

POLICY & REGULATIONS ON INFORMATION TECHNOLOGY

Objective

"Given the importance and continuous improvement in IT, NSML is obligated to ensure that IT operations align with its strategic corporate objectives and business principles.

Thus, the NSML IT policy seeks to:

1. Document Board and Management commitment to IT, establish the roles and responsibilities of IT and delegate authority to match assigned roles in NSML
2. Define services and standards from and ensure adequate returns on investment (ROI)
3. Drive IT control framework throughout all NSML business units
4. Regulate the use, secure, and preserve IT assets and information for NSML sole use and benefits.

Policy Statements

1. NSML is committed to providing high quality, fit for purpose and proven Information Technology (IT) tools and services to drive the company's business processes.
2. NSML retains full ownership of all its information technology assets and the information or channelled through them.
3. NSML shall ensure appropriate measures and business continuity plans are implemented to minimise risk of disruptions and ensure prompt recovery with minimal losses where disruptions occur.
4. NSML IT investments shall be planned and undertaken based on clearly identified business value and contribution to achievement of the corporate vision.
5. NSML shall provide employees with IT support to aid effective and efficient conduct of company business through exploitation of available facilities. The IMT department shall be responsible for managing all IT related support activities.
6. NSML shall acquire IT equipment and software that meet business needs and specification. Such equipment shall be sourced directly from manufacturers or authorised agents and purchase contracts shall include warranty cover and license where applicable. Only the NSML IT department has the responsibility to acquire, develop, allocate, install, configure, retire and update all IT equipment and software/business applications.
7. NSML shall acquire only proven and mature software and business applications confirmed and tested suitable for NSML business purposes. Off the shelf applications shall be preferred over bespoke development.
8. NSML shall have procedures and issue appropriate guidelines from time to time governing the use, acquisition, deployment, preservation and maintenance of IT facilities and equipment.
9. NSML shall review its IT assets regularly for obsolescence decommissioning and replacement if they are unserviceable, fully depreciated and no longer covered by sellers warranty. Disposal shall be via NSML asset disposal policies.

A handwritten signature in black ink, appearing to read "AK Ahmed", is positioned above the printed name.

ABDULKADIR K. AHMED

MD/CEO

January, 2024.