



Access Control Policy

Purpose: Century Paper and Board Mills Ltd. values the secure management of access to our IT resources to uphold confidentiality, integrity, and availability. Access to company systems, networks, and information assets is granted based on authorized responsibilities and operational requirements. We prioritize the principle of least privilege to ensure that individuals have access only to resources necessary for their specific roles.

User Account Management: Individual user accounts are created upon employment commencement and deactivated promptly upon termination. Accounts are assigned with careful consideration to minimize access privileges, aligning with job functions and operational needs.

Password Security: We enforce strict password policies to enhance security. Passwords must include a combination of uppercase and lowercase letters, numbers, and special symbols. Regular updates are required to mitigate risks, and accounts are locked temporarily after multiple failed login attempts to prevent unauthorized access.

Access Review and Monitoring: Regular reviews of access rights are conducted to ensure alignment with current roles and responsibilities. Any discrepancies or unauthorized access attempts are promptly investigated and remediated to maintain security integrity.

Remote Access Management: Remote access to company systems is facilitated through secure VPN connections. All remote sessions are monitored and logged to mitigate risks associated with off-site access.

Guest and Vendor Access: Temporary access for guests or vendors requires explicit approval from department heads or management. Access permissions are strictly limited to specific resources essential for their designated tasks.

Compliance and Enforcement: Adherence to this Access Control Policy is mandatory for all employees. Violations may result in disciplinary actions in accordance with company policies and regulatory requirements.

Policy Review and Updates: This policy undergoes annual review and updates to address evolving security threats, technological advancements, and regulatory changes, ensuring continuous effectiveness and alignment with organizational goals.

This Access Control Policy underscores Century Paper and Board Mills Ltd.'s commitment to safeguarding our IT assets, fostering a secure environment, and preserving the trust of our stakeholders.

Prepared By :

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Approved By :

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