

Information Security Policy

Public Use – Version 1

At **GRACIA101 Talent Solutions**, a company specializing in international recruitment, executive search and talent advisory services, we recognize the importance of information security for the proper development of our activities and the responsible management of the information and assets entrusted to us.

In order to ensure the appropriate protection of information, GRACIA101 has implemented an **Information Security Management System (ISMS)** aligned with the requirements of **ISO/IEC 27001:2022**, aimed at protecting information assets, minimizing risks and supporting the continuity of business operations.

To guarantee the effectiveness and proper implementation of the Information Security Management System, GRACIA101 has established governance mechanisms responsible for the supervision, implementation, development and maintenance of the system, as well as for the approval and dissemination of this Information Security Policy.

The purpose of this policy is to establish the framework for protecting information resources against internal or external threats, whether deliberate or accidental, ensuring the **confidentiality, integrity and availability** of information processed by the organization.

To achieve this objective, GRACIA101 commits to:

- Comply with applicable legal, regulatory and contractual requirements related to information security and data protection.
- Protect the confidentiality, integrity and availability of information assets belonging to the company, its clients, candidates, employees, suppliers and partners.
- Ensure the privacy and proper protection of personal data processed in the course of recruitment and talent advisory activities.
- Identify, assess and manage information security risks affecting the organization and its services.
- Implement appropriate technical and organizational measures to safeguard information systems and assets according to their value and sensitivity.
- Ensure the organization's capability to respond to incidents and restore critical services within acceptable timeframes.
- Promote information security awareness and training among employees and collaborators.
- Establish a framework for defining and reviewing information security objectives.
- Continuously improve the effectiveness of the Information Security Management System through monitoring, risk assessments, internal reviews and management oversight.

This policy applies to all employees, consultants, contractors and third parties who access GRACIA101 information systems or process information on behalf of the organization.

All individuals whose activities may directly or indirectly affect the security of GRACIA101 information assets are required to comply with this Information Security Policy and the associated security procedures.

Approved by:

Company Manager: Suzanne Paris

A handwritten signature in black ink that reads "Suzanne Paris".

GRACIA101 Talent Solutions

Date: 18/03/2026