

JTH Engineering Pty Ltd is committed to maintaining a system for classifying and managing information resources according to the risks associated with its storage, processing, transmission, and destruction. The purpose of this Information Classification Policy is to establish a framework for information classification based on its sensitivity, value, and criticality to the Company. This policy aims to ensure that information is properly secured and accessible only to authorised individuals.

This policy applies to all managers, staff and third-party service providers who have access to organisational information in any format, including electronic, physical, or verbal.

Management aims to achieve these policy objectives by:

- Labelling information according to its classification level.
- Ensuring access to information is based on the principle of least privilege.
- Ensuring information is stored securely, using appropriate encryption and physical security measures based on its classification level.
- Ensuring employees receive training on the information classification policy.
- Ensuring information is disposed of securely to prevent unauthorised access.
- Ensuring transmission of information is sent securely, using encryption and secure communication channels where applicable.

Staff, employees and IT service providers shall have the following responsibilities:

- Managers shall classify information and ensure it is handled according to its classification level.
- IT provider shall implement technical controls to protect information based on its classification level.
- Managers are responsible for monitoring adherence to this policy and conducting regular audits.
- Employees shall follow the information classification and handling procedures outlined in the policy.

This policy statement shall be displayed at our Townsville office and is accessible to employees and the public via our Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors and senior managers of JTH Engineering endorse this policy as a statement of our commitment to ensuring our information resources are adequately managed and secured by maintaining an information classification system that aligns with our operational requirements.

**JTH ENGINEERING IS COMMITTED TO ENSURING OUR INFORMATION ASSETS ARE SECURED
THROUGH RESPONSIBLE MANAGEMENT**