



Confidentiality: public

Corporate Quality & Security Policy



Document Owner

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The Management team of GeminiSix declares the following Corporate Security Policy:

Security is IMPORTANT for GeminiSix: we hold important proprietary and customer's information assets, such as data, information services and software.

Information SECURITY in GeminiSix means:

- **IT & Data Security** - Protect availability, confidentiality and integrity of data in GeminiSix from relevant risks
- **Software Security** - Deliver and maintain solutions, products and information services that are reasonably resistant to relevant threats for intended environments where they will be used
- **Business Continuity** - Ability to recover the critical business operations even after the major incident
- **Compliance** - with legal, regulatory and contractual requirements to protect information assets

We respect ISO/IEC 27001 international standard for Information Security Management to protect information assets from risks that could endanger achieving business goals.

We MANAGE RISKS: GeminiSix determines relevant risks, threats and requirements through systematic risk assessment based on predefined criteria. Unacceptable risks and non-compliances are subject to risk treatment by effective means.

We MONITOR and UPDATE: GeminiSix continuously monitors effectiveness of security measures and also changes in environment, to determine if policy, measures and/or criteria need to be updated.

We are TRAINED: GeminiSix trains its people in relevant information security and application security topics.

We MANAGE INCIDENTS: GeminiSix formally and practically processes all detected and reported information security incidents.

INTEGRATION, light-weight approach and effectiveness: we try to avoid un-needed burdening of daily operations. Balancing costs and benefits we strive to automate and integrate security measures in daily operations.

We RESPECT security rules: GeminiSix Information Security Policy provides more details on GeminiSix Information Security. All concerns regarding information security can be sent by e-mail to kosta.bojovic@gemini-six.com, optionally using PGP public key of GeminiSix or S/MIME certificate to encrypt confidential content.



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The Management team of GeminiSix declares the following Corporate Quality Policy:

Quality Aims

GeminiSix is committed to providing, maintaining and improving a high-quality service for our clients to ensure all contractual requirements between the GeminiSix and its Clients will be consistently achieved by:

Policy Procedures

- Promoting an understanding of our customers' needs, together with a culture of exceeding customer expectations.
- Promoting quality awareness and understanding amongst all our staff so that their working activities are in line with our Integrated Management System.
- Developing seamless processes by fully integrating the services provided by our suppliers and partners.
- Ensuring that our subcontractors and our suppliers are aware of and apply quality standards compatible with our own.
- Monitoring our performance through key performance indicators in order to continually improve our processes and services.
- Setting Quality Objectives that are regularly reviewed by management to ensure that continuous improvements are achieved.
- Ensuring adequate resources are in place to ensure that the product is delivered on time and to the customer's satisfaction.
- Utilizing our ISO 9001 Integrated Management System for all Company processes.
- Comply with all relevant legislation, Government guidelines, codes of practice and regulations. Where regulations and codes are absent we will establish our own standards.
- Maintain emergency and business continuity plans.
- Bring this policy to the attention of all its employees and stakeholders.
- Be displayed on our website.
- Review the policy on a regular basis
- SATISFACTORY QUALITY OF OUR SERVICES IS FUNDAMENTAL TO THE SUCCESS OF OUR BUSINESS

Sinisa Lukacev , Managing Director