

## Information Security Policy

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Management and Engineering Services, LLC provides a wide range of services to clients many of which involve information proprietary to our clients and proprietary to Management and Engineering Services. Our commitment to all clients is to provide the maximum security reasonable given the type of information being handled. To achieve this goal, we will implement and sustain an information security management system based on the international standard ISO 27001.

We will implement and sustain security measures appropriate for the types of proprietary information which are entrusted to our use and care. This includes financial and strategic information, financial records, and information subject to nondisclosure agreements with clients, in whatever format they may be in.

This Information Security Policy applies to all information generated and/or held within our facilities located at 1739 Terry Street in Longmont, Colorado, to the Enterprise software we may develop, and to the extent appropriate, to the selection of Internet Service Providers (ISPs) where our Enterprise software may reside. Our information security measures will include, at a minimum, all security measures required by our clients.

Our Information Security Policy is a critical element of our information security management system, and will be used to make decisions at all levels. Our policy will be made available to all employees, consultants, and the general public. It will be addressed in employee orientations and refresher training. Through our information security management system and our employees and consultants, and we are committed to the continual improvement of our information security management system, our security practices, and performance, our commitment to our clients for the protection of proprietary information. This policy replaces all prior information security policies as of the date of approval. We will review this policy at least annually and more often as may be necessary to ensure it is current and accurate.