



## INFORMATION SECURITY POLICY

Himalayan Safety Solution Nepal Pvt. Ltd. is committed to protecting all forms of information—electronic, printed, or verbal—from unauthorized access, misuse, loss, or disclosure. We recognize that maintaining the confidentiality, integrity, and availability of information is essential to the effectiveness of our services and the trust of our clients, employees, and stakeholders.

### Policy Objectives

- Safeguard all organizational and client information from unauthorized access or disclosure.
- Ensure data integrity and prevent accidental or intentional alteration or destruction of information.
- Maintain availability of information and systems to authorized users as required.
- Comply with applicable laws, contractual obligations, and international best practices.
- Promote staff awareness and responsibility for information security.

### Scope

This policy applies to **all employees, contractors, consultants, and third parties** who access or handle information owned, managed, or processed by Himalayan Safety Solution Nepal Pvt. Ltd.

### Key Measures

- **Access Control:** Only authorized personnel are allowed access to information based on their roles.
- **Data Protection:** Sensitive data is protected through appropriate physical, technical, and administrative measures.
- **Confidentiality Agreements:** All staff and contractors are required to sign confidentiality and non-disclosure agreements.
- **Password and System Security:** Secure login credentials and regular password update practices must be followed.
- **Backup and Recovery:** Regular backups are maintained to ensure data availability and recovery in case of incidents.



ISO 9001:2015 certified company

## Himalayan Safety Solution Nepal Pvt. Limited

Regd.: - 185079/074/75

Vat No.: - 606765116

- **Incident Reporting:** Any suspected breach or unauthorized access must be immediately reported to management.
- **Training and Awareness:** Employees are regularly trained on information security responsibilities and safe practices.

### Compliance

Failure to comply with this policy may result in disciplinary action and, where applicable, legal consequences.



**Deepak Lamichhane**  
Managing Director

**Date:** 15<sup>th</sup> august 2025

Kathmandu, Nepal



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