

Hargreaves Top Management has determined and considered all external and internal issues relevant to the organization's context and all directly relevant Interested Parties with their relevant requirements to consistently provide products and services that meet customer and applicable legal requirements.

The policy applies to the design, manufacture, installation and commissioning of heating, ventilating and air conditioning ductwork and associated products / services provided by Hargreaves Ductwork Ltd from its Bury Head Office and Manufacturing Facility, all Trade Counters and Customer Installation Sites.

We recognise that many of the industry sectors we operate in are considered to be "special and unique" and our success is derived from understanding and creating value for our customers, employees, suppliers and sub-contractors.

We are committed to protecting both internally generated and externally received information securely where appropriate. To this end, we have established an ISMS based on the requirements of ISO-27001 that operates the processes required to identify the information we need to protect, and how, to the highest practicable standards.

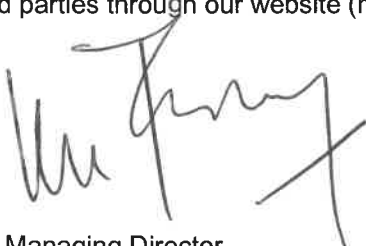
Specifically, we are committed to operating management policies which ensure:

- Information is only accessible to authorised persons (internally and externally).
- Confidentiality and integrity of information is maintained throughout the process.
- Business continuity plans are established, maintained, and tested.
- All personnel are trained on information security and are informed that compliance with the policy is mandatory.
- All breaches of information security and suspected weaknesses are reported and investigated.
- The Information Security Manager is responsible for maintaining and communicating the policy and procedures.
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments.
- Business requirements for availability of information and systems will be met.

This policy has been approved by senior management and shall be reviewed at the Annual Management Review. The Managing Director has overall responsibility for ISMS matters within the business. The ISMS performance, including the effectiveness of management controls, will be reviewed by the Board of Directors. Appropriate objectives for improvement will be discussed and set as an output from the reviews.

To ensure that the requirements of this policy are met, we will provide and maintain effective working conditions, equipment and systems of work, together with adequate information, instruction, training and supervision for all employees. The Board of Directors are committed information security and demonstrate this through the implementation of the requirements of ISO 27001 and this policy, which is publicly available to all interested parties through our website ([mw-hargreaves.net](http://mw-hargreaves.net)).

Signed:



(Mr. K Farey)

Position: Managing Director

Dated: 01<sup>st</sup> July 2017