Information and Communication Technology (ICT) Policy Statement

Introduction: At MANILOM GLOBAL SOLUTIONS Co. LTD, we recognize the critical role of Information and Communication Technology (ICT) in our business operations. This ICT Policy outlines our commitment to the responsible and secure use of technology to enhance efficiency, innovation, and information management while ensuring the confidentiality, integrity, and availability of data.

Policy Statement:

1. **Data Security and Confidentiality:** MANILOM GLOBAL SOLUTIONS Co. LTD is committed to safeguarding the confidentiality and integrity of all data. We will implement robust security measures, access controls, and encryption to protect sensitive information from unauthorized access, disclosure, or alteration.
2. **Compliance:** We will adhere to all relevant laws, regulations, and industry standards related to information and communication technology. This includes data protection regulations, intellectual property laws, and any other legal requirements governing the use of ICT in our operations.
3. **Responsible Use of Technology:** Our employees are expected to use ICT resources responsibly and ethically. This includes the proper use of software, hardware, internet access, and communication tools. Unauthorized access, distribution of malicious software, and other unethical behaviors are strictly prohibited.
4. **Information Management:** We will establish and maintain efficient and effective information management practices. This includes data classification, regular backups, and document control to ensure the accuracy, availability, and reliability of information.
5. **Technology Infrastructure:** MANILOM GLOBAL SOLUTIONS Co. LTD will invest in and maintain a secure and reliable technology infrastructure. This includes regular updates, maintenance, and upgrades to hardware and software to ensure optimal performance and resilience against cybersecurity threats.
6. **Employee Training and Awareness:** We recognize the importance of employee awareness and competency in ICT security. Regular training programs will be provided to educate employees on ICT policies, cybersecurity best practices, and the potential risks associated with technology use.
7. **Business Continuity and Disaster Recovery:** We will develop and maintain robust business continuity and disaster recovery plans for our ICT systems. These plans will ensure the timely recovery of critical systems and data in the event of unforeseen disruptions or disasters.

"Your needs, Our Expertise, One Company"

8. **Privacy Protection:** MANILOM GLOBAL SOLUTIONS Co. LTD respects the privacy rights of individuals. We will implement measures to protect the privacy of personal information, including obtaining consent for data processing, providing access to personal data, and complying with privacy regulations.

9. **Environmental Sustainability:** In our use of ICT, we will consider environmental sustainability. This includes the responsible disposal of electronic waste, energy efficiency initiatives, and the adoption of eco-friendly ICT practices.

10. **Continuous Improvement:** We are committed to the continuous improvement of our ICT policies and practices. Regular reviews, audits, and feedback mechanisms will be implemented to identify areas for enhancement and ensure the ongoing relevance of our ICT strategy.

This Information and Communication Technology Policy reflects MANILOM GLOBAL SOLUTIONS Co. LTD's commitment to leveraging technology responsibly to achieve our business objectives while prioritizing security, compliance, and ethical use.

Ilukor Geresom,
MANAGING DIRECTOR/CEO MANILOM GLOBAL SOLUTIONS CO. LTD

28th December 2023