

# CYBER SECURITY POLICY

Doc. Ref: NDE-IS-POL-001

Rev: 01



NDE Solutions recognizes our responsibility to promote safe cyber security practices in order to mitigate potential cyber security risks and safeguard our information systems.

## Account Security

- All employees shall use **Multi-Factor Authentication (MFA)** when logging into Microsoft 365 or any other company system.
- All employees shall request password changes through the IT Department; passwords shall not be changed independently.
- All employees are expected to keep their passwords confidential and shall never share them with others.

## File Sharing

- All employees shall request for external users to be added as **Guests** in Microsoft 365 before sharing files from SharePoint or OneDrive.
- All employees shall avoid using public links for file sharing unless expressly authorised by IT Security.

## Access Controls

- All employees shall access the internal dedicated server only via the approved **VPN client** when off-site.
- All employees shall request access to internal resources based strictly on operational necessity ("need-to-use" basis).
- All employees are expected to comply with the **geo-lock restriction**; overseas login attempts are prohibited.
  - All employees are expected to notify the IT Department of any overseas trips during which access to their company accounts will be required.
    - Access from pre-approved locations will be granted as and when required.

## Email and Phishing Awareness

- All employees shall familiarise themselves with cyber security awareness training documents and acknowledge on completion before receiving access to company systems.
- All employees shall complete **annual refresher training** and any additional training assigned after phishing campaign results as and when required.
- All employees are expected to remain vigilant for phishing attempts and report suspicious emails immediately.

## Compliance and Monitoring

- All employees shall cooperate with security monitoring and periodic phishing simulations.
- All employees are expected to maintain up-to-date software and security patches on any device accessing company systems.
- All employees shall acknowledge their understanding of this policy and comply with its requirements at all times.

Senior management will review this policy annually to ensure its continued relevance and effectiveness. It will be made available on the **NDE Solutions website** for all interested parties.

## Approved by Management

Signature

A handwritten signature in black ink, appearing to read 'J Cleary'.

**Joshua Cleary**  
**Chairman of the Board**  
**20<sup>th</sup> August 2025**

Signature

A handwritten signature in black ink, appearing to read 'I Coker'.

**Ian Coker**  
**Chief Executive Officer**  
**20<sup>th</sup> August 2025**