

Scope of services: RETEMS Logistics is a provider of International Freight Forwarding, Warehousing and Customs Clearance Services.

RETEMS Logistics contractors, joint ventures, third-parties, or other agents that are required to certify to Cyber Essentials Plus must ensure that these policy statements are upheld. In scope users are those that directly contribute to projects requiring Cyber Essentials Plus. If the business is required to hold Cyber Essentials Plus certification to execute work for clients then it must comply with this policy.

Statement: RETEMS Logistics does not use a Mobile Device Management approach due to legislative and jurisdictional challenges and therefore additional requirements to the standard mobile application management policy are applied to those user devices within the scope of Cyber Essentials Plus. This policy defines the technical control requirements to aid compliance.

Definitions:

- **Cyber Essentials Plus** – involves an independent audit of the devices, systems, and processes for extra validation
RETEMS outlines the approach to ensuring security practices and processes are maintained within the mobile device fleet within RETEMS Logistics. RETEMS Logistics manages the security of its data on mobile devices through the applications deployed on devices. Cyber Essentials Plus requires that mobile devices used for organisation data must have certain protections and be "in-support" with the latest security updates applied.

Responsibilities: Director shall:

- Ensure that contractors, joint ventures, third-parties, or other agents comply with Cyber Essentials Plus mobile device requirements.
RETEMS users within the scope shall:
 - be explicitly denied access to organisational data if their device is not in support;
 - ensure a six-digit pin or biometric protection effected on the device and capture evidence of this to support certification

Expectations from interested parties: We expect and request our contractors, joint ventures, third-parties, or other agents to comply with expectations and relevant requirements related to Cyber Essentials Plus mobile device compliance policy.

Reporting: Our employees shall immediately report to management about any Cyber Security issues. Any person reporting a suspected violation of this policy will never be subject to disciplinary action or retaliation for the act of making the report.

Confidentiality: If reporter does not feel comfortable stating his/her name – he/she can make report confidentially. No attempt from management will be made to identify the individual. Information provided by the individual, or obtained in the course of investigation, will be treated as confidential to the extent permitted by law.

Disciplinary measures: Any our employee or partner which violates these requirements in connection with RETEMS Logistics business will be subject to disciplinary measures, up to and including termination of labor contract in the case of an employee, or termination of business relations in the case of an external party and, where appropriate, referral of the matter to relevant law enforcement authorities.

Communication: The Cyber Essentials Plus mobile device policy requirements will regularly be communicated and available to staff at all times. To involve our Customers, and any interested parties with a legitimate interest in our commitment, this Policy Statement is made available on our website <https://retemsgroup.com/>

Director: Sema Mehdiyev

Date: 21.11.2022

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