

厦门建发股份有限公司
信息安全政策
Xiamen C&D Inc.
Information Security Policy

1 目的 Purpose

信息安全在推进企业数字化转型及数字经济新业务发展过程中至关重要，公司高度重视信息安全保护，致力于维护网络安全，并尊重和维
护利益相关方隐私权，特制定本政策。

Information security is crucial in driving enterprise digital transformation and the development of new businesses in the digital economy. The company attaches great importance to information security protection, endeavors to maintain network security and respects and safeguards the privacy rights of stakeholders. For these purposes, the company has formulated this policy.

2 适用范围 Scope

本政策适用于建发股份及所属全资和控股公司，各单位可根据其实际
情况制定相应的信息安全政策，并需与本政策保持一致。

This policy applies to Xiamen C&D Inc. and its wholly-owned and holding companies. Each unit may develop corresponding anti-corruption and anti-bribery policies based on its actual situation and industry characteristics, which must be consistent with this policy.

3 相关措施 Measures

3.1 信息安全合法合规 Information Security Compliance

遵守和落实《网络安全法》《计算机信息系统安全保护条例》《个人信息保护法》《信息安全等级保护管理办法》等信息安全相关的法律、法规和其他规范。

The company complies with and implements the "Cybersecurity Law of the People's Republic of China," "Regulations on the Protection of Computer Information Systems," "Personal Information Protection Law of the People's Republic of China," "Measures for the Administration of Information Security Grading Protection," and other relevant laws, regulations, and norms.

3.2 信息安全领导机构 Information Security Leadership Organization

建立信息安全工作领导小组，作为公司信息安全工作的领导和监督机构，贯彻落实信息安全工作的法律法规、方针、政策，研究制定信息安全
工作措施，建立健全相关规章制度，定期开展信息安全自查工作，有计划地组织信息安全宣传教育。

The company establishes an information security leadership team as the leading and supervisory body for the company's information security work, implementing laws, regulations, guidelines, and policies related to information security. The team should research and develop information security measures, establish and improve relevant rules and regulations, regularly conduct self-assessments of information security, and systematically organize information security awareness and education programs.

3.3 信息资产管理 Information Assets Management

梳理和汇总重要的信息资产(包括个人信息和敏感个人信息), 建立清单目录, 加强信息系统动态管理和运行监督, 保持其保密性、完整性和可用性, 防止未经授权的访问、泄露、丢失和损坏。

The company reviews and consolidates important information assets, including personal information and sensitive personal information, and establishes an inventory catalog. The company strengthens the dynamic management and operational supervision of information systems to ensure their confidentiality, integrity, and availability and prevents unauthorized access, disclosure, loss, and damage.

3.4 信息安全自查 Information Security Self-Assessment

定期开展信息安全检查和通报活动, 排查重要信息系统的安全风险, 及时向员工传达监测到的邮件盗用、越权访问、恶意扫描、僵尸网络等信息安全漏洞和攻击情况, 设置畅通的渠道, 鼓励员工向直属领导或有关部门反馈或汇报任何信息安全问题。

The company regularly conducts information security inspections and notification activities, identifies security risks in critical information systems, and promptly communicates to employees about detected vulnerabilities and attacks such as email hijacking, unauthorized access, malicious scanning, botnets, and other information security incidents. The company builds up open channels and encourages employees to report any information security issues to their immediate supervisors or relevant departments.

3.5 信息安全培训 Information Security Training

充分利用多种宣传平台, 面向全体员工普及信息安全常识, 传播网络反诈技巧, 培育良好的信息安全文化, 鼓励参与信息安全技能知识竞赛等活动。

The company fully leverages various promotion platforms to educate all employees on information security knowledge, disseminates skills for combating online fraud, fosters a strong information security culture, and motivates participation in activities such as information security skills and knowledge competitions.

3.6 信息安全事件应急响应 Information Security Incident Response

针对信息安全事件制定应急预案，定期开展信息安全应急响应演练工作，不断提高处理信息安全突发事件的能力，形成科学、有效、反应迅速的应急工作机制。

The company develops emergency response plans for information security incidents, conducts regular emergency response drills, continuously enhances the capability to handle information security events, and establishes a scientific, effective, and swift emergency response mechanism.

4 **生效 Effective Date**

本政策自公布之日起生效。

This policy shall come into effect from the date of its publication.

英文版为中文版政策的翻译件，如与中文版存在不一致的，以中文版内容为准。

The English version serves as a translation copy of the Chinese version of the policy. In case of any inconsistencies between the English and Chinese versions, the Chinese version shall prevail.

厦门建发股份有限公司
Xiamen C&D Inc.
2023 年 3 月 15 日
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