

RECORD & INFORMATION MANAGEMENT POLICY

Records and Information are critical Company business assets that must be managed and shared with persons having a legitimate reason for accessing them. They are valuable to growth and should be shared.

The Records and Information Management Policy of NSML is that it shall fully implement a Records and Information Management framework that:

- ensures documents are available as and when required by authorised personnel,
- ensures effective and efficient records and information management in NSML,
- ensures the survival and continuity of NSML business, and reduces expenditure on rework, duplication and search for information.

In doing so NSML shall:

- Ensure that Company staff and Contractors are fully aware of the Company's Records and Information Management requirements that are relevant to their activities.
- Preserve those Records and Information necessary for business continuity, and to satisfy business, commercial, legal and regulatory requirements.
- Ensure that all knowledge generated is properly documented and preserved.
- Ensure that Records and Information is complete, secure and readily accessible.
- Ensure that Records and Information are owned and authorised.
- Ensure that Records and Documents are disposed of at the end of their defined retention period.
- Ensure that Records are kept in approved locations where their security and authenticity can be securely managed in line with the NSML policy on Information Security.

It is the responsibility of all staff including NSML Contractors to:

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

All Staff and Contractors are required to observe due-diligence in complying with the NSML Records and Information Management (RIM) policy.



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