



The Information Technology Management System (ITMS) Policy

Effective from: **April 1, 2024**

First Revision: **August 09, 2022**

Second Revision: **February 13, 2024**

*Placed before the Board of Directors at its meeting held on February 13, 2024, and reviewed/approved thereat.

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The Information Technology Management System (ITMS) policy acts as a compass by providing the direction and framework for establishing functional level performance measures, as well as related objectives and targets. Head IT has defined and documented policies for Quality, Service and Security including objectives and its commitment to ITMS. Head IT ensures that the Policies ***are appropriate to the purpose, context of the organization and supports its strategic direction*** are also understood, implemented and maintained by all employees in the Department. The policy is reviewed, as part of the management review meeting or at a frequency determined by:

- a. The changing needs and expectations of relevant interested parties,
- b. The risks and opportunities that are presented through the risk assessment process.

The ITMS policy is communicated to all employees at all levels via training, regular internal communications. Employee understanding of our policies and objectives is determined during internal audits and other methods deemed appropriate.

Statement of Quality & Service Policy

HINDALCO's IT Department aims to deliver user satisfaction by providing.

- Repeatable, on time, error free and fit for use software solutions
- Delivery of quality services in time
- Adherence to laid down processes and procedures.
- Value additions through innovations and continual improvements.
- Ensuring information security.
- Availability of services under contingencies.

We are committed to create work environment, which encourages continual improvements by enhancing our processes and skills.



Statement of Security Policy

HINDALCO's IT Department Security policy is

- Critical information is protected from unauthorized access, use, disclosure, modification and disposal, whether intentional or unintentional.
- The confidentiality, integrity and availability of such information, whether acquired, provided or created, are ensured at all times.
- Awareness programs on Information Security are available to all employees and wherever applicable to third parties viz. subcontractors, consultants, vendors etc.
- All contractual requirements with respect to information security are met wherever applicable.
- Any incident of Policy infringement will be reported and corrective actions are taken.
- Business Continuity Plan is maintained and tested.

Appropriate procedures will exist to support the Policy

All employees should understand their obligations to protect these assets and implement security practices consistent with security manual.

Compliance will be checked periodically through reviews, audits, and then corrective & preventive actions will be initiated.



Vision

“TO BE AN ACKNOWLEDGED CATALYST IN TAKING HINDALCO TO NEW HEIGHTS IN TECHNOLOGY AND ECONOMY”

Mission

“TO PROVIDE APPROPRIATE TECHNOLOGIES TO MAXIMIZE INDIVIDUAL, TEAM AND COMPANY’S EFFECTIVENESS”