

# Information Security Policy

IMS-PL-01

<b>Document No.</b>	IMS-PL-01	<b>Version</b>	1.0
<b>Standard / Clause</b>	ISO/IEC 27001:2022 & ISO/IEC 27701:2019 — A.5.1, Cl.5.2	<b>Effective Date</b>	23 May 2026
<b>Owner</b>	CEO	<b>Classification</b>	Internal
<b>Approved By</b>	Mahmudul Haque Azad (CEO)	<b>Review</b>	Annual / on change

## 1. Purpose

To state Craftsmen Ltd's commitment to protecting the confidentiality, integrity and availability of information within its operational boundary, and to satisfying applicable security and privacy requirements.

## 2. Scope

Applies to all information and personal data handled by Craftsmen, all personnel, and all systems and devices under Craftsmen's control, including remote working.

## 3. Policy Statements

1. Craftsmen protects the confidentiality, integrity and availability of information it owns or is entrusted with.
2. Information security and privacy risks are assessed and treated proportionately to the organisation's scale and operating model.
3. Personnel comply with the information security and privacy policies, the acceptable use undertaking and confidentiality obligations.
4. Access to information is granted on a least-privilege, need-to-know basis with strong authentication.
5. Security and privacy incidents are reported, managed and learned from.
6. Craftsmen complies with applicable legal, regulatory and contractual obligations, including GDPR where applicable.
7. The integrated ISMS/PIMS is continually improved through audit, review and corrective action.

## 4. Roles and Responsibilities

Role	Responsibility
CEO	Accountable for information security and privacy; approves policies and the SoA.
Management Representative	Coordinates the ISMS/PIMS, risk, audit and review.
General & Admin (G&A)	Operates access, asset, personnel and physical-security controls.
All Personnel	Comply with policies and report incidents.

## 5. Related Documents

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- Integrated ISMS/PIMS Manual (CML-IMS-MAN-01)
- Statement of Applicability (CML-IMS-SOA-01)
- All IMS procedures

## 6. Compliance and Review

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Compliance with this policy is mandatory for all personnel within scope. Non-compliance may be addressed through the disciplinary process. This policy is reviewed at least annually and whenever significant changes occur, and is approved by top management.

## 7. Revision History

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Version	Date	Description	Approved By
1.0	23 May 2026	Initial issue.	Mahmudul Haque Azad