HABAU GROUP

INFORMATION-SECURITY MANAGEMENT POLICY

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DECLARATION OF COMMITMENT BY THE MANAGEMENT TO THE INFORMATION SECURITY MANAGEMENT POLICY

Information processing and digitalisation are increasingly gaining in importance. This makes it necessary to regulate associated risks via the fulfilment of information security requirements. This is why we have decided to integrate an information security management system in accordance with ISO 27001 into the existing management systems. The management strives for the constant improvement and advancement of the systems, with the executives as well as all employees.

This policy describes the strategic significance of the information security management system and provides the framework for all instructions, processes, activities and the definition of the goals. The goal is therefore to inform the affiliated companies, the relevant interested parties of the HABAU GROUP as well as the public of the significance of an increase in information security and to show how the HABAU GROUP is complying with the respective applicable laws and sector-specific requirements. All employees as well as all other persons who process data and information of the HABAU GROUP are obliged to observe and comply with the corresponding security regulations.

The requirements from the information security management system are integrated into the existing business structures, and as a result, information security is observed in daily operations. Moreover, we make sure to provide sufficient resources for the maintenance of the system and to support the information security officers and other relevant members of staff, so that together we can contribute to the effectiveness, fulfilment and improvement of the management system.

We refuse to accept the misuse of data that may cause economic damage or liability risks for us or our partners. Our employees assume the responsibility of preventing unauthorised access to information i.e. the modification and unauthorised transmission thereof. They are aware that they must not disclose confidential information from the company so as not to endanger the reputation or contractual capability of our company.

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SCOPE OF APPLICATION

This policy applies within the entire HABAU GROUP (all companies that are directly or indirectly majority-owned, both domestically and abroad) as amended. It is applicable to all internal and external employees.

Likewise, it also applies to business and cooperation partners who, in the scope of their activity, are required to contribute to compliance with the requirements regarding information security within the company by way of constructive cooperation.

This policy encompasses information in all its forms, be it in electronic, written, verbal or other form. Not included are the duties of property protection, fire protection, occupational safety, occupational medicine and other topics not primarily related to information.

GOALS OF OUR INFORMATION SECURITY

The appropriate realisation of the protective goals of the "confidentiality, availability and integrity" of information, data and systems as well as ensuring the protection of personal data create the conditions for establishing responsibility and trust towards our employees, clients, contractors, customers, suppliers, partners and the legislation.

To achieve the protective goals, within the framework of the information security management system we monitor compliance with all internal and external requirements and supervise preventive and corrective measures.

- For us, confidentiality means only making personal and sensitive data, information and programmes accessible to authorised persons.
- For us, availability means that we ensure that, whenever necessary for information processing, information and operating resources are available and useable for authorised persons to the planned extent and for a reasonable period of time.
- For us, integrity refers to the guarantee that information and operating resources are complete and correct. Completeness means that all parts of the information are available. Information is correct when it reflects the indicated circumstances without distortion.

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WE PROTECT PROCESSED INFORMATION AND DATA

- We handle all information and data carefully, in particular any that corresponds to the protection class of high and very high in accordance with its sensitivity and importance, and process this information and data in accordance with the applicable laws, provisions and internal instructions.
- From its creation to its destruction, we regard information and data in accordance with the protective goals of information security.
- Our systems support the protection of processed information and data.
- By applying the need-to-know principle, we guarantee that only authorised persons process information and data.
- By applying the principle of least privilege, we guarantee that internal and external employees as well as our business partners are only granted access rights to information and data that they actually need in order to exclusively carry out their assigned activities.
- We observe our business processes and the associated information assets and create transparency regarding the corresponding risks.

WE INCREASE INFORMATION SECURITY

- We promote comprehensive awareness with regard to information security and achieve a high degree of coverage of successfully implemented awareness training courses for our employees.
- We ensure that employees with tasks relevant to security possess the knowledge and skills necessary to improve and successfully implement measures relating to the information security management system.
- Regular, structured assessments provide feedback on the level of implementation and continually support the suitability, adequacy and effectiveness of the information security management system.
- We follow good practices (ISO 27001, ITIL, IT baseline protection etc.) to comply with the state of the art.
- By implementing targeted measures and a vibrant culture of error, we strive for continuous improvement of the information security management system.

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WE CREATE RELIABILITY AND TRUSTWORTHINESS

- Our employees notice all breaches of information security and report them. As a result, information security incidents are swiftly detected and necessary and appropriate measures are taken.
- In our cooperation with our long-standing partners, we value a high level of information security and also expect a minimum degree of implemented technical and organisational measures from them.

For the continued development of this fundamental philosophy, the management system for information security has been implemented in agreement with all management boards, executives and employees.

The management itself is a role model and responsible part of our systems.

THE CONSTRUCTION FAMILY