Information Security Policy Statement

This policy statement sets out the commitment of **Apogee Corporation Limited, trading as One Workplace powered by HP ("the Company")**, to effective information security management and the continual development and improvement of its Information Security Management System (ISMS).

Under the leadership of the **General Manager and Executive Director**, the Company is committed to establishing, implementing, maintaining and continually improving its ISMS. The General Manager and Executive Director retains executive accountability for ensuring that the ISMS supports the Company's strategic direction and that appropriate authority, resources and oversight are provided.

The General Manager and Executive Director delegates:

- **executive oversight and organisational coordination of the ISMS to the Chief Operating Officer; and**
- **operational responsibility for monitoring, maintaining and continually improving the ISMS to the IT Director.**

The Chief Operating Officer chairs the Data Security Group and oversees the coordination of information security, data protection and related risk-management activities across the Company. The IT Director is responsible for the day-to-day operation and effectiveness of the ISMS, including monitoring the Company's security posture, coordinating risk treatment activities, identifying opportunities for improvement and responding to changes in threats, technology and business operations.

This governance framework supports the secure handling of personal data, the management of privileged access and the protection of client and internal information across the Company's Managed Print Services, Managed IT Services, Outsourced Document Services and Digital Transformation services.

The purpose of this statement is to communicate the Company's information security expectations to employees, temporary workers, contractors, business partners, suppliers and visitors. Everyone working for or on behalf of the Company is expected to protect client and internal information, whether held electronically or in hard copy, and to comply with applicable information security requirements.

The Company's overall information security objective is to protect its people, clients, business operations, information assets and reputation from events that could adversely affect:

- **Confidentiality:** preventing unauthorised or inappropriate access to, or disclosure of, information.
- **Integrity:** protecting information from unauthorised, inaccurate or accidental alteration.
- **Availability:** ensuring that information and supporting systems are accessible to authorised users when required.
- **Privacy:** protecting personal data and personally identifiable information from unauthorised access, use, alteration or disclosure.

Information security incidents and control failures may affect the confidentiality, integrity, availability, accuracy, reliability, consistency or timeliness of information and services. Specific information security objectives, measures and targets shall be established and monitored through the ISMS and management review process.

The Company shall systematically identify, assess, treat and monitor information security risks. It shall also identify and comply with applicable legal, regulatory, contractual and other information security requirements in the jurisdictions in which it operates.

Executive Leadership shall regularly review the suitability, adequacy and effectiveness of the ISMS. This shall include reviewing information security risks, performance, objectives, resources, improvement opportunities and actions required to achieve the intended outcomes of the ISMS.

This statement demonstrates the Company's commitment to:

- protecting information and information systems;
- satisfying applicable information security requirements;
- managing information security risks;
- supporting the achievement of information security objectives; and
- continually improving the suitability, adequacy and effectiveness of the ISMS.

This policy statement shall be communicated and made available within the Company. It shall also be made available to interested parties and the public upon appropriate request. All employees, temporary workers, contractors and other persons working for or on behalf of the Company are required to understand and comply with its principles.

This policy has been approved & authorised by:

Name:	Lee Elliot	**Name:**	Chris Hykin
Position:	**General Manager and Executive Director**	**Position:**	**Chief Operating Officer**
Date:	04/11/26	**Date:**	04/11/26
Signature:	Lee Elliott Lee Elliott (Nov 4, 2026 14:38:03 GMT)	**Signature:**	Chris Hykin Chris Hykin (Nov 4, 2026 13:18:20 GMT)