



AVIK PHARMACEUTICAL LIMITED

A-1/7 & A-1/8, 1st Phase, GIDC Vapi - 396 195. Dist.-Valsad, Gujarat State, India

Phone : (0260) 2401593, E-mail: avikpharma@avikpharma.com

CIN : U99999MH1979PLC021711

INFORMATION SECURITY POLICY

Introduction :

Information security is a general discipline, meaning that its application or lack thereof, affects all surfaces of an organization or enterprise. The goal of the Avik pharma Information Security policy is to protect the Confidentiality, Integrity, and Availability of the data employed within the organization while providing value to the way we conduct business. Protection of the Confidentiality, Integrity, and Availability are basic principles of information security, and can be defined as:

- Confidentiality – Ensuring that information is accessible only to those entities that are authorized to have access, many times enforced by the classic “need to know” principle.
- Integrity – Protecting the accuracy and completeness of information and the methods that are used to process and manage it.
- Availability – Ensuring that information assets (information, systems, facilities, networks, and computers) are accessible and usable when needed by an authorized entity.

Avik pharma has recognized that our business information is a critical asset and as such our ability to manage, control, and protect this asset will have a direct and significant impact on our future success.

This document establishes the framework from which other information security policies may be developed to ensure that the enterprise can efficiently and effectively manage, control and protect its business information assets and those information assets entrusted to Avik pharma by its stakeholders, partners, customers and other third parties.

Such incidents must motivate companies to visit their internal information security policies and implement regular employee training.

It minimizes risks of security accidents such as customer data breaches, cyber-attacks and intellectual property violations.



AVIK PHARMACEUTICAL LIMITED

A-1/7 & A-1/8, 1st Phase, GIDC Vapi - 396 195. Dist.-Valsad, Gujarat State, India
Phone : (0260) 2401593, E-mail: avikpharma@avikpharma.com
CIN : U99999MH1979PLC021711

Purpose : The goal of this policy is to protect the sensitive data of our employees and customers and the company's own intellectual property.

Scope : The information in this document applies to every employee who has access to the company's electronic systems.

Responsibility : The Information technology department is the lead and face of data security in the organization. They are responsible for implementing and maintaining data security measures and responding to policy violations.

General policy statement for All Employees, Contractors, and Other Third-Party Personnel:

- Employees must never send customer data to third parties unless authorized by management.
- Sensitive data that is no longer in use must be deleted within 60 days/protected.
- Laptops and documents should be taken home or stored in lockers at the end of the work day with proper controls.
- All suspected security threats and data breaches must be reported and investigated.
- Understand their responsibilities for complying with the Avik pharma Information Security policy.
- Use company Information Resources in compliance with Avik pharma Information Security Policies.

Disciplinary action:

- Breach of this policy may result in disciplinary action or wrong action.

Date: 08/01/2024

FOR AVIK PHARMACEUTICAL LTD

Dr. Abhaykumar H. Chheda
(President - Operation)