DUOPHARMA

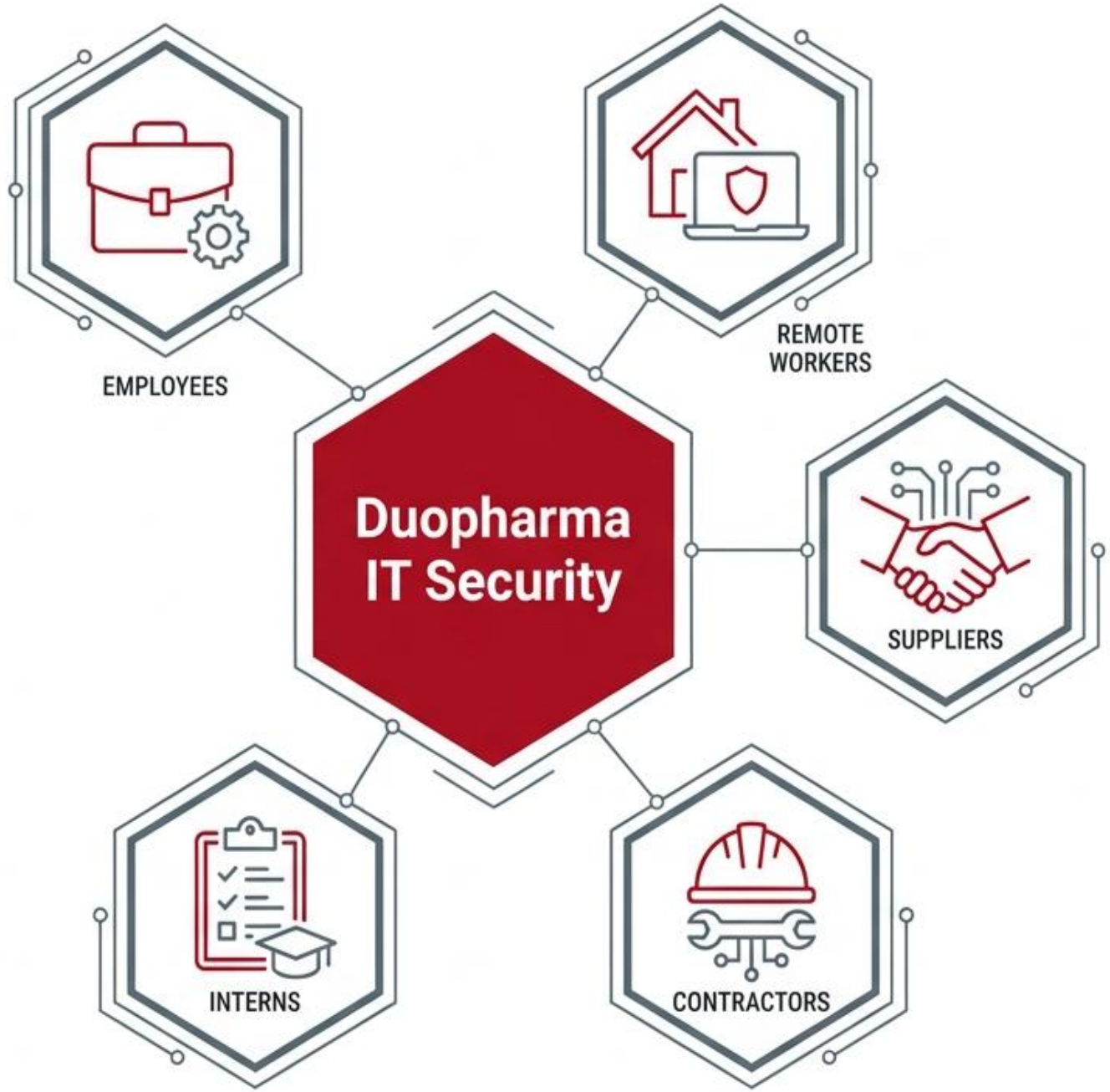
Information Technology Cybersecurity Policy

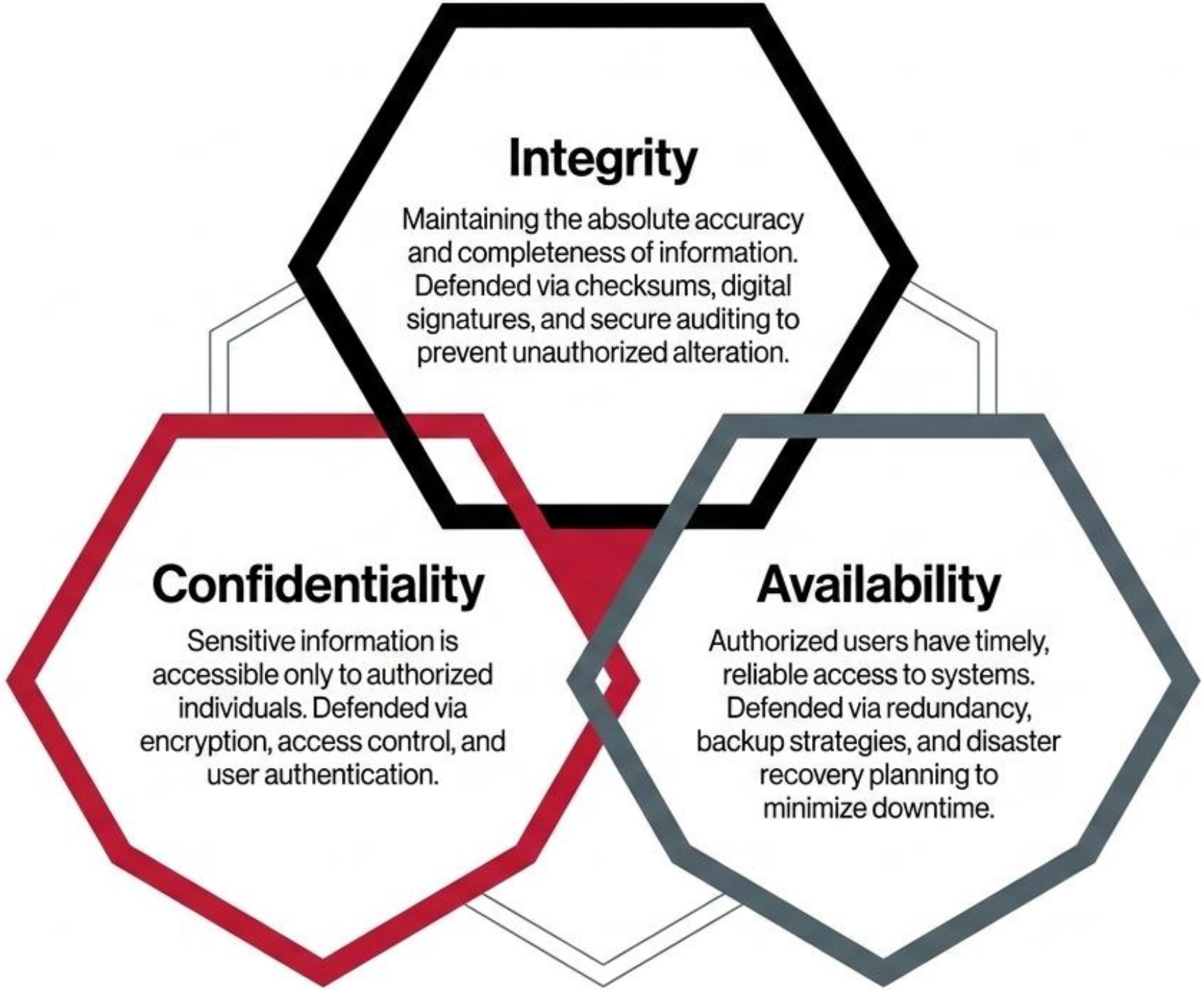
UNIVERSAL SCOPE

This policy applies to remote workers, permanent and part-time employees, contractors, suppliers, and interns. If you have access to Duopharma's electronic systems, software, or hardware, you are part of the network.

THE CORE MANDATE

A standardized playbook of practices to protect company assets and data, prevent cyber-attacks, and secure the confidentiality, integrity, and availability of Duopharma's information systems.




Integrity
Maintaining the absolute accuracy and completeness of information. Defended via checksums, digital signatures, and secure auditing to prevent unauthorized alteration.
Confidentiality
Sensitive information is accessible only to authorized individuals. Defended via encryption, access control, and user authentication.
Availability
Authorized users have timely, reliable access to systems. Defended via redundancy, backup strategies, and disaster recovery planning to minimize downtime.

Authentication

Verifying identity. Requires Multi-Factor Authentication (MFA) and strong password practices.

Authorization

Limiting system access. Driven by the Principle of Least Privilege (PoLP) and Role-Based Access Control (RBAC).

Non-repudiation

Guaranteeing actions cannot be denied. Maintained through digital signatures and secure logging.

Accountability

Attributing actions to specific users. Achieved through continuous logging, monitoring, and periodic review.

Resilience

Recovering rapidly from incidents. Ensured through regular disaster recovery and business continuity testing.

HAZARD CARDS

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Cybercriminals (The Actors)

Individuals or groups engaging in unethical, online activity utilizing computer networks to compromise corporate security, primarily targeting financial health.

Phishing (The Vector)

Fraudulent activity masking itself as an official, reputable entity via communications (emails, links, attachments) designed to steal access credentials or sensitive data.

Ransomware (The Payload)

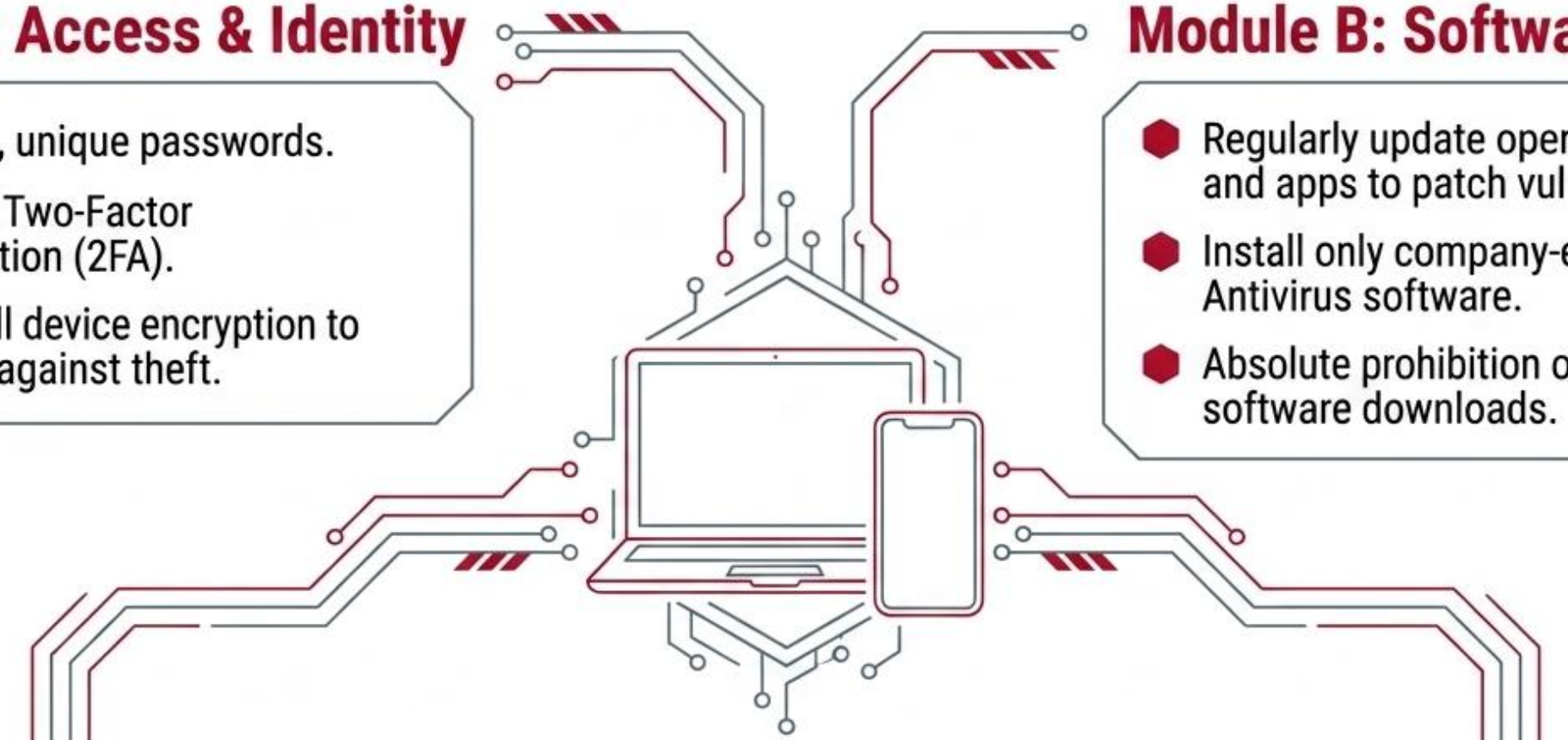
Malicious software that actively blocks and locks a user from accessing their applications or files until a financial ransom is paid to the attackers.

Module A: Access & Identity

- Use strong, unique passwords.
- Implement Two-Factor Authentication (2FA).
- Activate full device encryption to safeguard against theft.

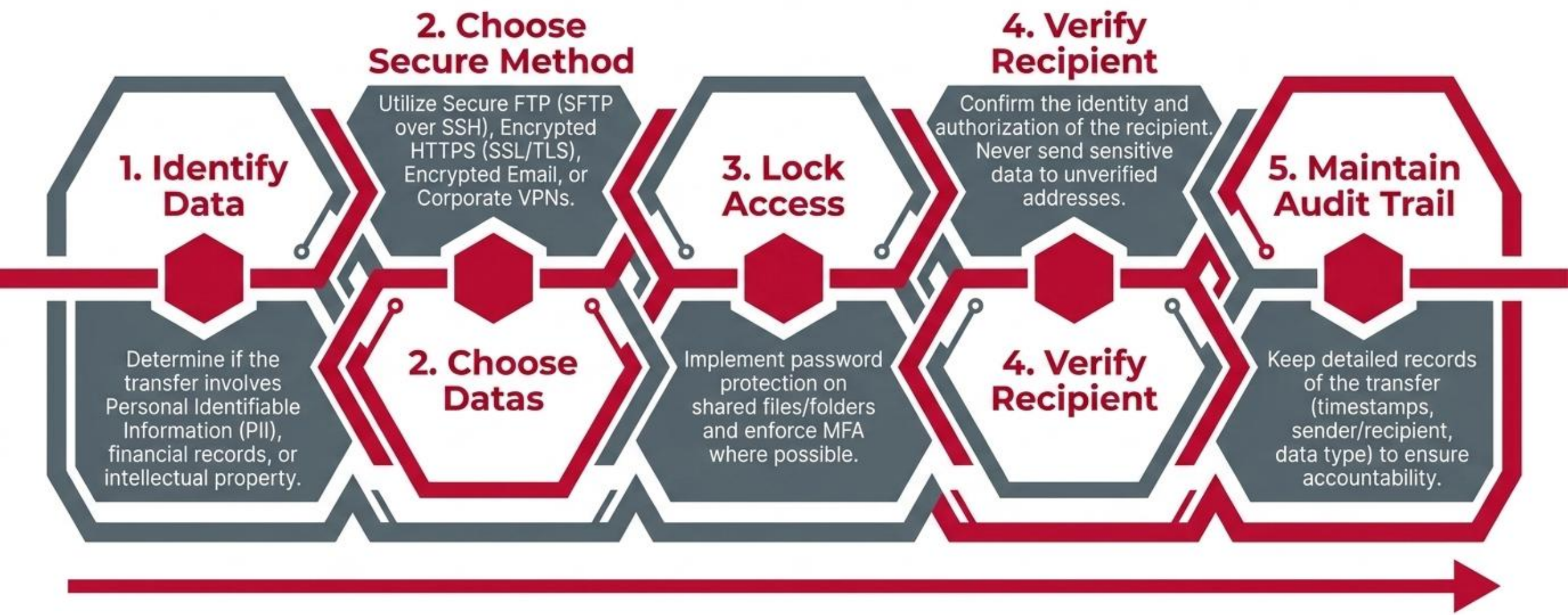
Module B: Software Health

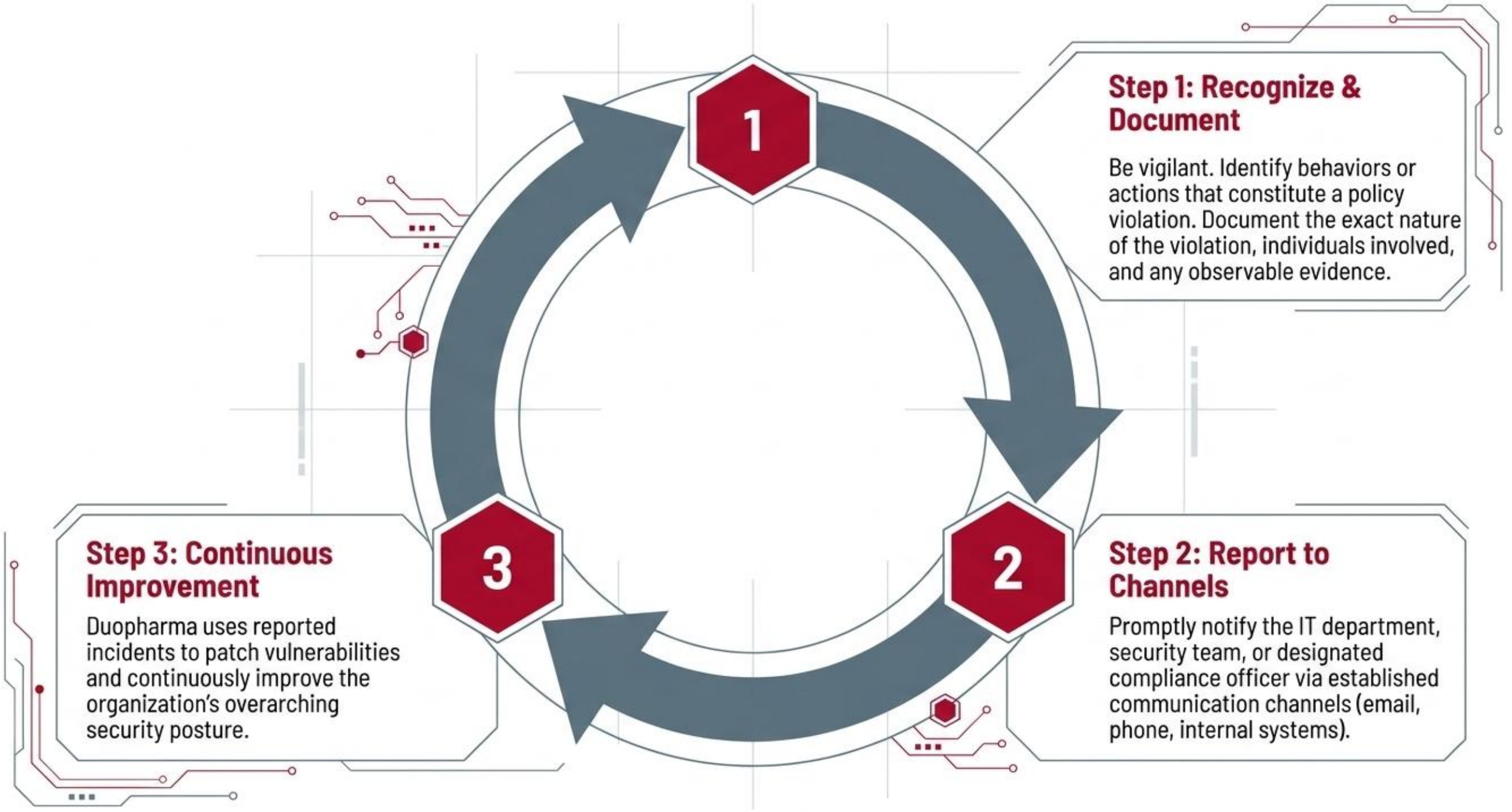
- Regularly update operating systems and apps to patch vulnerabilities.
- Install only company-endorsed Antivirus software.
- Absolute prohibition on unauthorized software downloads.



Module C: Network & Physical Protection

- Enable local firewalls. Use secure Wi-Fi and corporate VPNs.
- Regularly back up data to secure cloud/external drives.
- Immediately report lost or stolen devices to IT to trigger remote wiping.


1. Identify Data
Determine if the transfer involves Personal Identifiable Information (PII), financial records, or intellectual property.
2. Choose Secure Method
Utilize Secure FTP (SFTP over SSH), Encrypted HTTPS (SSL/TLS), Encrypted Email, or Corporate VPNs.
2. Choose Datas
3. Lock Access
Implement password protection on shared files/folders and enforce MFA where possible.
4. Verify Recipient
Confirm the identity and authorization of the recipient. Never send sensitive data to unverified addresses.
4. Verify Recipient
5. Maintain Audit Trail
Keep detailed records of the transfer (timestamps, sender/recipient, data type) to ensure accountability.



Step 1: Recognize & Document

Be vigilant. Identify behaviors or actions that constitute a policy violation. Document the exact nature of the violation, individuals involved, and any observable evidence.

Step 2: Report to Channels

Promptly notify the IT department, security team, or designated compliance officer via established communication channels (email, phone, internal systems).

Step 3: Continuous Improvement

Duopharma uses reported incidents to patch vulnerabilities and continuously improve the organization's overarching security posture.

THANK YOU

DUOPHARMA

Smarter Solutions. Healthier Life.