture and security awareness within the Group, by carrying out appropriate information, awareness-raising, and training actions.
- To develop its services in accordance with legislative requirements, to this end identifying the legislation applicable to the businesses carried on by the organization and included in the scope of the Information Security Management System.
- To continuously improve the effectiveness of the Information Security Management System by implementing measurement and monitoring systems for the solutions and developments carried out for our clients, as well as for Information Security objectives.
- To ensure business continuity by developing business continuity plans in accordance with recognized methodologies.
- To ensure adequate protection of assets (including critical infrastructure) so as to pro-actively manage any risks.
- To perform and periodically review a risk analysis based on recognized methods that allow us to establish the level of information security and minimize risks by developing specific policies, technical solutions, and contractual agreements with specialist organizations.
- To assign the roles and responsibilities that the various members of the company will have in ensuring that the policy, measures, and checks established in the ISMS are complied with.
- The personnel of **SeproTec** must carry out their work aimed at achieving the established objectives and in accordance, at all times, with the legal requirements.
- To adopt the necessary measures to prevent, neutralize, minimize, or restore the damage caused by security threats, whether physical, cyber, or hybrid, to the normal development of activities, with such measures being proportionate to the potential risks and the criticality and value of the assets and services affected.

Management



March 8, 2024, rev.00

