

INNOSPEC – INFORMATION SECURITY POLICY

Purpose

Innospec recognizes the value of information and the importance of maintaining high standards of security to avoid loss or corruption of data.

This policy describes the framework within which Innospec creates and maintains this security and respects the rights of Innospec employees, customers, suppliers, investors and other third parties.

Scope

This policy applies to all employees and third parties working on Innospec's behalf.

Objectives

- To develop and implement processes and systems that maintain the appropriate level of security and minimize the risk of loss or corruption of that information.
- To ensure that employees understand their responsibilities and the process and systems in use.
- To provide training and awareness to relevant employees to enable them to discharge their responsibilities.

Policy Responsibilities

Ultimate ownership of the policy lies with the Chief Executive Officer (CEO) with oversight by the Innospec Board. Updates to the policy require agreement of the CEO and the IT Director.

Access Control

Access control (limits of authority) processes and approval levels are approved by an Executive Team member and implemented by the IT Director. Where access to personal information is required access is approved by the Senior Vice-President, Human Resources.

Information Systems and Back-Ups

Innospec will maintain appropriate information handling systems to support its business. These systems will be subject to defined back-up systems and processes described elsewhere.

These systems and processes will be designed to operate in a manner consistent with all relevant local and national legislation.

Document Creation and Retention

This is the subject of a separate Document Retention and Destruction Policy.

Awareness and Behavior Training

Innospec will provide all employees (and where appropriate contractors) with regular training (in-person or online) and awareness programs to enable allow them to fulfil their obligations and duties to maintain the security and integrity of information held by the company and data protection requirements.

All employees are bound by the Companies Acceptable Use Policy.

Responsibilities and Duties of Employees

1. To maintain the security and confidentiality of information held by the company
2. To undertake training and awareness programs provided in order to maintain security
3. To immediately report any activity relating to a breach, possible breach or other suspicious activity of Innospec's systems.