

# Supplier Information Security Policy

NEC XON Holdings (Pty) Ltd

Document Number: IS\_POL\_001460


12/03/2024

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## Document Details

		Signatures with Date
<b>Title</b>	NEC XON Holdings (Pty) Ltd – Supplier Information Security Policy	
<b>Version</b>	1	
<b>Classification</b>	Internal Only	
<b>Release Date</b>	13/03/2024	
<b>Description</b>	The purpose of this policy is to define the rules for relationships with suppliers and partners, to ensure protection of the organisation’s assets that is accessible by suppliers and to maintain an agreed level of security and service delivery in line with supplier agreements.	
<b>Review Date</b>	13/03/2025	
<b>Author</b>	Durandt Eksteen	
<b>Approved By</b>	Chief Executive Officer	
<b>Owner</b>	Chief Information Officer	<i>Durandt Eksteen</i>

## Distribution List

Status
Internal Only

## Version History

<b>Version</b>	<b>Revision Date</b>	<b>Reviewer/ Custodian Name</b>	<b>Approver Name</b>	<b>Brief Description of Amendments</b>
1	11/03/2024	Durandt Eksteen	Durandt Eksteen / Carel Coetzee	Creation of Supplier Information Security Policy
1.2				
1.3				
1.4				
1.5				

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## 1) Purpose

The purpose of this policy is;

- a) To define the rules for relationships with suppliers and partners.
- b) To ensure protection of the organisation's assets that is accessible by suppliers.
- c) To maintain an agreed level of security and service delivery in line with supplier agreements.

## 2) Scope

This policy relates to all suppliers requiring access to NEC XON Holdings (Pty) Ltd and its subsidiaries' information assets or suppliers hosting NEC XON Holdings (Pty) Ltd's and its subsidiaries' information assets, as well as the contracts, service arrangements and partnership agreements that require access to, or the processing of data for the delivery and/or support of NEC XON Holdings (Pty) Ltd and its subsidiaries' services and business functions.

## 3) Policy Statement

- a) All contracts with external suppliers for providing services to NEC XON Holdings (Pty) Ltd and its subsidiaries shall be monitored and reviewed to ensure that information security requirements are being satisfied.
- b) Contracts shall include appropriate provisions to ensure the continued security of information and systems if a contract is terminated or transferred to another party.
- c) NEC XON Holdings (Pty) Ltd and its subsidiaries shall ensure that a full assessment of the potential security risks (using an outsourced provider or a supplier) is carried out.
- d) NEC XON Holdings (Pty) Ltd and its subsidiaries shall ensure that the risks associated with outsourcing are managed through the imposition of suitable controls, comprising a combination of legal, physical, technical, and managerial controls.
- e) NEC XON Holdings (Pty) Ltd and its subsidiaries should consider the following when selecting an outsourced

provider or a supplier:

- 1) Supplier's reputation and history.
- 2) Quality of services provided to other customers.
- 3) Financial stability of the company and commercial record.
- 4) Quality assurance and security management standards currently followed by the company.

f) When the contract is changed or terminated, the supplier must return all equipment, software, or information in electronic or paper form. Further, when the contract is changed or terminated, the access rights for employees of suppliers must be revoked in line with the Access Control Policy.

g) Contract owners must regularly check and monitor the level of service and fulfillment of security clauses by suppliers.

h) individual employees as well as suppliers/partners will have to sign the non-disclosure agreement (NDA) when working for NEC XON Holdings (Pty) Ltd and its subsidiaries.

#### **4) Compliance and Enforcement**

Non-compliance with this policy may result in disciplinary action, including but not limited to termination of employment or contract, and legal consequences for severe violations.

#### **5) Review and Revision**

This policy will be reviewed periodically and updated as needed to ensure its relevance and effectiveness in safeguarding information assets and adhering to ISO 27001 requirements.

## Appendix A – Agreement to Comply Form – Agreement to Comply with Supplier Information Security Policy

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**Employee Name (printed)**

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**Department**

In signing off below, I agree that I fully understand and commit to meeting the requirements set out in this document. I agree to take all reasonable precautions to assure that organisational, internal information, or information that has been entrusted to the organisation by third parties such as customers, will not be disclosed to unauthorised persons. At the end of my employment or contract with the organisation, I agree to return all information to which I have had access because of my position. I understand that I am not authorised to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the Chief Information Officer, who is the designated information owner.

I have access to a copy of the Information Security Policy, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by this and all other relevant policies and procedures. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security requirements to the Chief Information Officer or the Human Resources Department.

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**Employee Signature**

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# NEC XON Holdings (Pty) Ltd - Supplier Information Security Policy v1

Final Audit Report

2024-03-15

Created:	2024-03-13
By:	Durandt Eksteen (durandt@nec.xon.co.za)
Status:	Signed
Transaction ID:	CBJCHBCAABAAy7PE18UYmCnUOHcdY06TvOHw0a_wlifH

## "NEC XON Holdings (Pty) Ltd - Supplier Information Security Policy v1" History

-  Document created by Durandt Eksteen (durandt@nec.xon.co.za)  
2024-03-13 - 09:49:04 GMT - IP address: 165.49.84.152
-  Document e-signed by Durandt Eksteen (durandt@nec.xon.co.za)  
Signature Date: 2024-03-13 - 09:50:07 GMT - Time Source: server- IP address: 165.49.84.152
-  Document emailed to carel.coetzee@nec.xon.co.za for signature  
2024-03-13 - 09:50:08 GMT
-  Email viewed by carel.coetzee@nec.xon.co.za  
2024-03-13 - 14:53:31 GMT - IP address: 102.220.209.143
-  Email viewed by carel.coetzee@nec.xon.co.za  
2024-03-15 - 09:46:45 GMT - IP address: 209.203.45.6
-  Signer carel.coetzee@nec.xon.co.za entered name at signing as J C Coetzee  
2024-03-15 - 09:47:12 GMT - IP address: 209.203.45.6
-  Document e-signed by J C Coetzee (carel.coetzee@nec.xon.co.za)  
Signature Date: 2024-03-15 - 09:47:14 GMT - Time Source: server- IP address: 209.203.45.6
-  Agreement completed.  
2024-03-15 - 09:47:14 GMT