

## Basic Information Security Policies

Sci-Tech Communications Inc.

As information systems become more and more sophisticated and new risks continue to increase nowadays, Sci-Tech Communications Inc. hereby prescribes the company's basic information security policies to enable all company executives, employees, and staff involved in business activities to understand the importance of information security and act accordingly.

1. Clearly prescribe the responsibilities and authority of company executives, employees, and staff involved in information security.
2. Appropriately protect all of the information assets owned by the company from negligence, accidents, crime, viruses, or other threats; and prevent leakages, loss, falsification, or damage.
3. Be aware of the importance of information security measures, and provide education and training for company executives, employees, and staff to ensure that measures are effectively implemented.
4. In the event that an information security accident occur, take measures to not only swiftly implement countermeasures to minimize effects, but also give the utmost priority to uncovering the causes and formulating measures for preventing reoccurrence.
5. In addition to checking the status of implementation of information security measures and using the check results to make further improvements, review and revise these basic policies in a timely manner in accordance with changes in the social environment.