INTERNATIONAL
FREIGHT SOLUTIONS INC

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DATA SECURITY AWARENESS POLICY
Version: 1.0
Effective Date:10 Sept, 2023
Approved by: Navjot Singh

1. Purpose
The purpose of this **Data Security Awareness Program** is to ensure that all employees of **International Freight Solutions** understand their roles and responsibilities in protecting company information and data assets. This program aims to mitigate security risks, prevent unauthorized access, and promote a culture of security awareness throughout the organization.

2. Scope
This program applies to all employees, contractors, and third-party vendors who have access to company information systems, networks, or confidential data.

3. Key Security Principles
To protect company data, all employees must adhere to the following security principles:
- **Confidentiality:** Ensure that sensitive company and customer data is only accessible to authorized personnel.
- **Integrity:** Maintain the accuracy and reliability of data by following proper handling procedures.
- **Availability:** Ensure that critical information is accessible to authorized users when needed.

4. Employee Responsibilities
All employees are expected to:
- **Follow company security policies and guidelines** related to data protection and cybersecurity.
- **Use strong passwords** and enable multi-factor authentication (MFA) where applicable.
- **Report any security incidents** (e.g., phishing attempts, data breaches) to the IT department immediately.
- **Lock workstations and secure physical documents** when leaving workstations unattended.
- **Refrain from sharing login credentials** or accessing unauthorized systems.
- **Exercise caution with emails and attachments** to prevent phishing and malware attacks.
- **Use company-approved cloud storage** and avoid storing sensitive data on personal devices.

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5. Training & Awareness Initiatives

To ensure ongoing security awareness, the company will implement:

- **Quarterly security awareness training sessions** to educate employees on cybersecurity threats and best practices.
- **Simulated phishing tests** to assess employees' ability to identify and respond to phishing attacks.
- **Monthly security tips and newsletters** distributed via email and the company intranet.
- **Incident response drills** to prepare employees for handling potential security breaches.

6. Enforcement & Compliance

- Compliance with this security awareness program is **mandatory** for all employees.
- Failure to adhere to security guidelines may result in **disciplinary actions**.
- Regular **audits and assessments** will be conducted to ensure adherence to security protocols.
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7. Contact Information

For any security-related questions or concerns, employees should contact the **IT Security Team** at **info@ifs-transport.com**.

By following this Data Security Awareness Program, **International Freight Solutions** aims to create a secure and resilient work environment, safeguarding company assets and customer data from potential threats.

Approved by:
Navjot Singh
Date: September 10, 2023