



# ***Environmental Security Policy***

***Version 2.3***



## Document version control page

### Prepared By

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### Reviewed and Approved By

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## 1. PURPOSE

AEL Data Environmental Security Policy would help the Organisation to protect Environment and preserves the information, physical assets, and human assets by reducing the exposure to various Environmental threats that can produce a disruption or denial of computer service.

## 2. SCOPE

This policy applies to all users entering the AEL Data premises.

## 3. ROLES AND RESPONSIBILITIES

Manager Admin, IT & IS Head and all users within AEL Data are responsible for ensuring the Environmental security of the Organisation.

## 4. REFERENCE STATEMENTS

In order to ensure that AEL Data facilities are properly secured, security controls shall be implemented for all facilities. Access Controls -Shall include a minimum of locked doors to access the facility, except in those facilities where a receptionist is available to provide a buffer for access to the work spaces. In addition to the access controls defined, facilities are required to meet AEL Data server room standards for a development environment, including but not limited to the following:

- Environmental controls and appropriate measures
- Cabling access, routing and security
- Rodent & Pest control activities
- Recycling of E-Wastes
- Twenty-four hour environmental monitoring controls
- Power supply UPS/Backup generator
- Air conditioning
- Fire & Safety Measures
- Safe Drinking Water
- Minimize the use of paper in the company
- Isolation of data center areas from delivery and loading areas

### 4.1. Workspace Environmental Security

Employees are responsible for the security of their workspace. AEL Data provides locked storage at all facilities for personal valuables and company property. Employees should ensure that Confidential Information in their area such as papers, reports, printouts, data media, whiteboard drawings are secured when left unattended.

Educate our employees and contractors on their environmental responsibilities and ensure this is integrated into their work practices, training and decision making

### 4.2. Paper Usage

AEL Data Facilities & Employees are responsible for minimise the use of paper in the company; AEL Data management is responsible to reduce the packaging as much as possible. AEL policy is



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to buy recycle and recyclable paper products. And also AEL Data will reuse and recycle all paper where possible.

### 4.3. Energy and Water

AEL Data Facilities will seek to reduce the amount of energy used as much as possible. AEL premises Lights and electrical equipment will be switched off when not in use. AEL will seek to buy more environmentally friendly and efficient products.

### 4.4. Maintenance and Cleaning

AEL Data Facilities provides cleaning materials will be as environmentally friendly as possible. and Materials used in office refurbishment will be as environmentally friendly as possible. AEL will only use licensed and appropriate organisations to dispose of waste. AEL will minimise waste by evaluating operations and ensuring they are as efficient as possible.

### 4.5. Monitoring and Improvement

AEL Data facilities will comply with and exceed all relevant regulatory requirements. AEL will continually improve and monitor environmental performance. And also AEL will continually improve and reduce environmental impacts. AEL will incorporate environmental factors into business decisions. AEL Management will Increase employee awareness through training.

#### Proposed System:

Establishing an Environmental Management System in order to help systematically reduce our impacts on the environment

## 5. COMPLIANCE

- 1.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
- 1.2. Audits will be managed in accordance with the Information Security Audit Procedure.
- 1.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

## 2. EXCLUSIONS

There are no exclusions to the above guidelines

## 6. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.