



SECURITY POLICY

At Orchid Energy, we recognize the importance of ensuring the security and confidentiality of our assets, systems, and data. We are committed to maintaining a comprehensive security program that protects our operations, information, and stakeholders from potential threats. Our Security Policy outlines our approach to securing our physical, technological, and human resources.

1. **Information Security:** We implement robust information security measures to protect sensitive and confidential data. This includes implementing access controls, strong authentication mechanisms, and encryption techniques to safeguard information from unauthorized access, alteration, or disclosure. We regularly update and patch our systems to address vulnerabilities and ensure the integrity of our data.
2. **Physical Security:** We maintain physical security measures to protect our facilities, assets, and personnel. This includes the use of access controls, surveillance systems, and security personnel to prevent unauthorized entry, theft, or damage. We conduct regular assessments and audits of our physical security measures to identify and address any vulnerabilities.
3. **Data Privacy:** We comply with applicable data protection laws and regulations to ensure the privacy and confidentiality of personal information. We implement policies and procedures for the proper handling, processing, and storage of personal data. We obtain necessary consents and permissions for collecting and using personal information and ensure that it is only accessed by authorized individuals for legitimate purposes.
4. **Business Continuity and Disaster Recovery:** We have measures in place to ensure business

continuity and minimize the impact of potential disruptions or disasters. This includes the development and testing of disaster recovery plans, backup and recovery procedures for critical systems and data, and redundant infrastructure to ensure uninterrupted operations. We regularly review and update our business continuity plans to address emerging risks and threats.

5. **Employee Security Awareness:** We recognize that the human factor plays a critical role in ensuring security. We provide comprehensive security awareness training to our employees to educate them about the importance of security best practices, the identification of potential threats, and their roles and responsibilities in maintaining a secure environment. We enforce a security culture throughout the organization and encourage employees to report any security incidents or concerns promptly.
6. **Third-Party Security:** We assess the security practices and capabilities of third-party vendors and suppliers with whom we engage. We ensure that appropriate security measures are in place when sharing information or granting access to our systems. We establish clear contractual agreements that outline security expectations and require vendors to comply with our security standards.
7. **Incident Response:** We have established an incident response plan to effectively respond to security incidents or breaches. This includes procedures for reporting, investigating, and mitigating security incidents promptly. We communicate with relevant stakeholders, such as customers and regulatory authorities, as necessary and take appropriate measures to prevent similar incidents in the future.
8. **Security Governance:** We maintain a governance framework to oversee and manage our security program. This includes the appointment of a designated security officer responsible for the development, implementation, and enforcement of security policies and procedures. We conduct regular security assessments, audits, and reviews to identify vulnerabilities and ensure

compliance with applicable security standards and regulations.

At Orchid Energy, we are committed to maintaining the highest levels of security across our operations. Through our Security Policy, we strive to protect our assets, systems, and data from potential threats, ensuring the confidentiality, integrity, and availability of our resources. We continuously monitor and enhance our security practices to adapt to evolving security risks and technologies.



Clifford Li

Managing Director

Date : 5 April 2021

Rev : 1

Author	Rev No	Issue Date	Authorised By	Policy
QHSE	1	5 April 2021	Director	OEG_POL-4 SECURITY POLICY

www.orchidenergyglobal.com