

| FORMAT        | ACCESS                                                         | PROVIDING ACCESS                                                                | STORAGE                 | TRANSFER                | DESTRUCTION             | MARKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|----------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IN PRINT      | Available to everyone,<br>both inside and outside the Company. | There is no need to open<br>any request or receive approval to grant<br>access. | By any available means. | By any available means. | By any available means. | <p>The marking <b>PUBLIC</b> (in Latin alphabet) shall be required:</p> <ul style="list-style-type: none"> <li>- in the central part of the Header or Footer of the document.</li> <li>- as a watermark.</li> <li>- If the above marking options are not possible or appropriate, the marking shall be made with a sticker.</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| ELECTRONIC    |                                                                |                                                                                 |                         |                         |                         | <p>The marking <b>PUBLIC</b> (in Latin alphabet) shall be required:</p> <ul style="list-style-type: none"> <li>- in e-mail correspondence - the subject line of the letter, the body of the letter or as a signature.</li> <li>- in MS Office and PDF format documents - in the central part of the Header or Footer of the document.</li> <li>- in documents of other formats (or if the above marking option is not possible or appropriate) at the beginning or end of the file name, for example: ""Public_HLD.jpg""</li> <li>- in case of electronic media (for example, USB drive, CD/DVD, external HDD, etc.) - on the cover or with a sticker.</li> </ul> |
| WORD OF MOUTH |                                                                |                                                                                 |                         |                         |                         | <p>It is necessary to warn the interlocutor about the classification level of the information being communicated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| FORMAT        | ACCESS                              | PROVIDING ACCESS                                                                                                                                                                                                                                                                                                                    | STORAGE                                                                                                                                                                                                                                                  | TRANSFER                                                                                                                                                                                                                                                 | DESTRUCTION               | MARKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| IN PRINT      | Available to all Company employees. | <p>- There shall be no need to open a request or obtain approval to grant access to <b>Company employees</b>.</p> <p>- <b>Access outside the Company shall be granted:</b></p> <p>a) through signing an appropriate contract and NDA; or</p> <p>b) upon obtaining approvals in accordance with the Access Management Procedure.</p> | <p>- <b>On Company premises</b> - without restrictions.</p> <p>- <b>Outside Company premises</b> - in locked cabinets or similar areas.</p>                                                                                                              | <p>- <b>On Company premises</b> - without restrictions.</p> <p>- <b>Outside the Company premises:</b></p> <p>a) in a sealed envelope, via delivery service;</p> <p>b) in person;</p> <p>c) through a third party, who is an employee of the Company.</p> | Destroyed with shredders. | <p>The marking <b>FOR INTERNAL USE</b> (in Latin alphabet) shall be required:</p> <p>- in the central part of the Header or Footer of the document.</p> <p>- as a watermark.</p> <p>- If the above marking options are not possible or appropriate, the marking may be done with a sticker.</p>                                                                                                                                                                                                                                                                                                                          |
| ELECTRONIC    |                                     |                                                                                                                                                                                                                                                                                                                                     | <p>- On Company-owned or Company-managed electronic storage devices or cloud domains (e.g. OneDrive, server hard drives, portable drives, etc.);</p> <p>- If stored on a laptop or computer, information shall be synced to corporate cloud domains.</p> | <p>- Corporate e-mail;</p> <p>- Corporate messengers;</p> <p>- Flash memory devices and other media;</p> <p>- File-sharing services;</p> <p>- Corporate cloud domains.</p>                                                                               | By any available means.   | <p>The marking <b>FOR INTERNAL USE</b> (in Latin alphabet) shall be required:</p> <p>- in e-mail correspondence - the subject line of the letter, the body of the letter or as a signature.</p> <p>- in MS Office and PDF format documents - in the central part of the Header or Footer of the document.</p> <p>- in documents of other formats (or if the above marking option is not possible or appropriate) at the beginning or end of the file name, for example: "Public_HLD.jpg"</p> <p>- in case of electronic media (for example, USB drive, CD/DVD, external HDD, etc.) - on the cover or with a sticker.</p> |
| WORD OF MOUTH |                                     |                                                                                                                                                                                                                                                                                                                                     | Among Company employees and authorized third parties.                                                                                                                                                                                                    | <p>- Face-to-face communication;</p> <p>- Communication via corporate phones;</p> <p>- Communication via non-corporate phones;</p> <p>- Corporate messenger voice communication function.</p>                                                            |                           | It is necessary to warn the interlocutor about the classification level of the information being communicated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| IN PRINT      | <p>- Available to <b>Company employees</b> based on the requirements of their work.</p> <p>- Available to <b>third parties</b> only with a contract and NDA.</p> | <p><b>To Company employees:</b></p> <p>a) based on business requirements (based on their JD, to properly perform their official duties);</p> <p>b) upon receiving approvals, in accordance with the Access Management Procedure.</p> <p><b>To third parties:</b></p> <p>a) in case of a direct relationship and only in the presence of a contract and NDA;</p> <p>b) upon receiving approvals in accordance with the Access Management Procedure.</p> | <p>Only on Company premises, in locked cabinets/shelves.</p>                                                                                                                                                                                                                       | <p><b>Within the Company:</b></p> <ul style="list-style-type: none"> <li>- In person;</li> <li>- Through a Company employee, in a sealed envelope.</li> </ul> <p><b>Outside the Company:</b></p> <ul style="list-style-type: none"> <li>- In person;</li> <li>- Through postal/courier services (registered mail), in a sealed envelope.</li> </ul>                   | <ul style="list-style-type: none"> <li>- Destroying with shredders;</li> <li>- Incineration.</li> </ul>                                                                                                          | <p>The marking <b>CONFIDENTIAL</b> (in Latin alphabet) shall be required:</p> <ul style="list-style-type: none"> <li>- in the central part of the Header or Footer of the document;</li> <li>- as a watermark.</li> <li>- If the above marking options are not possible or appropriate, the marking may be done with a sticker.</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| ELECTRONIC    |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Only on corporate e-mail storage with limited access, encryption and MFA, e.g.:</p> <ul style="list-style-type: none"> <li>- Corporate cloud domain;</li> <li>- Corporate data center.</li> </ul> <p>Storage on personal accounts and devices shall be strictly prohibited.</p> | <p>Encrypted corporate communication channels, such as:</p> <ul style="list-style-type: none"> <li>- Secure File Transfer Service;</li> <li>- Corporate MS Teams;</li> <li>- Corporate MS Outlook;</li> <li>- Corporate Slack.</li> </ul>                                                                                                                             | <ul style="list-style-type: none"> <li>- Zero-filling the media, <b>if it is to be reused</b>.</li> <li>- Demagnetization or physical destruction of the media, <b>if it is no longer to be used</b>.</li> </ul> | <p>The marking <b>CONFIDENTIAL</b> (in Latin alphabet) shall be required:</p> <ul style="list-style-type: none"> <li>- in e-mail correspondence - the Subject line of the letter, the body of the letter or as a signature.</li> <li>- in MS Office and PDF format documents - in the central part of the Header or Footer of the document.</li> <li>- in documents of other formats (or if the above marking option is not possible or appropriate) at the beginning or end of the file name, for example: "Public_HLD.jpg"</li> <li>- in case of electronic media (for example, USB drive, CD/DVD, external HDD, etc.) - on the cover or with a sticker.</li> </ul> |
| WORD OF MOUTH |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Among employees with appropriate access.</p>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>- Face-to-face communication;</li> <li>- Internal and external encrypted communication tools, e.g. MS Teams, Slack.</li> </ul> <p>It is necessary to avoid transmitting information in the presence of unauthorized persons. The recipient must be informed in advance about the confidentiality level of the information.</p> | -                                                                                                                                                                                                                | <p>It is necessary to warn the interlocutor about the classification level of the information being communicated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|---------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IN PRINT      | <ul style="list-style-type: none"> <li>- Founder;</li> <li>- CEO;</li> <li>- Very limited group of employees.</li> </ul> | <p><b>Company employees:</b><br/>Only to a very limited group of employees, with the authorization of the information owner.</p> <p><b>To third party representatives,</b> only with the written approval of the Founder or a person authorized by them and only in the presence of a strict NDA.</p> | Only on Company premises, in locked fireproof safes.                                                                                                                                                                                                                                      | Only in person, both within and outside the Company.                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>- Destroying with shredders;</li> <li>- Incineration.</li> </ul>                                                                                                          | <p>The marking <b>STRICTLY CONFIDENTIAL</b> (in Latin alphabet) shall be required:</p> <ul style="list-style-type: none"> <li>- in the central part of the Header or Footer of the document.</li> <li>- as a watermark.</li> <li>- If the above marking options are not possible or appropriate, the marking may be done with a sticker.</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| ELECTRONIC    |                                                                                                                          |                                                                                                                                                                                                                                                                                                       | <p>Only on corporate e-mail storage with limited access, encryption and MFA, e.g.:</p> <ul style="list-style-type: none"> <li>- Microsoft Azure cloud service;</li> <li>- Corporate data center.</li> </ul> <p>Storage in personal accounts and devices shall be strictly prohibited.</p> | <p>Encrypted corporate communications, such as:</p> <ul style="list-style-type: none"> <li>- a secure VPN;</li> <li>- end-to-end encrypted email service.</li> </ul>                                                                                                                                       | <ul style="list-style-type: none"> <li>- Zero-filling the media, <b>if it is to be reused.</b></li> <li>- Demagnetization or physical destruction of the media, <b>if it is no longer to be used.</b></li> </ul> | <p>The marking <b>STRICTLY CONFIDENTIAL</b> (in Latin alphabet) shall be required:</p> <ul style="list-style-type: none"> <li>- in e-mail correspondence - the subject line of the letter, the body of the letter or as a signature.</li> <li>- in MS Office and PDF format documents - in the central part of the Header or Footer of the document.</li> <li>- in documents of other formats (or if the above marking option is not possible or appropriate) at the beginning or end of the file name, for example: "Public_HLD.jpg"</li> <li>- in case of electronic media (for example, USB drive, CD/DVD, external HDD, etc.) - on the cover or with a sticker.</li> </ul> |
| WORD OF MOUTH |                                                                                                                          |                                                                                                                                                                                                                                                                                                       | Among the Company employees with appropriate access, as well as persons approved by the Founder.                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>- Only during face-to-face communication.</li> <li>- It is necessary to avoid transferring information in the presence of unauthorized persons.</li> <li>- The recipient must be informed in advance about the confidentiality level of the information.</li> </ul> | -                                                                                                                                                                                                                | It is necessary to warn the interlocutor about the classification level of the information being communicated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |