

Safety and Security Measures for Evertec General Trading Company Ltd

Ensuring safety and security within Evertec General Trading Company Ltd is paramount to protect employees, assets, and maintain business continuity. This document outlines the key safety and security measures implemented by the company.

1. Physical Security

Evertec General Trading Company Ltd invests in robust physical security measures to safeguard its premises, assets, and personnel. This includes:

- **Access Control:** Use of electronic access cards, biometrics, and visitor logs to restrict entry to authorized personnel.
- **Surveillance:** Comprehensive video surveillance systems covering key areas within the premises.
- **Alarm Systems:** Intrusion alarms to deter unauthorized access and alert security personnel.
- **Perimeter Security:** Fencing, gates, and lighting to secure the premises.
- **Security Personnel:** Trained security guards responsible for on-site protection and monitoring.

2. Information Technology Security

The company recognizes the critical importance of IT security in an increasingly digital world. IT security measures include:

- **Firewall and Intrusion Detection Systems:** Protecting the network from cyber threats.
- **Data Encryption:** Ensuring that sensitive data remains secure.
- **Regular Security Updates:** Software and hardware are kept up-to-date to patch vulnerabilities.
- **Employee Training:** Continuous cybersecurity training for employees to enhance awareness and prevent phishing and other cyberattacks.
- **Disaster Recovery Plan:** Preparing for data loss or system failure with backups and recovery procedures.

3. Employee Safety and Training

Evertec General Trading Company Ltd is committed to creating a safe working environment for employees, which includes:

- **Health and Safety Training:** Regular training on safety procedures, first aid, and emergency response.
- **Safety Equipment:** Providing necessary safety equipment, such as personal protective gear.
- **Reporting Mechanisms:** Encouraging employees to report safety concerns and incidents.
- **Emergency Drills:** Conducting fire drills, evacuation drills, and other emergency scenarios regularly.
- **Health Services:** Access to medical assistance for employees in case of injuries or illnesses.

4. Supply Chain Security

As a trading company, supply chain security is crucial. Measures include:

- Vendor Screening: Screening and selecting reliable vendors and suppliers.
- Tracking and Monitoring: Tracking shipments and inventory to prevent theft or loss.
- Secure Warehousing: Ensuring secure warehousing facilities for valuable products.
- Documentation Control: Maintaining accurate records of inventory and shipments.

5. Crisis Management and Response

Evertec General Trading Company Ltd has developed a comprehensive crisis management plan to respond to various emergencies, including:

- Natural Disasters: Preparedness plans for earthquakes, floods, and other natural disasters.
- Security Threats: Response protocols for security breaches, theft, or violence.
- Communication: Clear communication channels for employees during a crisis.
- Evacuation Plans: Evacuation routes and assembly points for different scenarios.
- Training and Drills: Regular crisis management training and drills to ensure readiness.

6. Compliance with Regulatory Standards

The company complies with all applicable safety and security regulations and standards, such as OSHA, local labor laws, and industry-specific regulations.