



TWI Wine & Spirits Pte Ltd

Security Policy Statement

TWI Wine and Spirits Pte Ltd is committed to protecting the company's employees, properties, information, reputation and customer's assets from potential threats in the supply chain. The Security Policy sets forth our mission to exceed expectations in the implementation of and compliance with our security standards. We aim to deliver value to our customers by providing the fastest most reliable services without exposing them or ourselves to security related risks.

All security activities must adhere to the general principles load down below:

- **Information** – Information that belongs to the company must be protected from unauthorized disclosure. This applies to all modes including email messages, paper and in other forms of electronic media.
- **Systems** – Security mechanisms must be implemented in all TWI computer systems to ensure availability and confidentiality of information. Stringent logical access controls and audit trails will always be employed to protect against external and internal threats to our systems.
- **Level of Security** – TWI will implement physical security measures at all our locations that meet the TWI security standards and any specific risks related to that location.
- **Staff** – All employees and contractors must always be aware of and take responsibility for the security aspects of the company's business activities.
- **Incident Reporting**- All incidents, including security breaches and irregularities must be reported and recorded. Corrective action should be taken and followed up through regular verifications to improve the overall security standard.

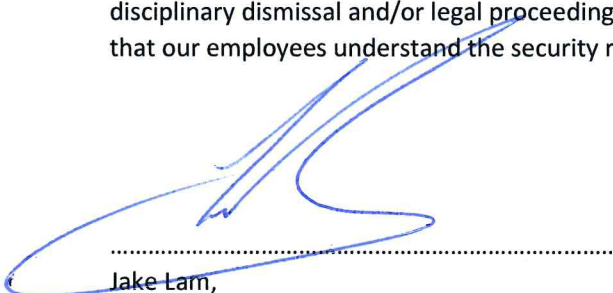
In the case of any major security issue, the escalation process must be followed at all times.

Management responsibilities

All managers have security as part of their normal responsibilities. Senior Management is accountable to the Managing Director for enforcing the TWI Security Policy. The company encourage anybody to report security breaches without fear of reprisal.

Employee responsibilities

TWI expects from all employees to safeguard the company's assets and reputation. Any willful or deliberate breach of company policy or rules will result in disciplinary action. Dishonesty by anyone in any way that affects TWI will be treated as gross misconduct. Actions may include but is not limited to disciplinary dismissal and/or legal proceedings. Training and advice will be provided regularly to ensure that our employees understand the security risks and procedures.



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Jake Lam,
Managing Director