

STRATFOR Security Information and Instructions

Introduction to Security

To be recognized and respected as the most credible, truthful and definitive global intelligence organization in the world, STRATFOR must practice stringent security in accordance with industry standards.

These practices have three goals:

1. Protecting our customers' identities, interests, intellectual property and reputation. As they require.
2. Protecting STRATFOR's sources and methods from exposure.
3. Protecting STRATFOR's public image and reputation.

STRATFOR is obliged to protect our customers' privacy. As in other businesses, we must protect our company's trade secrets. Finally, we must protect our reputation, which is our livelihood. If you think of security in these terms, you will understand what is expected of you.

The following security regulations are not optional but rather they are absolute requirements for employment at STRATFOR. These regulations must be learned and practiced by all staff. Failure to follow these rules could result in termination.

Basic Security Rules for All Employees

Confidentiality

1. Discussion of the details of the work you do at STRATFOR outside of STRATFOR is a violation of security rules. Sales and Business Development will operate under modified rules. Outside of these cases, what you learn inside STRATFOR stays within the company.
2. All staff will be issued picture ID badges (interns will receive standard intern badges) that must be worn at all times while inside the office.
3. Home and personal cell phone numbers should also be protected.

Visitors

4. All visitors will be issued a visitor's badge. Anyone not wearing a visitor's badge found inside the office must immediately be challenged and escorted to the reception desk or out of the office. Any employee who has a guest without a visitor's badge will be in violation of security regulations.
5. No visitor to the office may be permitted to pass the reception area except in the company of a STRATFOR employee. This employee will be responsible for making certain the guest is not left unaccompanied at any time.
6. All doors into STRATFOR offices must be kept locked at all times except when a receptionist is at his or her station, monitoring the door. The last person out of the office must make sure these doors are locked before leaving.

Security at your desk

7. Each employee will be provided with a lockable drawer where all classified material must be placed when the employee is away from his or her desk. No business-confidential or client-project material may be left out. If the employee needs additional space, contact your supervisor.
8. Work computers are the property of STRATFOR. The contents of those computers, including email files, are the property of STRATFOR.
9. Transferring data from a STRATFOR computer to a personally owned computer is forbidden, except with the consent of your supervisor. If you have already done this, please check with your



supervisor immediately. These files remain the property of STRATFOR and must be protected by the same procedures used with a STRATFOR computer.

10. All computers must be set to display a screensaver locked by a password after 10 minutes of disuse.
11. All paper documents containing sensitive material must be shredded. When in doubt, shred. This includes items such as company directories, internal memos, anything naming STRATFOR personnel or clients, etc.

Telephone Calls

12. Analysts should not provide any information to unknown callers. Different rules apply to Sales and Business Development staff whose job it is to respond to customer inquiries.
13. If you receive a suspicious call, please take down as much information about the caller as possible and provide that information to the security team. (See Leticia Pursel for additional information regarding threatening phone calls.)
14. Teleconferences that involve sensitive information may not be carried out using programmed desk extensions. Prearranged conference call numbers are acceptable.
15. No employee may speak with the news media under any circumstances, without prior approval of the Director of Public Relations or the CEO. If contacted by members of the media please ask for their contact information and pass it on to Brian Genchur (512.744.4309). The same rules apply for any speaking engagements, even those where you do not identify yourself as a STRATFOR employee.

Any STRATFOR employee who encounters such violations is required to report them immediately to Security, HR or Susan Copeland, regardless of who the violator is or the violators' status.

I have read and understand STRATFOR's Introduction to Security STRATFOR Security Information and Instructions, including all attachments - Bomb Threat Checklist, Suspicious Mail Alert, Suspicious Package Information, and Threatening Phone Call Information. I agree to comply with all provisions outlined in the documents.

Signature

Printed Name

Date