

## **I. PURPOSE**

This policy provides a framework for the management of information security throughout AEI.

It applies to:

- All those who access to AEI information systems, including staff, visitors and customers.
- Any information system at AEI offices.
- All electronic information (data) processed by the AEI pursuant to its operational activities.
- Principal information assets including the physical locations from which AEI operates.

## **II. POLICY**

- Secure Customer information confidential data.
- Form AEI staff to the SSI rules.
- Continuous improvement of our security system.

## **III. OBJECTIVES**

- Develop an effective access control system.
- Prevent external hackers and network intrusion.
- Renovate the Antivirus System periodically.
- Prevent as possible risky downloads.

## **IV. RESPONSIBILITY**

AEI personnel are responsible for implementing this Security Policy.

The IT Leader is responsible for providing advice and guidance for the security policy implementation.

**It is the responsibility of each member of staff to adhere to the Information Security Policy.**

**Mohamed ELLEJMI  
General Manager**