

Information Security Policy

Document Control

Document owner	Founder and Joint Managing Director
Reviewer	Tiffany Nicholson
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Amendment History

Version	Date	Author	Description
0.1	18-Oct-2023	Josiah Atkinson	Initial draft
0.2	19-Oct-2023	Dean Hardacre	QA review
1.0	26-Oct-2023	Tiffany Nicholson	Approved

Policy statement

Maximus understands the importance of maintaining and improving information security with respect to company, client, and employee data, and are committed to minimising exposure to information security risk.

In accordance with this commitment, our company purpose, and values, Maximus' policy is to ensure that:

- Information security and business continuity be maintained at an acceptable level, and comply with applicable legal, regulatory, and contractual obligations.
- The confidentiality of company, client, and employee data is protected against unauthorised access, that integrity of information be maintained, and that information is available to authorised parties when required.
- Employees and suppliers receive information security training as appropriate.
- All breaches of information security, whether they be actual or suspected, be investigated and addressed appropriately.

To support this policy, Maximus shall implement an Information Security Management System (**ISMS**) as a framework for managing information security on a continual basis. The ISMS shall take into consideration the business needs and objectives of Maximus, as well as the needs of interested parties as pertains to information security.

Maximus shall comply with and certify to the ISO/IEC 27001:2022 standard for information security.

Maximus shall continually improve the ISMS, and management shall review its performance against a set of key performance indicators (KPIs) on a regular basis.

This Information Security Policy shall be reviewed annually at management review meetings.

Vanessa Gavan
Founder and Joint Managing Director

26th October 2023

Brent Duffy
Joint Managing Director

26th October 2023