



CRAFTSMAN AUTOMATION LIMITED

INFORMATION SECURITY POLICY

1. Purpose

The purpose of this policy is to define Information Security requirements of Craftsman Automation Limited

2. Scope

This policy is applicable for entire organizations including all locations of Craftsman Automation Limited.

3. Responsibility

The VP-IT is responsible for communicating this policy to all employees and interested parties of Craftsman Automation Limited.

4. Policy

We recognize the fact that Information is one of our most important assets and we shall protect the same by ensuring that:

- 4.1. Information Security Training is imparted to all employees in the organization
- 4.2. Procedures and policies are created to support the ISMS policy
- 4.3. Security measures are taken after detailed Risk Assessment based on the business value and the risk of exposure of the assets
- 4.4. All Information Security breaches are reported and investigated
- 4.5. Proper Incident Management systems are in place
- 4.6. Disciplinary actions are formulated and taken against those who violate organization's Information Security Policy
- 4.7. Business Continuity Management requirements are identified, and appropriate procedures and measures are taken
- 4.8. All applicable Statutory and Regulatory, Contractual requirements are considered in ISMS
- 4.9. Information Security Forum has the overall responsibility of implementation and maintenance of ISMS
- 4.10. All employees are committed to this policy and shall follow the practices mentioned in the ISMS

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REVISION NO: 1.1

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4.11. The continual implementation and effectiveness of this policy is ensured via regular reviews, ISMS Objectives and audits.

5. Document approval

Approved by:	Mr.A.Manisekaran	Date: 05/06/2024
Issued By:	Mr.R.Anandaraj	Date: 05/06/2024

6. Revision History

Revision No	Revision Date	Prepared By	Description of Change	Approved By
1.0	05/06/2024	IT Manager	Initial release	VP-IT
1.1	29/04/2026	IT Manager	Reviewed as per the current practices – No change	VP-IT

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