aradoc

INTEGRATED MANAGEMENT POLICY QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY, AND INFORMATION SECURITY

ARA VINC GESTIÓ DOCUMENTAL (hereinafter, **aradoc**) is a company dedicated to providing courier and transport services at local, national, and international levels, as well as Destruction, Logistics, Storage, Handling, and Document Storage activities.

The organization recognizes the importance of service quality, environmental protection, occupational health and safety, and information security in all its activities. Therefore, **aradoc** is committed to integrating these principles into its Integrated Management System (IMS), based on ISO 9001, ISO 14001, ISO 30301, ISO 45001, and ISO 27001 standards.

aradoc's Management is committed to working towards the following objectives:

- Ensure compliance with legal and other applicable requirements related to quality, environment, occupational health and safety, and information security.
- Guarantee customer satisfaction by offering quality services that meet their expectations.
- Minimize environmental impacts by controlling significant environmental aspects, efficiently using natural resources, and reducing generated waste.
- Ensure a safe and healthy work environment by identifying and eliminating hazards, controlling occupational risks, and preventing accidents and occupational diseases.
- Implement an Information Security System that ensures the confidentiality, integrity, and availability of information.
- Promote worker participation and consultation on occupational health and safety matters.
- Develop training, information, and awareness programs for all staff.
- Integrate technological advancements that contribute to improving service safety and quality.
- Promote the continuous improvement of the Integrated Management System.

Within the framework of its Information Security System, **aradoc** establishes the following fundamental principles:

- Confidentiality: Protect information from any unauthorized access, ensuring that only duly

authorized individuals, entities, or processes can access it.

- Integrity: Ensure the accuracy and completeness of the information and the systems that manage it.
- Availability: Guarantee that information is accessible and usable by authorized individuals when needed.

To ensure the effective implementation of the Information Security Policy, Management will allocate the necessary resources for its development, including:

- The appointment of a Security Officer responsible for maintaining and applying the policy.
- The annual review and update of the policy.
- The execution of periodic audits and the management of security incidents.
- Staff training and awareness on applicable security risks and controls.

aradoc is committed to compliance and continuous improvement by:

- Complying with current legislation and other applicable requirements regarding quality, environment, occupational health and safety, and information security.
- Periodically reviewing this policy to adapt it to regulatory developments and organizational needs.
- Promoting actions that ensure the continuous improvement of the Integrated Management System through the identification and analysis of risks and opportunities.
- Ensuring the allocation of necessary resources to achieve the established objectives.

This Integrated Management Policy is mandatory for all **aradoc** personnel and serves as a framework for establishing and reviewing the organization's objectives and goals.

Management is committed to:

- Disseminating the policy at all levels of the organization.
- Making it accessible to the public and interested parties upon request.
- Reviewing it periodically to ensure its suitability and effectiveness.

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Josep Ribera Serra