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PHYSICAL SECURITY CONTROLS & PROCESSES

Approved by: Navjot Singh
Date: October 14, 2023

1. Purpose

International Freight Solutions (IFS) is committed to ensuring the security of its facilities, equipment, and customer assets. This policy outlines the physical security controls and processes in place to protect company infrastructure, customer information, products, and assets from unauthorized access, theft, or damage.

2. Scope

This policy applies to all employees, contractors, vendors, and visitors who have access to IFS facilities, storage areas, and equipment that contain customer information, products, or assets.

3. Facility Access Control

- Restricted Entry: Only authorized personnel are permitted to enter secure areas where sensitive information or assets are stored.
- Access Credentials: Employees are issued ID badges with role-based access control to designated areas.
- Visitor Management: Visitors must sign in, present identification, and be escorted by an authorized employee at all times.
- 24/7 Surveillance: Security cameras (CCTV) are installed at key locations, including entry/exit points, storage areas, and server rooms.
- Security Guards & Patrols: On-site security personnel monitor access points and conduct routine patrols to prevent unauthorized access.

4. Equipment & Asset Protection

- Secure Storage: Customer products and sensitive information are stored in locked cabinets, warehouses, or data centers with limited access.
- Alarm Systems: Motion detectors and alarm systems are installed to detect unauthorized entry attempts.
- Key Control Procedures: Keys and access codes to critical areas are strictly managed and periodically updated.
- Environmental Controls: Temperature and humidity controls are in place to protect sensitive equipment and products.

5. Data Center & IT Infrastructure Security

- Server Room Security: Server rooms are accessible only to IT personnel and authorized staff.
- Backup Power Supply: Uninterrupted power supply (UPS) and generators ensure continuous operation of security and IT systems.
- Fire Suppression Systems: Fire detection and suppression equipment is installed to

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protect critical infrastructure.
- Cable Management: Network cables and infrastructure are secured to prevent unauthorized tampering.

6. Employee Responsibilities & Awareness
- Security Training: Employees undergo regular training on facility security best practices.
- Reporting Security Incidents: Any suspicious activity or security breaches must be reported immediately to security personnel or management.
- Workstation Security: Employees must lock workstations and secure confidential documents when away from their desks.
- No Tailgating Policy: Employees must not allow unauthorized individuals to enter secure areas without proper verification.

7. Third-Party Vendor & Contractor Access
- Vendor Screening: All third-party vendors and contractors undergo security vetting before being granted facility access.
- Limited Access: Vendors are granted temporary access only to areas necessary for their work.
- Escorted Access: Contractors must be accompanied by an IFS representative while on-site.

8. Compliance & Auditing
- Regular Security Audits: Periodic inspections are conducted to assess adherence to physical security policies.
- Policy Updates: Security policies are reviewed annually or as needed based on emerging threats.
- Incident Investigation: Security breaches are investigated thoroughly, and corrective actions are implemented.

By enforcing these physical security controls, International Freight Solutions ensures a secure environment for customer information, products, and assets while maintaining regulatory compliance and operational efficiency.
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