

Information Security Policy Statement

Not Just Cleaning Ltd (NJC)

Document Control

| Version | Date | Author | Approver | Description of change(s) |
|---------|------------|--------------------|------------|--|
| V4 | April 2024 | Natasha Thomson | Shaun Wall | 1. Changes to MD – Shaun Wall |
| V5 | April 2025 | Jon Wilson-Stimson | Shaun Wall | 1. Addition of Document Control Table following recent ISO audit feedback 2. Removal of BM Trada information in footer. |

The Information Security Management System (ISMS) at Not Just Cleaning Limited is designed to protect client data and information during and after all work that we do on behalf of that client. NJC provides premium cleaning and support services, self-delivering office, window and specialist cleaning. We provide services to customers who demand the highest standards, including blue-chip companies, property management organisations and prestigious mixed-use estates.

We are totally committed to meeting our customers' requirements and to continual improvement. We shall listen to our customers, understand and balance their needs and expectations with our resources and endeavour to give them satisfaction, considering our legal and regulatory requirements and contractual security obligations.

NJC is committed to establishing and reviewing the Control Objectives of the system and then communicating these to all members of staff.

We shall involve all our staff in the development of the Company, utilising their knowledge, experience and competence, to continually improve the efficiency and effectiveness of our services and our Information Security Management System (ISMS). Everyone connected with NJC will be supported according to their individual needs for personal development, training and facilities.

This policy will be fulfilled through the adoption and implementation at all times of the ISMS, the Operational Policies and Procedures required by ISO 27001: 2013.

The Company is committed to complying in full with the requirements of ISO 27001: 2013 and has undertaken Risk Assessments and developed Risk Treatment Plans. Criteria against which risks are evaluated have also been established. These are reviewed at regular intervals to ensure they reflect the continuing needs of the business. NJC has a Data Protection Advisor to provide guidance and governance.

We fully endorse the contents of the ISMS, its Directives and Processes. It is issued with our authority and adherence to these policies and procedures is mandatory for all staff.

This policy statement is communicated to all employees and is displayed on the website for external interested parties to access and has been written in line with ISO 27001.

This information security policy statement was approved by the Management Committee and is issued under the signature of the Managing Director.

Signed :  **Managing Director** **Dated :** April 2025 **Expire:** April 2026