

INFORMATION **SECURITY POLICY**

Version 2.0

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Information Security Policy 2.0

Version	Date	Description of Changes	Classification
1.0	08.02.2024.	Initial creation Information Security Policy	Public
2.0	14.02.2024.	Updated Information Security Policy	Public

1. Introduction

Xtreme Software Solutions D.O.O recognizes that information security is a critical aspect that affects every facet of our organization. The objective of the Xtreme Software Solutions D.O.O Information Security Program is to safeguard the confidentiality, integrity, and availability of the data utilized within our company while delivering value to our business operations. Confidentiality, integrity, and availability are fundamental principles of information security, defined as follows:

- **Confidentiality:** We ensure that information is accessible only to authorized entities, in compliance with the principle of "need to access."
- **Integrity:** We protect the accuracy and completeness of information, as well as the methods used to process and manage it.
- **Availability:** We ensure that information assets such as information, systems, facilities, networks, and computers are accessible and usable by authorized entities when needed.

Xtreme Software Solutions D.O.O acknowledges that our business information is a vital asset, and our ability to manage, control, and protect this asset directly impacts our future success. This document establishes the framework from which other information security policies can be developed. Its purpose is to enable efficient and effective management, control, and protection of our business information assets, including those entrusted to Xtreme Software Solutions D.O.O by stakeholders, partners, clients, and third parties.

The Xtreme Software Solutions D.O.O Information Security Program is structured around the information outlined in this policy.

2. Purpose

The purpose of this policy is to establish guidelines regarding the security measures implemented to safeguard Xtreme Software Solutions D.O.O 's information systems, networks, data, databases, and other valuable information assets in cloud-supported activities. Other policies pertaining to different aspects of information security will be covered in separate documents.

3. Scope

The scope of our security policy includes all information technology systems, software, databases, applications, and network resources that are implemented in our cloud-based and/or managed service infrastructures needed by the company to conduct its business.

4. Compliance

This policy has been formulated to ensure compliance with industry standards such as ISO/IEC 27001:2022 Information security, cybersecurity.

5. Policy

5.1 General Policy

Xtreme Software Solutions D.O.O is committed to protecting its information assets and the information entrusted to it by its stakeholders, partners, clients, and third parties. This commitment extends to ensuring the confidentiality, integrity, and availability of all data in our possession. We will comply with all applicable laws and regulations and strive to adhere to the highest ethical standards.

5.2 Policy Documents

The Information Security Policy is supported by several other policy documents that provide detailed guidance on specific areas of information security. These documents will be reviewed and updated regularly to ensure they remain relevant and effective.

Policy documents (List of policies and procedures):

- PO-01 Information Security Policy
- PO-02 Documentation Drafting Policy
- PO-03 Disposal and Destruction Policy
- PO-04 Data Protection Policy
- PO-05 During Employment Policies
- PO-06 Asset Return Policy and Procedures
- PO-07 Employee Classification Policy
- PO-08 Procedure for Conducting Performance Evaluations Focused on Security Policy Compliance
- PO-09 Employment Terms and Conditions Policy
- PO-10 Acceptable Use Policy
- PO-11 Asset Management Policy
- PO-12 Change Management Policy
- PO-13 Clear Desk and Clear Screen Policy
- PO-14 Data Retention Policy
- PO-15 Email Security Policy
- PO-16 Encryption Policy
- PO-17 Secure Development Policy
- PO-18 Procedures for Employee Classification Policy
- PO-19 Mobile Device and Teleworking Policy
- PO-20 Password Management Policy
- PO-21 Information Classification and Handling Policy
- PR-01 Procedures for Working in Secure Areas
- PR-02 Security Procedures for IT Department
- PR-03 Procedure for Corrective Action
- PR-04 Corrective Action Procedure
- PR-05 Document and Record Control Procedure
- PR-06 Procedures for Monitoring Compliance and Security Assessments
- PR-07 Procedures for Integrating Information Security into Daily Activities
- PR-08 Employment Terms and Conditions Procedures
- PR-09 AUP Procedures
- PR-10 Recruitment Procedure
- PR-11 Disaster recovery plan

5.3 Policy Leadership

Chief Technology Officer (CTO), together with the Security Engineer, is designated as the corporate owner responsible for information security activities for Xtreme Software Solutions D.O.O. Resolution of issues in the support of security activities should first be coordinated with IT management, the organization's information security team, and others as needed.

5.4 Policy Location

The policy and the other referenced policies under the “Other documents” section will be saved as electronic files and communicated/posted in the following location: Microsoft SharePoint.

6. Document Version Control

This document is currently in Version 2.0. All modifications to this document are made by the Information Security Management System Working Group (ISMS WG). A comprehensive version control process is in place to track all changes, ensuring the document remains accurate, relevant, and up to date. The Document Owner holds the responsibility for maintaining version control, documenting each revision's nature, the date of the change, and the person or entity making the change.

7. Policy Review and Update

This Information Security Policy shall undergo annual review annually to ensure its continued relevance and effectiveness in addressing the security needs of Xtreme Software Solutions D.O.O. Additionally, it will be reviewed and updated as necessary in response to significant operational, technological, or environmental changes that could impact the policy's adequacy or applicability.

<p>Drafted by: Josip Tusun ISMS WG-Head</p> <p>Signature: </p> <p>Date: 1.5.2024.</p>	<p>Approved by: Jerko Šarić CEO</p> <p>Signature: </p> <p>Date: 1.5.2024.</p>
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Note: This document is written based on the Documentation Drafting Policy