

# Paptic Information Technology Policy

June 2023

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**Paptic works to replace fossil plastics in packaging with sustainable, recyclable, and circular solutions to decrease the use of fossil raw materials. We exist because the world needs better packaging.**

Information Technology at Paptic exists to facilitate, secure, and optimise business operations using digital technology. The role of Information Technology is to drive digital transformation throughout the organisation. Information Technology decisions at Paptic are always aligned with the company's strategy and values.

- **Securing data.** We implement Information Technology Security to ensure integrity, confidentiality, and availability of data. This is achieved through various plans, policies, guidelines, procedures, agreements, and training.
- **Seamless business operations.** Information Technology serves as the backbone of our business operations. We want to ensure that business processes run efficiently and reliably by providing the necessary tools, knowledge, support services for our employees and stakeholders. Another key objective is to ensure the continuity of operations under all circumstances.
- **Compliance with regulations and standards.** We are committed to comply with regulations and standards that mandate information security practises.
- **Driving digital transformation.** We utilise digital technology in all areas of business while maintaining our focus. All digital solutions must be aligned with our overall Information Technology strategy and landscape.
- **Continuously improving.** Digital solutions we use are constantly evaluated and developed to remain competitive and relevant.

Paptic's Information Technology Policy leans on our Code of Conduct. This Policy is applicable to all Paptic employees, and to anyone working or acting on behalf of Paptic.

In Espoo, Finland  
27 June 2023



Tuomas Mustonen, CEO

### Information Technology Policy Governance

Paptic's Information Technology Policy is based on our Code of Conduct, and it is supported by our other policies and guidelines. Our policies are revised every other year, or more frequently as needed. Our policies are approved by the Board of Directors and signed by company CEO. This Policy is applicable to all Paptic employees, and to anyone working or acting on behalf of Paptic.

<b>Responsibility</b>	<b>Responsible position</b>
Policy owner	Head of IT
Policy author	IT in collaboration with Communications
Policy review	Management Team
Policy approval	Board of Directors; the Policy signed by CEO
Implementation of the policy	The Policy Owner is responsible for general company-level implementation