

Launchpad Technologies Inc.

INFORMATION SECURITY RISK MATRIX HANDBOOK

POLICY VERSION	V1.3
EFFECTIVE DATE	March 18, 2018
REVISION DATE	December 14, 2018

Purpose and Objectives:

The Information Security Risk Matrix Handbook identifies the guidelines for all Launchpad personnel in identifying and mitigating IT security risks around the organization..

Scope:

This policy applies to all full-time, part-time, or contract personnel at Launchpad Technologies.

Roles, Responsibilities and Escalation

1. Executive Team:
 - a. Review and enforce compliance of the ISP as well as the Risks Matrix Handbook within the organization
 - b. Provide available resources to resolve identified threats and issues in accordance to the risks level. (Figure 1)
2. Security Team:
 - a. Key escalation and execution point in all risks identification and resolution.
 - b. Escalate immediately to the Executive team if HIGH to EXTREME risks are identified. (Figure 1)
 - c. Provide policy recommendations and execution of approved policies
 - d. Monitor ongoing security threat and provide resolution.
3. All Personnel:
 - a. Constantly remaining vigilant in monitoring security threats
 - b. Immediately report any suspicious or confirmed threats to the Security Team

FIGURE 1. RISK MATRIX IDENTIFICATION CHART.

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**IN CASE OF HIGH TO EXTREME RISK ISSUES IDENTIFIED, IMMEDIATELY
CALL 1.800.326.0188!**

AND EMAIL: yoseph.chandra@golaunchpad.io AND jim.macinnes@golaunchpad.io WITH ANY
FURTHER DETAILS.