

## **SUMMARY OF LEXSOFT SYSTEMS' INFORMATION SECURITY POLICY**

At Lexsoft Systems, we are committed to protecting all information related to our specialized IT and consultancy services to law firms as well as legal and compliance departments, residing in the document and knowledge management systems. Our policy is based on the following principles:

- Establishing information security objectives to measure our effectiveness.
- Complying with confidentiality, integrity, and availability requirements of information, as well as legal and contractual requirements.
- Continuously improving our information security system through corrective and preventive actions.
- Maintaining the documentation required by the ISO/IEC 27001 standard and other relevant documents for the operation and improvement of the system.
- Communicating this policy and other controls to relevant stakeholders.
- Ensuring that the policy and other relevant documentation are available to appropriate stakeholders.
- Obtaining the commitment of the management to establish, approve, and review the policy and supporting documentation.
- Assigning an information security officer to support the implementation and maintenance of the system.
- Ensuring the commitment of all employees to comply with the policy and support information security objectives.
- Conducting periodic assessments and audits to ensure the effectiveness of the system and seek continuous improvement.
- Promoting incident learning and using lessons learned to address emerging risks and vulnerabilities.

This policy applies to all Lexsoft Systems employees and establishes the foundation of our information security system, fostering trust among our clients and other stakeholders.