



INFORMATION SECURITY POLICY STATEMENT

Our Vision is to be one of the leading IFM & Cleaning Companies in the UK. As part of the Tenon Group, we stand true to our founding principle of “giving clients a better day, every day”.

Information is one of our most valuable assets and is at risk from various physical and electronic threats. Preserving this information's confidentiality, integrity, and availability is essential to maintaining our operational ability, protecting our assets, and safeguarding customer and employee data.

As Tenonfm's Managing Director, I am deeply committed to the continuous improvement of Information Security controls and culture throughout the business. We will work as one team to effectively secure our IT systems and information by:

1. Ensure information is protected appropriately, based upon the impact of its disclosure, modification or loss.
2. Complying with all relevant information management legislation, regulations and standards.
3. Making sure that employees are clear about their responsibilities regarding ownership of information security, and that we expect them to take their legal and moral role seriously.
4. Managing the security of all computer systems and supporting infrastructure through the implementation of appropriate technical security controls.
5. Controlling access through the implementation of usernames, passwords and system privileges.
6. Making sure that security is an integral part of information systems, including segregation of duties, change control procedures and agreed-upon testing and approval processes.
7. Ensuring Information Security events and weaknesses are formally managed to allow timely corrective action to be taken.
8. Protecting critical information systems from the effects of major failures or disasters by deploying appropriately resilient infrastructure.
9. Ensuring redundant equipment, media and papers are disposed of securely.

We will annually review the Information Security policy and how it operates, or more frequently in the case of significant change to the nature or scope of risk in the business.

Original signed by

Ian Mcilroy, MD
2024