



THE ASSOCIATED PRESS – WORKFLOW SOLUTIONS

INFORMATION AND CYBER SECURITY POLICY STATEMENT

This policy statement outlines management's endorsement and intent for Information Security Management (ISM) within The Associated Press Workflow Solutions Department. Its purpose is to communicate our ISM expectations to our stakeholders including those delivering services upon our behalf or working on our premises.

Some aspects of our operations, including handling personal data and having privileged access to locations, present clear information and cyber security requirements, however it is expected that we treat all our client and internal hard copy and electronic information in a secure manner, throughout all our processes.

Our overall ISM objective is to protect the organisation from incidents that might have an adverse effect on the people we work with, our business operations and our professional standing. Information / Cyber Security issues can include:

- Confidentiality - people obtaining or disclosing information inappropriately.
- Integrity - information being altered or erroneously validated, whether deliberate or accidental.
- Availability - information not being accessible when it is required.
- Privacy - people obtaining or disclosing Personally Identifiable Information (PII).

Many types of incidents can pose a threat to our effective use of information. This includes performance, consistency, reliability, accuracy and timeliness. More detailed ISM objectives and monitoring will be defined separately to this policy, either within a stand-alone document or within management review.

Our information security management system will assess and manage ISM risk. We shall also understand and comply with any applicable ISM or related legal/regulatory requirements.

This statement has been prepared to demonstrate a commitment to continual improvement to our Information and Cyber Security Management. This message shall be communicated and understood throughout The Associated Press Workflow Solutions Department and it is expected that all persons performing work on our behalf share this commitment to these values.

This Policy Statement shall be made available to the public, upon request, and shall be communicated and adhered to by all employees, temporary staff, contractors and visitors who enter any of our worksites.

This policy has been approved & authorised by:

Name: Brian Hopman

Position: VP & GM, AP Workflow Solutions

Date: 03 October 2024

Signature: 