



IP-SZBI-000-01 Policy Security

Information about the document

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Author	Waldemar Okarski, Szymon Jackiewicz
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Confidentiality notice

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Target

The purpose of the Security Policy document is to provide a basis for the management methods, procedures and requirements necessary to ensure proper protection of information including personal data sets at ENDEGO. The Security Policy defines the basic principles of information protection, regardless of the systems of their processing (electronic, paper) and the way they are processed in the said systems. Its scope covers both the hardware and software by means of which information is processed and the people who process the information.

Scope

The Security Policy, together with the procedures and documents that reference it, apply to all network components, servers, systems, and business applications running in all ENDEGO departments. The Policy is addressed to all ENDEGO Associates and third-party vendors who hold or process personal data on ENDEGO's systems. The Policy also covers the processing of data and information provided to ENDEGO by business partners.

This document complies with the following legal acts:

- ❖ The Act of May 10, 2018 on the protection of personal data (consolidated text of Journal of Laws of 2018, item 1000),
- ❖ Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation),
- ❖ Regulation of the Minister of Internal Affairs and Administration of April 29, 2004 on documentation of personal data processing and technical and organizational conditions to be met by devices and IT systems used for personal data processing (Journal of Laws No. 100, item 1024).

This document regulates, among other things, matters of protection of personal data processed in ENDEGO's IT systems and data sets stored in the form of paper documentation.

Policy

Context of the company's operations:

ENDEGO's activities involve meeting the expectations of many parties that form the context of the company's operations, and expectations regarding information flow and security are risk criteria that should be subject to ongoing analysis and assessment. Key stakeholders include customers, employees and external suppliers. The requirements of the stakeholders are defined within the framework of contracts with them.

The elements that constitute the external and internal organizational context are identified and described below.

External Context:

ID KZ	Factors and trends	Goals, requirements or expectations for the organization
01	Politico-legal	<p>Political influence includes competition policies, laws and legislation on import, export, production and automotive component policies. Legislation on safety measures can restrict entry into the industry through licensing requirements, restrictions. The government helps the industry through various European programs and funds. Examples of R&D sector programs are INNOMOTO dedicated only to the automotive industry, INNOTABOS for railroads, INNOLOT for aviation, and INNOSHIP for maritime. The main goals of the R&D programs are to increase the competitiveness and innovation of the Polish automotive sector. The government is introducing funding to favor cars with lower CO2 emissions. Cars with high CO2 emissions will have a higher tax levy.</p>
02	Culture-social	<p>Social norms influence the decision to own and use a car compared to other means of technical transportation. The directions of market development are determined by the new and growing needs of consumers. The increasing awareness of consumers forces a flexible approach and quick response to new requirements, increasing the quality of detail workmanship, systematically reducing the time of the production cycle, lowering unit costs. Consumers expect energy efficiency and care for the environment, additional challenges in this regard are also posed by strict regulations in relation to the allowed maximum level of CO2 emissions, reduction of fuel consumption (Automotive market: despite the diesel scandal, Europe still on the road to growth Euler Hermes 2016). Lifestyle and preferences influence the choice of car type. It is advisable for companies to produce more vehicles. Customers are able to spend more on the quality and aesthetics of a car expecting high quality at a low price.</p>
03	Economic and financial	<p>The automotive industry is one of the fastest growing industries in the global economy (according to OICA, as an independent economy it would rank 6th among the largest countries in the globe. Due to its continuous dynamic development, the Automotive sector is a promoter of innovation forcing progress in many other areas of the industry. After the 2008 crisis, its financial strength has returned. The average value of transactions in the market increased by 81% in 2015 from \$214 million to \$388 million (the highest average in the last 10 years, >3x higher than in 2010; PZPM Report 2016). The automotive industry is also strengthening its position in the Polish market-this is the 2nd largest industry in Poland in terms of turnover. In the context of the prospects for the project result, it is worth noting that PwC experts estimate the average annual increase in car production until 2021 at 3.6% (an increase of 20.5mn vehicles in 2015-2021), moreover, that due to the global trend of switching to alternative sources of propulsion, they forecast a twofold increase in the share of vehicles with alternative sources of propulsion-from 3.7% in 2015 to 7.3% in 2022 (Role of the automotive industry(...), PwC, 2015; Automotive industry in Poland (...), utrzymanieruchu.pl, 2016). According to data presented by the UN, in order to limit the increase in global temp. to 2°C by 2030 min. 20% of all vehicles must be electrically powered (in Paris 20 organizations signed a declaration in favor of electro mobility and against climate change, among others Tesla, Michelin Nissan-Renault, UNEP, IEA; Paris Climate Summit: by 2030 20% of electric vehicles, 2015). It is expected that by 2020 at the latest there will be EU regulations that will strengthen the position of the Electric vehicles and plug-in hybrids or vehicles</p>

		<p>According to BNEF forecasts, in 2040 there will be 500 million electric cars on the world's roads (out of a total of 2 billion vehicles), which is tantamount to a sharp increase in their sales (today about 500 thousand units are sold annually, in 2040 it will be about 41 million units; Electric vehicles to be 35% of global new car sales by 2040, BNEF, 2016). According to European forecasts, in 2040 every 4th vehicle in the world will be electric (CORDIS, 2016). In this direction is the Polish Plan for the Development of Electro mobility with forecasts to achieve the number of 1 million electric cars by 2025 (intensification of fashion for electric vehicles in 2020-2025). In 2020 in Poland should already be registered about 75 tys. electric vehicles.</p>
04	Technology	<p>The automobile industry is one of the most innovative. Technology related to car design in this technological development can increase or decrease the wear and tear of cars. New technologies and trends mean that it is not enough to produce quality vehicles-to meet changing market expectations, improve production flow and efficiency, it is necessary to seek innovative design solutions. Innovative tools must be developed to adapt the design and manufacturing process to new conditions. When talking about the future of the industry, it should be positioned in the context of the upcoming fourth industrial revolution, referred to as Industry 4.0. The strategic challenges for national and global industry representatives are:</p> <p>1) Development of new, innovative design assumptions that allow: reducing the weight of manufactured interior equipment - the tendency to reduce the weight of vehicles is the result of global urbanization and the need in the perspective of further macroeconomic growth, This is of colossal importance in the context of the environment (a significant increase in the number of cars is forecast). In this regard, the industry is developing in the direction of alternative sources of propulsion, looking for solutions to extend the range of electric vehicles. Fossil fuels are an increasingly scarce and expensive resource, and the industry is under pressure from fuel use and CO2 emissions. Using less fuel will help the EU meet the Europe 2020 strategy, maintaining a high level of safety for users (this is one of the priorities); adapting the offer to small and medium-sized vehicles - among the most important trends for the next decade stands out the increase in sales in emerging markets (according to 56% of managers; The Future of the automotive industry, Fleet.com, 2015), and this means an increase in demand for light, economical This means an increase in demand for lightweight, economical vehicles used for daily travel over small/medium distances. By 2020, so-called green cars are expected to account for about 1/3 of sales in developed markets and about 1/5 of sales in cities in developing countries. (Directions Development automotive sector, Fleet, 2015)</p> <p>-lowering production costs-due to the globalization of the scope of production and sales of cars, consumer expectations, the profitability of implementing new solutions, this is an ever-present element of development strategies in the industry</p> <p>2) Reducing the negative impact of vehicles on the environment-according to 41% of managers this is 1 of the priorities for the coming years (Future(...), Fleet.com, 2015). The effect of the growing number of vehicles is air, water and soil pollution, threats to sustainable development resulting from urban congestion and increasing traffic jams on the roads (in Polish cities >60% of pollution is generated by transport, in the EU >1/4; Air quality in Europe-2015 report). The level of pollution affects health and the economy (diseases of civilization of the 21st century-allergies/asthma, noise, increase in expenditures on health care; Industry automotive world-report</p>

		<p>special,maintenancemobility.co.uk,2016),moreover, the sprawl of large agglomerations is expected to exacerbate the problem(An integrated perspective on the future of mobility,BNEF,2016)</p> <p>3) Automation-it is necessary to increase the profitability and efficiency of production.The automotive industry leads the way among the most automated sectors of the economy, even so, in the case of Poland, the relatively low rate of IFR indicates that we have a lot of catching up to do(World Robotics Report 2016).Bucket seats today are largely manufactured by hand-it is too expensive and impractical method for large volumes, it is necessary to increase the repeatability and precision of their manufacture, which will positively affect both the speed, stability of the production process and the quality of the final product.</p> <p>4) Increase the level of innovation(especially in the context of the domestic market). According to KPMG(Global Automotive Executive Survey 2013)new technological solutions that are the result of R&D work is the surest way to strengthen the position in the industry(61% of respondents indicated that it is very likely, 28%, that it is likely).In recent years in Poland about 34% of companies have invested in innovation, R&D expenditures have grown by leaps and bounds(from 187mln PLN in 2012 to 430mln PLN in 2013).Despite this, most innovations still come from abroad(The role of the automotive industry in the Polish economy in the context of "Industrial Policy Priorities 2015- 2020+",PwC,2015;(...)We lack innovation,polskieradio.pl,2014;Automotive sector one of the leaders in terms of innovation(...),newseria.pl,2016).In this context, the fact that the electromobility market is a segment with a very high growth rate, which allows for the relatively rapid creation of new solutions and promotion of new players, assumes particular importance. Equally importantly, vehicle manufacturers declare their readiness to implement innovative solutions, which is a very good prospect for further development of the industry(43% in the next 5 years, another 38% in the following years; Central Europe as a focal point of the automotive industry,Deloitte,2016)</p>
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Internal Context:

ID KZ	Resource groups	Objectives, requirements or expectations of the company
01	Human resources	<p>Employees and associates of an enterprise are its most valuable resource. On their competence, knowledge and skills, as well as their commitment depends the efficiency of the entire organization. The employer ensures the safety of users' work, the availability of means of information exchange, obtaining information at a level that allows the efficient implementation of assigned activities. Employees should know what to do and how to do it, what is allowed, and what they absolutely should not do. The introduction of the need to identify and maintain the knowledge necessary for the operation of processes and to achieve compliance of products and services have been introduced to protect the organization from the loss of knowledge, for example, as a result of employee turnover, inadequate distribution of information, to support the organization in acquiring knowledge, so the basis of the organization is people and their experience. Employees influence the potential of the organization.</p> <p>The company should be involved in the planning and implementation of employee development, which will translate into tangible benefits that can be expressed in the form of increased productivity, increased work engagement and motivation, securing future staffing needs organization, better utilization of employee potential and greater</p>

		Loyalty on their part. The employer provides employees with training, workshops,
02	Financial resources	The company has resources in the form of cash, loans and others. With these, the company can undertake further investments without losing liquidity. The company must incur fixed costs (salaries, rent) regardless of the products and services provided To customers. For this purpose, budget plans are created
03	Physical resources	The enterprise consists of additional locations that allow relocation of employees. In addition, employees are equipped with business equipment, i.e. equipment, company car, telephone, computers, which belong to the enterprise and which can be used in operations business.
04	Information resources and information systems	Information resources include recorded and codified knowledge and the knowledge of employees, owned patents, copyrights, developed service standards. Information exchange systems operate on the basis of an efficient network and server infrastructure. They require it to be maintained at a level that allows efficient transfer of data between locations. IT infrastructure allows efficient transfer of data between applications, databases and users; its own IT department.

The technical and organizational measures necessary to ensure the confidentiality and integrity of ENDEGO are described in the following procedures:

Periodic Monitoring Policy, Backup & Restore Policy,
Computer Hardware and Software Management Policy,
Document Management Policy,
Access Management Policy,
Password Management Policy,
Portable Device Policy,
Network Infrastructure Management Policy, Antivirus Protection Policy,
Clean Desk and Screen Policy,
Cryptographic Protection Policy, Data Carrier Management Policy,
Server Room Management Policy, Update Management Policy,
Systems Event Logging Policy, Physical Access Policy,
Privacy Policy,
Information Classification Policy,
Information Policy,
Procurement Management Policy,
Incident Management Policy,
Change Management Policy, Risk Management Policy, Confidentiality Policy.

Compliance with standards

Standard	Limited to locations	Declaration of use
PN-EN ISO/IEC 27001:2017-06 (ISO/IEC 27001:2013)	Krakow, Wroclaw, Sanok, Gliwice	IP-SZBI-000-11 Declaration of use
TISAX AL 3 + Information with High Protection Needs + Information with Very High Protection Needs + Protection of Prototype Parts and Components (Trusted Information Security Assessment Exchange)	Krakow, Gliwice, Wroclaw, Jelenia Gora	IP-SZBI-000-10 TISAX Self-Assessment

Scope of information security

- **Krakow** - *Design parts automotive i Mechanical. Development of i development of software and electronic circuits. Project consulting services.*
- **Gliwice** - *Automotive parts design. Development and creation of software and electronic circuits. Project consulting services.*
- **Sanok** - *Mechanical parts design and project consulting services.*
- **Wroclaw** - *Automotive parts design and project consulting services.*
- **Jelenia Gora** - *Automotive parts design and project consulting services.*

Security training

The Information Security Officer is responsible for organizing (IP-SZBI-003-08 SZBI Training Schedule) and conducting information security management system training at ENDEGO. Each employee is required to undergo recurrent training or induction training when hired.

Basic training on the information security management system includes all of the following ENDEGO employees. Training topics include:

- ❖ regulations and internal instructions on data protection, archiving of resources and storage of media, destruction of printouts and records on magnetic and optical media,
- ❖ responsibilities of employees directly related to data security and protection of the systems at each site.

Confirmation of participation in the training on information security management system taking into account the provisions of RODO is signed by the employee in the document: Information on familiarization of the employee with the ISMS attached to the contract or the attendance list of the training conducted in the form IP-SZBI-003-09 or a file generated from the level of the educational platform.

Evaluation of the effectiveness of the Information Security Management System

The Information Security Officer defines indicators that determine the effectiveness of the Information Security Management System. He orders the measurement of the necessary data to the designated persons and prepares an evaluation report, which he presents to the Board of Directors of the Company.

Implementation

Members of the Board of Directors and managers of ENDEGO are required to put in place mechanisms and work orders to implement the objectives of this policy. The results from the process will be the subject of specific actions taken by the Information Security Officer, whose task is to

is to ensure that ENDEGO's processes are carried out in compliance with applicable safety rules. Violation of the rules set forth in this policy may be grounds for disciplinary action against the offending employee. Consequently, it may constitute grounds for termination.

This policy is an internal document and may not be made available to outsiders in any form, except to entities authorized by law or by decision of ENDEGO's Board of Directors. This document is subject to periodic review for timeliness and application. The review is performed by the owner of the document.

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