



## DTC World Corporation Pte Ltd

7 Gambas Crescent #05-24  
Ark @ Gambas Singapore 757087  
Tel : 6397 5818  
Fax : 6397 5819  
Email : enquiry@dtc.com.sg  
Website : www.dtcworld.com.sg  
Co. Reg. No. 200602269R

# INFORMATION SECURITY POLICY

## INTRODUCTION AND PURPOSE

An information security policy protects, enhances and maintains business interests, employee confidentiality and daily operations. It is the cornerstone of our continued existence as a business entity.

The purpose of this policy is to define the purpose, direction, principles and basic rules for information security management.

## SCOPE

This policy applies to the management, employees and contract workers of all entities in DTC and suppliers of DTC.

## REQUIREMENTS

1. Information security is vital in ensuring that the interests of our clients are protected. **No information** is to be **used for purposes other than within the company business operational needs**.
2. **Confidential information** should **not be revealed**, intentionally and unintentionally.
3. **Passwords** should be encrypted (used) for **restricted files and documents**. They should never be exposed to parties who are not supposed to have access to them.
4. **Passwords** should **be changed on a regular basis**; this is to prevent leakage of information.
5. **Only designated personnel** is/are **allowed to have access** to certain files and documents.
6. Files containing **sensitive and confidential information** must be securely **locked**.
7. Computer files containing **sensitive and confidential information** should be **backed up**. This is to prevent the loss of data.
8. **Any fraudulent actions** taken by employees relating to the misuse of information belonging to the company will be **reported** upon.
9. Employees must **respect and not divulge client information**; compliance is expected and required.
10. When the **employee** (s) handling information security **leaves the organisation**, he/she should **not possess or bring with him/her information** that is considered proprietary.
11. **Suppliers** of DTC must **keep information confidential**; sharing of sensitive information when dealing with other parties is disallowed.



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12. There should be ***no infringement*** on ***any forms of intellectual property*** rights by employee

13. Review of information security policy **will be done yearly** or when changes need to be done to **ensure its suitability, adequacy and effectiveness**

### WHISTLEBLOWING

Report if you see irregularities such as -

- Computer Hacking
- Usage of Pirated Software
- Misuse of Confidential Information
- Breach of Server Security

Informants can report cases through the below whistleblowing channels:

Receiving Officer: General Manager.

Hotline : +65 97299116

Email : [whistleblowing@dtc.com.sg](mailto:whistleblowing@dtc.com.sg)

Feedback Box: at the entrance near to DTC office.

Office Address: 7 Gambas Crescent , #05-24 ARK @ Gambas, Singapore 757087

### POLICY BREACH

As part of this commitment, all non-compliance practices shall be regarded as unacceptable and will not be tolerated. Failure to comply with this policy, whether or not is intentional, may lead to disciplinary action (Up to and including dismissal), and criminal liability for the individual involved (up to and including imprisonment).

Employees will be required to confirm that they have read and understood to the policy and that they comply with its terms as part of their ongoing employment assessment processes. All relevant employees will be required to attend training to support the guidance in this policy.

### ROLES AND RESPONSIBILITIES

Person in Charge	Roles & Responsibilities
CEO	Responsible for policy approval
Managing Director	Owns, endorses and ensure the implementation of the policy.
General Manager	Responsible for ensuring that this policy and related standards are implemented and adhered to, and that all relevant employees are made aware of the policy and its requirements. Ensure local compliance with the policy including adequate control measures to eliminate or reduce risks to express behaviours in breach with the policy.
IT Personnel	Drives the implementation of the policy, provides specific advice on Information security issues and dilemmas, and ensures that information



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	security issues are identified and addressed. Audits, reviews, measures and reports on information security performance.
Management, employees and contract	Comply with the letter and spirit of the policy. Engage and take responsibility for ensuring that all initiatives are developed in line with the policy.

**DEVIATIONS**

No exemptions from this policy can be granted unless there are exceptional circumstances or the policy is obviously not applicable. All requests for exemptions must be made in writing to the policy owner. The policy owner must assess and decide on each request individually. Exemptions must be duly logged and documented

**POLICY REVISION**

This policy must be regularly reviewed in order to ensure its continued adequacy and relevance. It can be amended with the approval of CEO.



Name & Signature: \_\_\_\_\_  
Designation: CEO



Name & Signature: \_\_\_\_\_  
Designation: Managing Director

Issued Date: 1st January 2016  
Date of Last Review: 4<sup>th</sup> January 2020  
Date of Next Review: 4<sup>th</sup> January 2021