

Physical and Environmental Security Policy (A.11)

Policy Objective: Prevent unauthorized physical access.

Scope: This policy applies to all physical locations and environmental controls at The Big Lemon CIC.

Policy Statement: The Big Lemon CIC ensures the protection of its physical locations and environmental conditions to safeguard information assets.

Responsibilities:

- **Facilities Manager:** Ensures the implementation of physical and environmental security controls.
- **Information Security Officer (ISO):** Monitors compliance with physical security policies.

Procedures:

1. Secure Physical Locations:

- Implement access control measures such as key cards, biometrics, and security personnel for sensitive areas.
- Install surveillance cameras and alarm systems in critical locations.

2. Environmental Controls:

- Ensure appropriate environmental controls, such as temperature and humidity regulation, to protect hardware.
- Regularly inspect and maintain environmental control systems to ensure they function correctly.

Compliance: Failure to adhere to physical and environmental security procedures may result in disciplinary action.

Review Date: August 1, 2025 **Approved by:** Tom Druitt on behalf of the board of directors