

## VIDEOWORKS QUALITY POLICY GROUP

The Management of Videoworks Group pursues a company policy which places the following at the basis of the activities and processes:

- ✓ analysis of the internal and external context, company strategies and objectives;
- ✓ the satisfaction of the external customer and of all the interested parties;
- ✓ the pursuit of excellence in the quality of products and services, with an orientation towards risk management;
- ✓ opportunities to improve the performance of business processes;
- ✓ confidentiality in the processing of personal data and their protection.

### With this company policy document, the Management undertakes:

- to periodically analyse and monitor the context in which it operates and to take into consideration the needs expressed by the interested parties in defining the corporate objectives and strategies;
- to periodically review the policy itself and the quality management system (QMS) implemented, according to the changed conditions of the internal or external context or the needs expressed by the stakeholders
- to define and disseminate the quality objectives and related implementation programs within the company;
- to continuously improve the performance of the quality management system, taking into due consideration the environmental impact of operational processes;
- compliance with the legislation, rules, regulations, contracts and agreements applicable to the product, services and processes, occupational safety, environmental legislation and the processing of personal data;
- to operate according to good professional practice and to consider quality, occupational safety, respect for the environment, data protection and the related results as an integral part of overall company management;
- the continuous improvement of products, services, processes;
- to identify the real needs of the customer and offer him the most responsive and reliable solutions, based on consolidated business experience;
- to provide the necessary human and instrumental resources and a working environment consonant with the objectives to be achieved;
- to increase, with adequate training, the preparation and qualification of the personnel, which constitutes the most important assets of the company.
- the care of communication towards the customer and within the organization;
- to ensure that workers are sensitized and trained in order to: be familiar with the quality management system documentation; carry out their duties in quality and safety, following the policies and procedures identified by the company; assume their responsibilities in terms of quality, occupational safety, compliance with environmental matters and data processing;

the involvement, consultation and participation of workers, also through their representatives.

Responsibility in quality management concerns the entire company organization, from the employer to each worker, each according to his or her own duties and responsibilities (to avoid that quality is considered the exclusive competence of some subjects with the consequent de-responsibility of others and lack of active participation). The above points also form the framework for establishing and reviewing quality objectives and targets.

The company intends to achieve these objectives through:

- staff training and commitment;
- application of defined and approved operating procedures;
- verification of the efficiency in the use of human and economic resources;
- analysis of anomalies, complaints, non-conformities, accidents, injuries, etc.;
- verification of customer satisfaction;
- verification of the effectiveness of the processes with the identification of the actions to be taken for continuous improvement;
- selection and collaboration of suppliers

THE MANAGEMENT

## INFORMATION SECURITY POLICY

### 1. Scope and field application

The purpose of this document is to describe the general principles of Information Security defined by VIDEOWORKS GROUP in order to develop a functional Information Security Management System (ISMS).

### 2. Compliance with requirements

For VIDEOWORKS GROUP, Information Security has as its primary objective the protection of data and information that the organization processes both for internal activities and for the provision of services offered to customers.

This means obtaining and maintaining an Information Security Management System, within the scope defined for the ISMS, through compliance with the following basic requirements:

- ✓ **Confidentiality:** ensure that the information is accessible only to duly authorized subjects and/or processes;
- ✓ **Integrity:** safeguard the consistency of the information from unauthorized modifications;
- ✓ **Availability:** ensure that authorized users have access to information and associated architectural elements when they request it;
- ✓ **Control:** ensure that information management always takes place through secure and tested processes and tools;
- ✓ **Authenticity:** guarantee a reliable origin of the information;
- ✓ **Data Protection:** ensure the protection and control of personal data.

For this reason VIDEOWORKS GROUP has implemented an Information Security Management System following the specified requirements of UNI CEI EN ISO/IEC 27001:2022 and of the mandatory laws as a means to better manage Information Security within the scope of its activity.

### 3. Scope of application

The VIDEOWORKS GROUP Information Security Policy applies to all internal personnel and to third parties who collaborate in the management of information and to all processes and resources involved in the design, implementation, assistance in the context of the services provided.

### 4. Information Security Policy

The VIDEOWORKS GROUP Information Security Policy represents the organization's commitment towards customers and third parties to guarantee the security of information, physical, logical and organizational tools suitable for processing information in all activities.

### The VIDEOWORKS GROUP Information Security Policy is oriented towards the following objectives:

- guarantee the organization full knowledge of the information managed and the assessment of their criticality, in order to facilitate the implementation of adequate levels of protection;
- guarantee secure access to information, in order to prevent unauthorized processing or processing carried out without the necessary rights;
- ensure that the organization and third parties collaborate in the processing of information by adopting procedures aimed at complying with adequate levels of security;
- ensure that the organization and third parties who collaborate in the processing of information are fully aware of the issues relating to security;
- ensure that anomalies and incidents with repercussions on the information system and corporate security levels are promptly recognized and correctly managed, through efficient prevention, communication and reaction systems in order to minimize the impact on the business;
- ensure that access to the operational headquarters and individual company premises takes place exclusively by authorized personnel, to guarantee the safety of the areas and assets present;
- ensure compliance with legal requirements and compliance with the security commitments established in contracts with third parties;
- ensure the detection of anomalous events, accidents and vulnerabilities of information systems in order to respect the security and availability of services and information;
- ensure business continuity (Business Continuity) and Disaster Recovery, through the application of established security procedures.

Documento	MISZ5-A1
Data emissione	30/04/23
Edizione	IV
Revisione	-
Data revisione	-
Pag.	3 di 3

### 5. Responsibility for the Information Security Policy

The VIDEOWORKS GROUP Management is responsible for the information security management system, in line with the evolution of the company and market context, evaluating any actions to be taken in the face of events such as:

- business main evolutions,
- new threats compared to those considered in the risk analysis activity,
- significant security incidents,

evolution of the regulatory or legislative context regarding the secure processing of information.

### 6. Communication of the Information Security Policy

The VIDEOWORKS GROUP Management undertakes to disseminate this Information Security Policy inside and outside the company. To this end, this policy is made available on our website [www.videoworksgroup.com](http://www.videoworksgroup.com)

For any report of vulnerability, threat, improvement, non-compliance, incident, violation or data breach, you can contact our Information Security Manager at the following e-mail address: [f.cariglia@videoworksgroup.com](mailto:f.cariglia@videoworksgroup.com)

The VIDEOWORKS GROUP Management undertakes to ensure the confidentiality of the reports and to prohibit any form of retaliation against the reporting subjects.

**7. Continuous improvement** The Information Security Policy is formalized in the ISMS, is constantly updated to ensure its continuous improvement and is shared with the organization, third parties and customers, through specific communication channels.

THE MANAGEMENT