



ADDMORE SERVICES

Focus on your Core Business and Outsource

AUTOCAD • BIM • COST ESTIMATION & TAKEOFFS • ARCHITECTURAL DRAWINGS

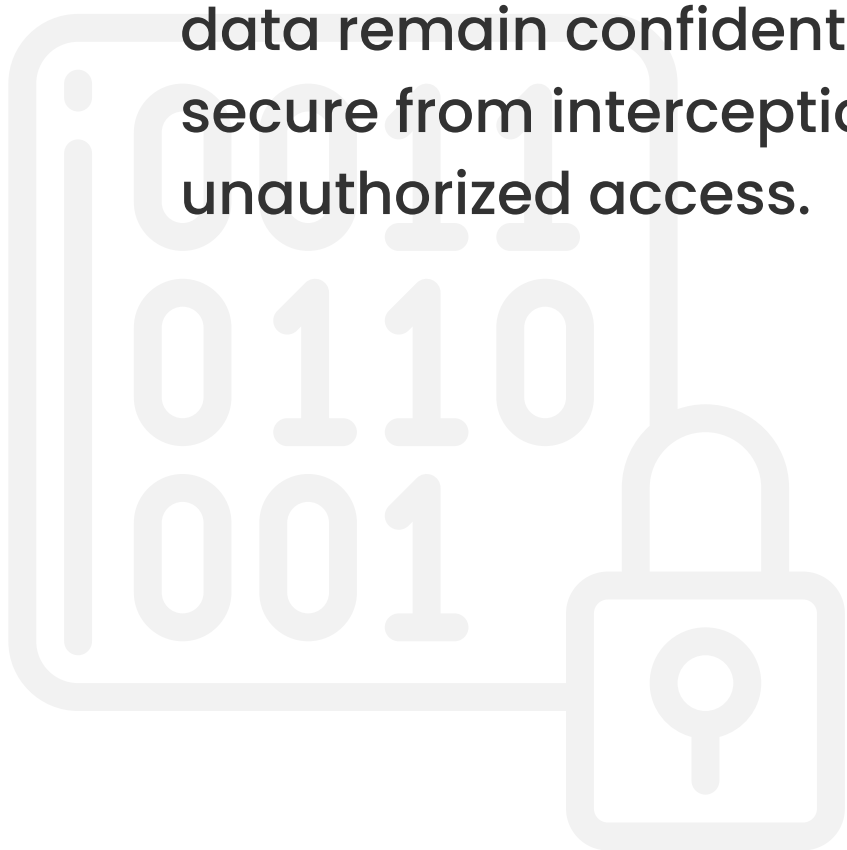
**ADDMORE
SERVICES DATA
SECURITY
PROTOCOLS**

www.addmoreservices.com

At ADDMORE Services, we prioritize the security and confidentiality of our clients' data, especially in a modern, remote work environment. We understand that working from home brings unique security challenges, and we have established robust protocols to manage these efficiently.

Comprehensive Encryption and Secure Communications

All data transmitted and received by our staff is fully encrypted using state-of-the-art end-to-end encryption technologies. This ensures that all communications, files, and data remain confidential and secure from interception and unauthorized access.

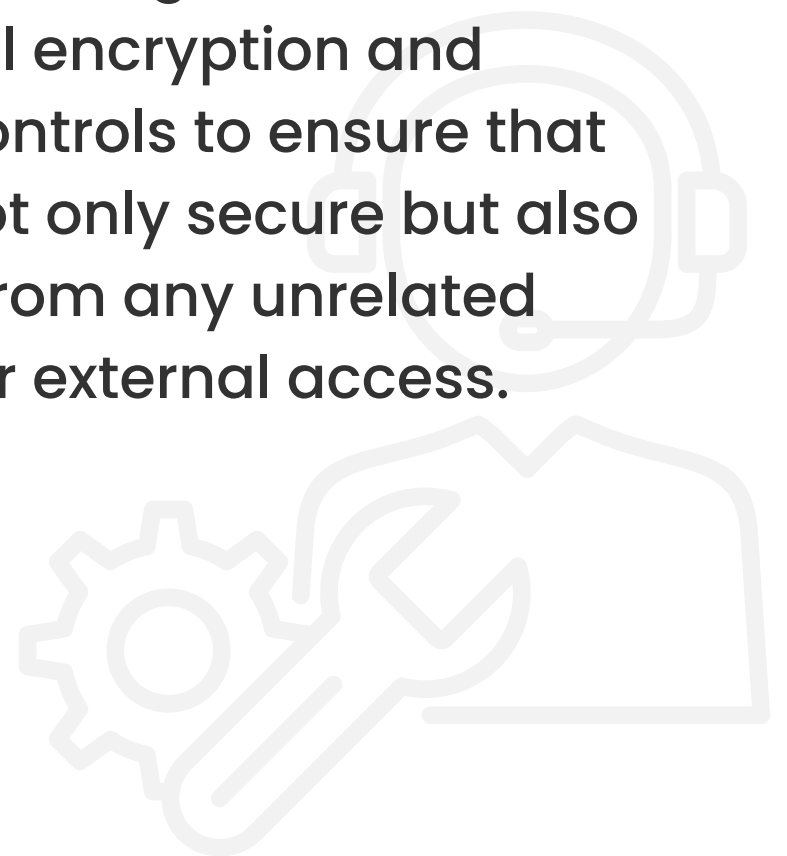


24-Hour IT Support

As we cater to clients in various countries and across different time zones, we have established a 24-hour IT support element within our protocols. This ensures we can immediately address any technical or security concerns. Our dedicated IT team is capable of handling queries and resolving issues efficiently, maintaining continuous security monitoring of our systems without disruption.

Dedicated and Segmented Online Drives

Each ADDMORE personnel is allocated a dedicated online drive that is compartmentalized per project and client. These drives are safeguarded with high-level encryption and access controls to ensure that data is not only secure but also isolated from any unrelated internal or external access.



A close-up photograph of a person's hands holding a black smartphone. The phone's screen displays a colorful shield-shaped icon with the letters 'VPN' and a Wi-Fi symbol below it. The background is blurred, showing what appears to be an office or meeting room setting.

Remote Security Practices and Protocols

We enforce strict security protocols for all remote employees, including:

- Regular security assessments and audits to ensure compliance with our high standards.
- Mandatory use of Virtual Private Networks (VPNs) to create a secure and private connection.
- Implementation of multi-factor authentication (MFA) to enhance access security.
- Regular updates and patches to all systems to protect against vulnerabilities.

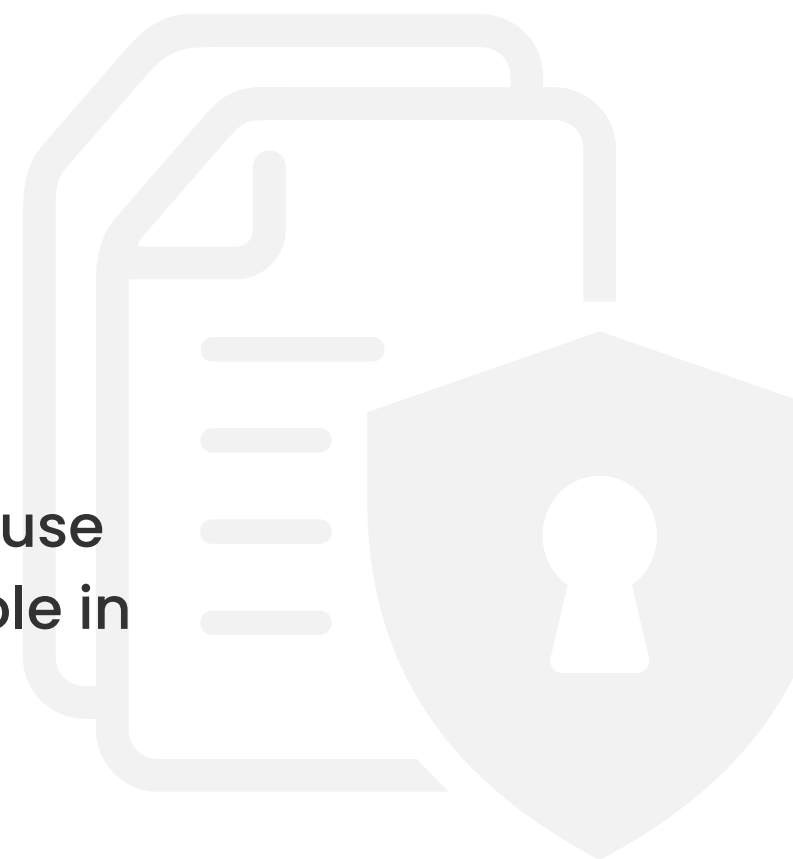


Compliance and Regular Training

ADDMORE complies with all major regulatory requirements and continuously updates its policies to align with global standards. All employees undergo regular training on data protection and security best practices, reinforcing their awareness and responsibility in safeguarding client data.

Employee and Vendor Data Protection Policies

All employees and contractors of ADDMORE Services are required to sign stringent confidentiality agreements. These legal agreements are designed to prevent data misuse and ensure that everyone understands their role in protecting client information. Breach of these agreements is subject to strict legal actions.



Emergency Preparedness and Business Continuity

We have comprehensive measures in place to ensure business continuity and minimal service disruption. This includes backup power solutions, multiple data redundancies, and an emergency response strategy tailored for remote operations.

At ADDMORE Services, we are committed to ensuring the highest level of data security and integrity. We continuously invest in technology and training to safeguard client data, providing you with peace of mind while your projects progress smoothly, no matter where our teams are working from.

By implementing these measures, ADDMORE Services maintains a secure and reliable service for clients globally, adapting to the increasing need for advanced remote work data security solutions.

