



VISCOSITY MEDIA DISPOSAL PLAN

Author:	Viscosity North America
Creation Date:	March 2012
Last Updated:	April 2026
Document Ref:	Media Plan
Version:	2026



DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
January 2020	Leisa Pitner	Final 2020	Document creation, revised and in use
February 2021	Leisa Pitner	Final 2021	Documentation review, no changes created at this time.
December 2022	Leisa Pitner	Final 2022	Documentation review, new corporate address
December 2023	Leisa Pitner	Final 2023	Documentation review, new corporate address
February 2025	Leisa Pitner	Final 2025	Documentation review, new corporate address
April 2026	Leisa Pitner	Final 2026	Documentation review, new corporate address

1.2 Reviewers

Date	Name	Position
October 2013	Justin Nugent	CSO
October 2014	Charles Kim	CEO
October 2015	Justin Nugent	CSO
October 2016	Charles Kim	CEO
October 2017	Justin Nugent	CSO
October 2018	Charles Kim	CEO
October 2019	Justin Nugent	CSO
January 2020	Leisa Pitner	Director of Management and Coordination and Delivery Assurance
December 2022	Leisa Pitner	Director of Management and Coordination and Delivery Assurance
December 2023	Justin Nugent	CSO
February 2025	Justin Nugent	CSO
April 2026	Justin Nugent	CSO

Contents

1	Document Control	2
1.1	Change Record.....	2
1.2	Reviewers.....	2
2	Introduction	4
2.1	Purpose.....	4
2.2	Policy Statement.....	4
3	Storage Media covered by this policy	5
4	Contact us	6
4.1	Policy Updates.....	6
4.2	Exceptions.....	6
4.3	Approvers.....	6
4.4	Corporate Headquarters.....	6

2 INTRODUCTION

2.1 Purpose

This policy document provides Viscosity policy statements to maintain our Media Disposal Policy and procedures to protect information and critical resources from a wide range of threats to ensure business continuity, minimizing business risk for information systems.

2.2 Policy Statement

All employees, consultants, and contractors must be provided supporting reference materials to allow them to properly protect and otherwise manage Viscosity policies. Materials should communicate that information security is an important part of Viscosity's business and must be viewed like other on-going business functions such as accounting and marketing.

The Managing Partners are responsible for establishing and maintaining organization-wide information security policies, standards, guidelines, and procedures.

All employees are expected to be aware, familiarized, and in compliance with the boundaries of Media Disposal Policy when updates to the policy have been notified by email, web, or physical postings. Under no circumstance should there be any circumvention of Viscosity's policy without the written approval of Chief Security Officer, who serves as the governance for this policy. Non-compliance with this may result in disciplinary action up to and including termination.

2.2.1 GOVERNANCE

- This document is owned and managed by the Chief Security Officer and any changes to this policy require approval of that role holder. The document will be reviewed annually for validity against the current business direction.

3 STORAGE MEDIA COVERED BY THIS POLICY

This policy applies to the following storage media:

- Desktop hard disks
- Laptop hard drives
- External and portable hard disks
- Memory sticks, thumb drives, and flash drives
- Storage area network (SAN) and network accessible storage (NAS) devices
- Server hard disks
- CDs, CD +/-R, and CD +/- RW disks
- DVDs, DVD +/- R, and DVD +/- RW disks
- Portable music players
- Smartphones
- Tablet computers

3.1.1 MEDIA DISPOSAL

All electronic storage media containing sensitive information must be properly sanitized before being transferred, replaced, repaired, or removed from service and disposed of in an appropriate manner to prevent unauthorized access to Viscosity information.

4 CONTACT US

If you have further questions related to this policy, please contact us. Written inquiries may be addressed to:

Chief Security Officer, Viscosity Corporation
3016 Communications Parkway, Suite 200
Plano, Texas 75093

4.1 Policy Updates

Viscosity reserves the right to amend Viscosity's Management and Coordination Policy at any time as deemed necessary to meet our business direction.

4.2 Exceptions

No exceptions to this policy will be allowed unless specifically granted by the employee's manager, and Viscosity Executive Management.

4.3 Approvers

Charles Kim, Founder and CEO
Jerry Ward, Co-Founder and COO
Justin Nugent, Co-Founder and CSO

4.4 Corporate Headquarters

Viscosity's corporate headquarters are located at:

3016 Communications Parkway, Suite 200
Plano, Texas 75093

Tel: +1.469-444-1380 or online at <http://viscosityna.com/about/contact/>