

## Company Policy

### Security and Business Continuity

Austrak is committed to protecting our people, physical and financial assets as well as our wider enterprise risks.

Our security strategy enables us to manage five key areas of organisational risk to world class standards. We are committed to:

- **Physical Security:** protecting people from the threat of injury and harm and preventing damage, loss and harm to physical assets
- **Personnel Security:** ensuring anyone employed by Austrak is legally permitted to work, has a verifiable background and does not pose a risk to our business or our clients
- **Information Security:** keeping our systems and information secure from unauthorised access, distribution and manipulation
- **Reputational Security:** acting with integrity and honesty; protecting our intellectual property and corporate systems against improper use; conducting due diligence on our business partners to ensure that their business standards reflect our own; challenging bribery and corruption; and robustly investigate misconduct and wrongdoing
- **Business Continuity:** identifying potential disruption to our operations and putting in place plans to prevent this or manage it where it occurs to restore business as usual

To deliver our security strategy and ensure the security of our business, we must:

- Identify and assess our security risks and the risks arising from our operations and develop plans to mitigate these risks
- Align our security arrangements to the principles contained in recognised standards, best practice and relevant legislation and regulations
- Implement processes to identify threats to security and areas of potential exposure and apply appropriate measures to minimise these risks
- Work with relevant authorities or bodies to ensure appropriate responses to security incidents involving our personnel, assets or reputation
- Develop a culture of personal responsibility where we each understand our own contribution to the security and resilience of our operations
- Maintain our Crisis Management capability to ensure quick recovery of our operations to protect our business, the safety and welfare of our people, our assets and the wider community.



**Murray Adams**  
General Manager