Interested Party Employee Information Security Notification

相关方信息安全告知书

With the development of technology, our lives and work are inseparable from the Internet, which carries a large amount of personal and company information. In order to effectively protect everyone's personal information and interests, our company has established an information security management system in accordance with the requirements of ISO27001 and VDA ISA standards.

随着科技的发展，我们的生活和工作都离不开网络，而网络中承载着我们大量个人、公司的信息，为了有效的保护大家的个人信息和利益，我司按 ISO27001、VDA ISA 标准要求建立了信息安全管理体系。

To ensure the effective operation of the information security management system, the following contents are hereby notified:

为了保证信息安全管理体系运行的有效性，特告知内容如下:

1. Information Policy 信息安全方针

Prevention first, improve management, continuous improvement, ensure safety.

预防为主 完善管理 持续改进 保证安全

2. Information Security Goals 信息安全目标

- The number of controlled information leakage incidents (per department) ≤ 1 per quarter; 受控信息泄露的事件发生次数（各部门）≤1 次/季度;
- The number of customer confidentiality complaints ≤ 1 per quarter; 顾客保密性投诉的次数≤1 次/季度;
- The achievement rate of training plans ≥ 99%; 培训计划达成率≥99%;
- The number of failures/incidents caused by information security incidents that fail to recover within the specified time ≤ 1 per quarter; 信息安全事件导致的故障/事态未能在规定时间内恢复的次数≤1 次/季度;
- The number of IT system response interruptions longer than 2 hours ≤ 1 per quarter; IT 系统响应中断大于 2h 次数≤1 次/季度;

- Recovery time (RTO) for critical systems ≤ 4 hours/half year; 关键系统恢复时间（RTO）≤4h/半年;

- Ensure that all confidential materials (including electronic documents, CDs, etc.) are not leaked. Ensure that top-secret, confidential, and secret information is not leaked to unauthorized personnel.保证各种需要保密的资料(包括电子文档、光盘等)不被泄密。确保绝密、机密、秘密信息不泄漏给非授权人员。

3. Requirements Compliance of the Management System

It is prohibited to use the Internet to create, publish, or disseminate the following information: 不得利用互联网制作、发布和传播下列信息:

- Fabricating and distorting facts, spreading rumors, and disrupting social order; 捏造和弯曲事实，散步谣言，扰乱社会秩序;

- Publicly insulting others or fabricating facts to slander others; 公然侮辱他人或者捏造事实诽谤他人;

- Damaging the reputation of individuals or organizations; 损坏个人或者组织的名誉;

- Information that violates the Constitution, laws, and administrative regulations. 违反宪法、法律和行政法规的信息

It is prohibited to engage in the following activities that endanger the security of computer information networks: 不得从事下列危害计算机信息网络安全的活动:

- Accessing computer information networks and using their resources without permission; 未经允许，进入计算机信息网络及使用计算机信息网络的资源;

- Deleting, modifying, or adding functions of computer information networks without permission; 未经允许，对计算机信息网络功能进行删除、修改或者增加;

- Deleting, modifying, or adding data and applications stored, processed, or transmitted in computer information networks without permission; 未经允许，对计算机信息网络中存储、处理或者传输的数据和应用程序进行删除、修改或者增加;

- Intentionally creating or spreading computer viruses and other destructive programs; 故意制作、传播计算机病毒等破坏程序;

- Other activities that endanger the security of computer information networks. 其它危害计算机信息网络安全的活动。

Fulfill the filing obligations in accordance with the law. Host users shall truthfully file the information of their own units and related units with the Ministry of Industry and Information Technology and the Public Security Bureau. Consciously accept the supervision and inspection of the cyber police department of the public security organs, timely and effectively provide information, materials, and data files required for security protection management, and actively assist the cyber police department of the public security organs in investigating and handling network-related crimes.

依法履行备案职责，主机用户应当将本单位及相关单位的情况如实向工信部及公安局备案。自觉的接受公安机关网警部门的监督检查，及时有效的提供安全保护管理所需的信息、资料及数据文件，积极协助公安机关网警部门查处网络违法犯罪案件。

Establish appropriate information security management measures. Servers shall be equipped with systems to prevent computer viruses, network intrusions, and attacks. Important databases and systems shall be set with redundancy and backups.

建立适当的信息安全管理措施，服务器配备防范计算机病毒、网络入侵和攻击的系统，重要数据库、系统设置冗余及备份。

Matters not covered in this notification shall be handled in accordance with relevant national laws and administrative regulations.

本告知书未尽事宜依照国家有关法律、行政法规执行。

This document is made public to the interested parties.

该文件对相关方公开。

4. Commitment 承诺

To ensure the personal information of interested parties and the organization's interests, GETTOP has committed to implementing appropriate information security management measures to meet the above requirements. If the GETTOP information security policy changes, it will promptly notify relevant parties through an information security notification letter.

为确保相关方的个人信息、组织利益，共达承诺会开展适当的信息安全管理措施满足以上要求；如

果共达信息安全政策发生变化，会通过信息安全告知书的形式及时通知相关方。

To ensure the information security at each link of the supply chain, please ask the Tier-1 suppliers to comply with the information security regulations, and also convey this notification letter to their own sub-suppliers.

为保证信息供应链各个环节的信息安全，请一级供应商遵守信息安全规定的同时，也将此告知书传达给自己的下一级供应商。

5. Information Security Contact Person 信息安全联络人

In the event of an information security incident or any changes or questions regarding information security, you can contact IT department through the following methods:

在发生信息安全事件或出现任何关于信息安全方面的变化及疑问时，可通过以下方式与共达 IT 部取得联系:

- Information Security Contact Person-Headquarter 信息安全联系人-总部:

  Name: Shang Jingwen, Email: shangjingwen@gettopacoustic.com, TEL: +86 13021540528

- Information Security Contact Person-MY Factory 信息安全联系人-马来工厂:

  Name: Zhang Min, Email: zhangmin@gettopacoustic.com, TEL: +60 0108249228

Company：GETTOP TECHNOLOGY(MALAYSIA) SDN.BHD.

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