



# PHYSICAL SECURITY POLICY

Effective 11.25.25; Updated 2.14.26

## 1. Purpose

This policy establishes physical security controls to protect information assets and systems in a remote, cloud-based operating environment, consistent with applicable NIST and CIS security principles.

## 2. Scope

This policy applies to all employees, contractors, and devices used to access Ethics Suite systems or data.

## 3. Physical Security Model

We operate as a remote-first organization and do not maintain Ethics Suite-owned office facilities or on-premises data centers. Physical security controls are implemented through a combination of employee responsibilities for endpoint devices and third-party controls for cloud infrastructure.

## 4. Endpoint Physical Security

Employees are responsible for maintaining reasonable physical security over devices used to access Ethics Suite systems, including:

- Preventing unauthorized physical access
- Securing devices when unattended (e.g., screen locking, secure storage)
- Avoiding exposure of devices in public or shared locations

Only authorized users may access Ethics Suite systems.

## 5. Access Control and Privileged Access

Access to systems and administrative functions is restricted to authorized personnel based on role and responsibility. Privileged access is limited and managed by the Director of IT.

## 6. Cloud Infrastructure Physical Security

Production systems and data are hosted in Amazon Web Services (AWS) data centers. AWS is responsible for physical security controls for cloud infrastructure, including facility access controls, monitoring, and environmental protections, in accordance with its shared responsibility model.

## 7. Incident Reporting

Suspected loss, theft, or unauthorized physical access to devices or systems must be reported promptly and handled in accordance with incident response procedures.



## **8. Policy Governance**

This policy is reviewed periodically and updated as necessary to address changes in operations, risk, or regulatory requirements.