



## Physical & Environment Security Policy

Version 1.0

### **1. Introduction**

#### 1.1 Purpose

The purpose of this policy is to ensure the physical security and protection of M/s Aldan Investments Private Limited's facilities, assets, and personnel. It outlines guidelines and procedures to minimize risks associated with unauthorized access, theft, damage, and disruption of business operations due to physical or environmental incidents.

#### 1.2 Scope

This policy applies to all employees, contractors, vendors, visitors, and any individual accessing or operating within M/s Aldan Investments Private Limited's facilities and premises.

### **2. Physical Access Control**

#### 2.1 Facility Access

Access to M/s Aldan Investments Private Limited's facilities will be restricted to authorized individuals only.

Physical access control measures, such as locks, electronic access cards, and biometric systems, will be implemented to ensure controlled entry and exit.

Access rights will be granted based on the principle of least privilege, considering job roles and responsibilities.

#### 2.2 Visitor Management

All visitors entering M/s Aldan Investments Private Limited's facilities will be required to sign in and out, providing appropriate identification.

Visitors will be accompanied by authorized personnel and will be granted access to authorized areas only.

Temporary access cards or badges may be issued to visitors for identification purposes.

#### 2.3 Employee Identification

All employees will be provided with identification badges or cards, which must be visibly displayed while on M/s Aldan Investments Private Limited's premises.

Lost or stolen employee identification must be reported immediately to the designated authority.



## 2.4 Access Monitoring and Logging

Access control systems will be in place to monitor and log access activities, including entry and exit times, authorized access attempts, and denied access incidents.

Access logs will be regularly reviewed and analyzed for security and compliance purposes.

## 3. Security Measures

### 3.1 Perimeter Security

M/s Aldan Investments Private Limited's facilities will be protected by appropriate perimeter security measures, including secured doors, shutters, barriers, and security cameras. Entrances and exits will be monitored and controlled to prevent unauthorized access.

### 3.2 CCTV Surveillance

Closed-circuit television (CCTV) cameras will be installed in key areas of M/s Aldan Investments Private Limited's premises to deter potential security threats and aid in investigations.

Monitoring and recording of CCTV footage will be conducted in accordance with applicable laws and regulations.

### 3.3 Alarm Systems

Intrusion detection and alarm systems will be installed and regularly maintained to provide early detection of unauthorized entry or security breaches.

Alarms will be tested periodically to ensure their effectiveness and response procedures will be documented and communicated to relevant personnel.

## 4. Physical Asset Protection

### 4.1 Asset Inventory

M/s Aldan Investments Private Limited will maintain an inventory of all physical assets, including IT equipment, machinery, and sensitive documents.

Asset registers will be regularly updated, and assets will be labelled with unique identifiers for tracking and accountability.

### 4.2 Equipment Protection

IT equipment and other valuable assets will be protected against theft, damage, and unauthorized use.

Measures may include physical locks, secure storage areas, equipment tagging, and tracking systems.

# Aldan Investments Pvt Ltd

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## 4.3 Secure Disposal

Disposal of sensitive documents, equipment, and media will be done in accordance with data protection and environmental regulations.

Secure disposal methods, such as shredding, degaussing, or secure recycling, will be employed to prevent unauthorized access to