



Security Policy

Norton Gold Fields is committed to maintaining effective security for the protection of People, Environment, Property and Reputation, aspiring to the goal of Zero Harm.

NGF is committed within a risk management framework to providing the resources, procedures and expertise to provide a secure working environment

We believe in:

- **Providing physical security to our assets commensurate with the risks to those assets. These systems will include deterrence and delay intruders (fencing, barriers, signs); distinguish authorised people (access cards and badges); detect and response to intrusions to high value assets (alarms and CCTV); and educate employees and contractors on the protection of those security devices (control of keys, limiting conversations on security measures to those who need to know).**
- **Protecting the electronic property of the organisation. This includes electronic backing up of data; deterring inappropriate internet usage (virus, Trojans and malware); protection of mobile phones; protection passwords.**
- **Seeking to balance the needs of security and personal privacy. This will be achieved by communicating with the workforce; using visible and obvious security measures where possible. However on occasions covert surveillance will be required but will be limited to areas of repeat theft or in remote areas.**

We will achieve these commitments by:

- ✓ **Controlling visitors access onto site and ensuring they are escorted at all times;**
- ✓ **Keeping secure keys, electronic cards, passwords and pin numbers that are needed to access NGFs physical and electronic property. These items are personal issue and are to remain in your possession only and not shared;**
- ✓ **Ensuring the intellectual property of NGF is protected and not shared with other external parties or on social media sites. Where proprietary information is needed for contractors and consultants to undertake their tasks (eg photos) there shall be agreement to secure that information and remove it from external sources when no longer required;**
- ✓ **If entrusted with NGF property are to ensure that when it is off site it is secured as far as reasonably possible (vehicles, mobile phones, laptops, etc);**
- ✓ **By not supporting any form of theft of personal or corporate property or electronic information. This includes reporting suspicious behaviour to their supervisor; and**
- ✓ **Building a culture of security awareness by including conversations regarding security within the team environment.**

Zhibin Guo

Chief Executive Officer

Document No: NGF-SEC-POL-02-001	Issue No: 2	Approved by: Zhibin Guo	Date Reviewed: March 2017
Document Owner: HSE/HR Manager	Revision No: 0	Date Approved:	Date of next review: March 2019