

Integrated Management System

Information Security Policy





General Information

Template Information

| Template Name | Version | Language | Date |
|---------------------------------------|---------|----------|------------|
| T-ICT (Internal Circular Template)-EN | 2.0 | EN | 2021/06/24 |

General

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|-----------------------|------------------------------------|
| Context | Integrated Management System |
| Document Title | Information Security Policy |
| Reference | C-76 (Information Security Policy) |

Distribution list

| Name | Function | Organization |
|--------------------------------|----------|--------------|
| Capgemini Engineering Portugal | N/A | N/A |

Table 1: Distribution list

Change History

| Date | Version | Author | Description | Approved |
|------------|---------|---------------------|--------------------------------------|--|
| 2012/11/21 | 01 | Rui Nunes Gonçalves | First draft | Integrated Management System Committee |
| 2013/05/03 | 02 | Jorge Varela | Revision | Integrated Management System Committee |
| 2013/10/23 | 03 | Jorge Varela | Revision | Integrated Management System Committee |
| 2014/02/24 | 04 | Jorge Varela | Revision | Integrated Management System Committee |
| 2018/04/17 | 05 | Teresa Leça | Translation of the Policy to English | Integrated Management System Committee |



| Date | Version | Author | Description | Approved |
|------------|---------|---------------------|---|--|
| 2020/01/20 | 06 | Jorge Varela | Revision and updated of the Information Security Policy | Integrated Management System Committee |
| 2020/05/22 | 07 | IMS Quality Manager | Logo update | Susana Chaves |
| 2021/09/13 | 08 | Leonor Esteves | Template update to new corporate branding and process description elements. Replace Altran for Capgemini Engineering | Teresa Leça |
| 2023/01/10 | 09 | Teresa Leça | Review and update of the document according to Acceptable Use Policy. Replace "person responsible for information systems" for "CISO" | Integrated Management System Committee |

Table 2: Change History

Reference Documents

| Document | Author | Remarks |
|----------|--------|---------|
| N/A | N/A | N/A |

Table 3: Reference Documents



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Not applicable



1. Information Security Policy

The Information Security Policy of Capgemini Engineering Portugal has the following general objectives:

- I. Ensure the confidentiality, integrity, traceability and availability of information in the organization, which must be always protected and available for the business processes, projects and services that need it;
- II. Protect the information managed by the organization against any undue, accidental or deliberate treatment of internal or external origin, preventing possible security incidents;
- III. Reduce the vulnerability of the company's assets to the level of security and the potential impact of identified risks, through appropriate risk assessment and management, and implementation of controls;
- IV. Ensure the processing and storage of the information in accordance with all legal regulations in force.

These objectives are aligned with the company's strategy and business requirements covering all areas of Capgemini Engineering Portugal, namely administrative, commercial and technical (projects and services).

The Top management of Capgemini Engineering Portugal is committed to support the objectives and principles of this policy, and to ensure the necessary means for their implementation and maintenance.

The top management of Capgemini Engineering Portugal designates the CISO (Chief information Security Officer) of Capgemini Engineering Portugal as the person responsible for the company's Information Security, who is responsible under this policy for managing the ISMS - Information Security Management.

This policy is based on the following principles:

- Compliance with the contractual security obligations of the organization with its internal and external customers.
- Compliance with current legislation and applicable regulations on security related to computer security, security of buildings and facilities, and behaviour of employees and third parties in the use of existing information within the framework of the ISMS.
- Alignment of the Security Policy with the Quality and Delivery Policies as well as with any other policy or standard that applies to the whole organization.
- Establishment of an adequate response capacity to the occurrence of emergency situations, establishing business continuity and recovery plans that must be reviewed, updated and validated periodically.
- Establishment of a system for detecting, analysing, reporting and correcting possible gaps in information security.
- Establishment of an adequate training, education and awareness-raising process for all employees, who will be held responsible and punished for violations of the rules underlying this policy.
- Ensure that every employee is personally accountable for the protection of the Capgemini Group and third-party assets and resources under the employee control as defined in the Capgemini Group Ethics Policy.
- The objective of the organization, simplification and optimization of processes and resources is the support of the continuous improvement of the Information Security Management.

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