


IS-POL 001	EDClass Information Security Policy - Unrestricted	
Issue number 3		
Approved by Ian Hargreaves	Date: 30.07.2025	

Information Security Policy

Purpose

This Information Security Policy encapsulates our unwavering commitment to protecting all critical information assets within EDClass LTD against a wide array of threats, whether arising internally or externally, by deliberate actions or unintended occurrences. Our information exists in various forms, including electronic data, network transmissions, and physical documents. The primary purpose of this policy is to ensure the safeguarding of our clients' and customers' information. In crafting this policy, we have carefully considered the needs and expectations of all relevant stakeholders.

Objectives


The fundamental objective of information security within EDClass LTD is to ensure business continuity and minimize the impact of security incidents. Compliance with this policy is imperative to uphold the firm's integrity in interactions with our customers, clients, and trading partners. EDClass LTD commits to:

- ☐ Protect information against unauthorized access.
- ☐ Assure the confidentiality of information.
- ☐ Prevent unauthorized disclosure of information through deliberate or negligent actions.
- ☐ Maintain the integrity of information.
- ☐ Ensure the availability of information to authorized users when required.
- ☐ Meet regulatory and legislative requirements.
- ☐ Develop, maintain, and routinely test business continuity plans.
- ☐ Provide information security training to all staff.
- ☐ Record, report, and investigate all actual and suspected breaches of information security.
- ☐ Achieve compliance with ISO/IEC 27002 best practices and meet all the criteria specified within BS ISO/IEC 27001:2017. The company will seek formal certification to this standard.

Deliver user training and awareness programs to all staff, emphasising their roles in protecting information assets and complying with associated policies and procedures. Records of this training will be maintained.

Implementation

To support this policy, EDClass LTD will produce and enforce standards, policies, and security operating procedures. These will cover areas such as virus control, access control, personnel security, and the use of email and the Internet. A formal disciplinary process will be in place to address non-compliance issues with employees.

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Monitoring and Improvement

The effectiveness of controls will be measured wherever feasible, with results analysed to identify areas requiring improvement. In cases where measurement is impractical, controls will be continuously monitored. Any necessary improvements to the Information Security Management System (ISMS) will be implemented upon identification of weaknesses.

Responsibilities

The Managing Director has overall responsibility for maintaining this Policy and providing guidance on its implementation. The COO has been appointed as ISMS Manager. The Information Security Manager where possible will be independent of core process owners to ensure sufficient segregation of duties and reduce conflicts of interest from arising. All other employees within EDClass LTD have responsibilities related to information security. All details of specific responsibilities including which job roles have leading and support roles to them are recorded with IMS023 IMS Roles and Responsibilities

Policy Review

This policy will undergo periodic reviews to ensure its alignment with the evolving needs of our business and our ability to achieve our security objectives, thereby effectively serving our customers.

All members of the Management team are personally responsible for implementing the policies and procedures within their business areas. It is the responsibility of each employee to adhere to the policies and procedures of the organisation.

Authorised by: Sam Warnes

Managing Director

Last Reviewed 30.07.25