Scope

- CalaChem provides industrial services and utilities through separate business entities; Earls Gate Waste Treatment Ltd., Earls Gate Industrial Services, Earls Gate Utilities and Earls Gate Developments
- All CalaChem entities conform to the central group operating procedures and practices, including the established Safety Management System, Quality Management System and the Environmental Management System

Our Commitment to IT

- The effective operation of CalaChem's business depends upon the use of a wide variety of information much of which is stored or processed in electronic systems.
- It is CalaChem policy to ensure the integrity, confidentiality and availability of this information and to take such action as is necessary to ensure the security of associated systems, computer hardware and telecommunications networks against loss or misuse.
- In addition, it is CalaChem policy to comply with external laws and regulations as they apply.

IT Standards

- There are specific procedures that follow on from this document which sets out the Core Values of CalaChem with regard to standards, business communications and business controls.
- These include the proper control of confidentiality and authorisation of publications.
- It may be necessary to change these procedures from time to time to reflect changes in the workforce, technology trends, economic conditions and legislation.
- Any changes in policy will be consistent with CalaChem's approach to the following principles:
  - Respecting the intellectual property rights of others, this applies to rights such as copyright.
  - Employees will be provided with suitable training, equipment and instructions to ensure their competencies in carrying out their roles.
  - All employees and managers are responsible for maintaining the continued security, reliability and integrity of the CalaChem's information and computing services.
  - No user shall, without permission, pass company information to another person unless they are sure of their right to receive it and shall not, on any account, pass such information to a non-CalaChem party without the authority of the appropriate manager.
  - Users may use only those systems and information sources for which they are authorised. No attempt must be made to access other systems or databases without such authority.
  - Users should take care that any transmission of classified information is done securely.
  - Users must conform to the security procedures laid down for any system they are authorised to use and must familiarise themselves with those rules at the outset.

Communication

- Any policy changes will be communicated to all staff through normal communication channels.
- Our IT Policy is available to external interested parties upon request.

Angus Gray, Managing Director
CalaChem Ltd