



## **POLICY**

### **ISMS-001 - Information Security Policy Version 2.1**

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<b>Review</b>	Three Years
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## Record of Revisions

<b>Version</b>	<b>Issue Date</b>	<b>Amendment Notes</b>
1.0	19 <sup>th</sup> June 2011	
1.1	7 <sup>th</sup> August 2012	Adding clauses numbering
2.0	07 <sup>th</sup> December 2014	Complete Rewrite. Split up into multiple specific policies.
2.1	February 2016	Added NESAs risk assessment framework and NESAs UAE Information Assurance Standard

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**Objectives**

- To protect ADGAS information assets
- To manage and control risks to an acceptable level
- To ensure compliance to ADGAS Information Security Management System (ISMS)

**Scope**

This policy is applicable to all employees, contractors, vendors and service providers who are responsible for or are authorized to access any Information Assets of ADGAS that are managed by IT Division.

**Mappings to standards**

**ISO 27001:2013.**  
Information Security Management System Requirements  
Annex A: ISO 27002

**NESA**  
M1.2 Information Security Policy  
M1.2.2 Supporting Policies for Information Security  
M1.3 Organization of Information Security

**Definitions**

None

## **Policy**

### **1. Policy Statement**

***“ADGAS shall strive to provide a high level of assurance of confidentiality, integrity and availability of all information, by taking necessary actions to ensure that suitable controls are in place.”***

### **2. Management Commitment**

#### **2.1 ADGAS is committed to ensure that:**

- The confidentiality of information is protected to prevent disclosure of valuable or sensitive information.
- The integrity of information is maintained to ensure its accuracy and completeness.
- The availability of information is maintained to meet business needs.
- Regulatory and legislative requirements will be met.
- Business continuity plans are developed, maintained and tested.
- Information security training is provided to all employees.
- All breaches of information security, actual or suspected, are reported to and investigated by the Information Security Officers.
- Risks are mitigated to an acceptable level through NESA risk management framework.

In order to fulfil these commitments, and to provide the level of control and traceability necessary to demonstrate compliance with recognized processes, it is the policy of ADGAS to maintain an efficient and effective Information Security Management System (ISMS) based upon the requirements of the ISO/IEC 27001 Information Security Management Systems Standard and NESA UAE Information Assurance Standard.

The Management of ADGAS is committed to providing appropriate resources in order to implement, operate and review an effective Information Security Management System.

ADGAS has established an Information Security Steering Committee (ISSC) to oversee and manage the ISMS, raising awareness of information security, communicating the ISMS changes to the business units, and providing guidance on the development of ISMS policies and procedures.

### **3. Supporting Policies and Procedures**

Relevant information security policies and guidelines shall be made available to all ADGAS employees.

Compliance with this policy includes compliance with all supporting IT policies, procedures and guidelines that are in the scope of the Information Security management System and may be issued by VPIT.

### **4. Policy Non-compliance**

Failure to comply with this policy, at the full discretion of the organization, can result in disciplinary action, and possibly termination of employment as per company policy.

A handwritten signature in blue ink, appearing to read 'Fahim', with a long horizontal flourish extending to the right.

**FAHIM KAZIM**  
Chief Executive Officer  
October 2016

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