

INFORMATION MANAGEMENT POLICY

The policy on Information Management provides direction on managing information as a valuable and strategic resource through the support and control of an accountability structure to: ensure the integrity of information and to support the realization of NSML business objectives ensure information is protected while facilitating timely access to appropriate information.

Support quality decision-making thus enabling costs optimization, innovations and enhancing efficient operations/project delivery assist in information collaboration in NSML and between NSML and key stakeholders

Ensure continuity in the event of any failure or disruption to business operations ensure we maintain our information in compliance with our statutory obligations; NSML as a Company:

- Recognizes information is a corporate asset, vital both for ongoing operations and also in providing valuable evidence of business decisions, activities and transactions.
- Recognizes the importance of maintaining and managing its information in an efficient and effective manner, to ensure that it has captured vital records for operational use, detailed corporate knowledge and evidence which underpins policy making, and sufficient evidence for accountability.
- Is committed to documenting its business activities with records that are complete, authentic, reliable, secure and accessible, and will manage all information in accordance with relevant legislative requirements throughout their lifecycle.

In so doing shall ensure that:

Implement fit-for-purpose information management practices and systems to ensure the creation, maintenance and protection of reliable information.

A transparent framework for accessing information assets is setup and processes that apply when the Company seeks to access such electronic information are in place.

All documents are accurate, current, protected, appropriately available, and controlled in a manner reflecting the risks associated with its improper handling.

We keep accurate and adequate records of our activities, and retain them in the most cost effective way to ensure continuity of NSML business Records supporting its mandate and business functions remain accessible, understandable and usable for as long as they are required to meet the legal, business and accountability requirements of the Company.

Data is managed as strategic asset; it is captured once, at the required quality level, available, easily recoverable, accessible based on authorization, useable, secure, changes allowed only under a strict change management regime and disposal only in accordance with the Company Record Retention schedule and Government of Regulations.

All information assets are classified based on the risk associated with its breach to ensure the appropriate handling and protection.

All reasonable steps to protect your information from misuse, keep it secure, comply with all applicable data protection laws and regulations, co-operate with data protection authorities and in the absence of data protection legislation, act in accordance with generally accepted principles governing data protection.

The Company shall encourage all staff to undertake creative and scholarly works and to develop new and useful materials, devices, processes, and other Intellectual Property, some of which may have potential commercial value. Intellectual Property that is developed by Staff in the course and scope of their employment, or that makes significant use of Company resources, is presumed to belong to Company. Consistent with that purpose, this Policy provides for the close participation by Staff in protecting and enhancing the value of the Intellectual Property, and in sharing in its dissemination and rewards.

Staff should be able to access and share information responsibly and appropriately with colleagues, partners and customers for the effective performance of their role across NSML;

All categories of staff in the company are responsible for the Company's information assets; however, where specific responsibility for managing information assets exists, they must be clearly defined.

It is the responsibility of all staff including NSML Contractors to

- Manage the Information that is created or received in line with NSML Information Management framework.
- Safeguard Information from unauthorized access and destruction.

Observe due-diligence in complying with the NSML Information Management (IM) Policy.



ABDULKADIR K. AHMED

MD/CEO

January, 2024.