BRINKS

Global Technology Software Lifecycle Policy
Document Classification: Internal Use Only

Policy No: GITP-003
Version: 1.1

Last Publish Date:
8/25/2022

1. Purpose and Scope

The purpose of this policy is to set forth the basic principles that are fundamental to Brink's Global Technology and represent industry best practices as viewed by Brink's. This Global Technology policy provides the basic boundaries for more detailed procedures and standards. In the event of a conflict between applicable law and Brink's Technology Policies, the applicable law will take precedent.

This policy applies globally to all Brink's employees, contractors, and vendors doing business on behalf of Brink's, and all legal entities and business processes.

The scope of this policy is to establish measures of software lifecycle support which align with business criticality.

Software is defined as the programs and other operating information used by a computer. Our definition includes the components that run on hardware that support an application. This is inclusive of, but not limited to the following components:

- System Software – i.e. Operating Systems, User Interfaces, Device Drivers
- Utility Software – i.e. Anti-virus, Backup, Network & System Monitoring
- Application Software – i.e. Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Database Management, Microsoft Office

2. Policy Statement

2.1. Software and application version must be maintained at a level that is supported by the vendor of the software. This insures that Brinks has mainstream support available for software.

2.2. Internally developed software must have an associated lifecycle. This ensures it continues to fit the business needs and the underlying system and utility components continue to be supported.

2.2.1. Brink's Internal Lifecycle Stages are as follows:

- **Initialization** – when the software is under evaluation.
- **Productive** – when the software is being utilized and is in a manufacturer supportable/maintainable state. This aligns with the external manufacturer GA phase.
- **Expiration** – when an alternative is being implemented
- **Exceptional** – limited to a very specific capability AND the usage is time bound. Exception process must be followed.
- **Non-productive** – usage is prohibited.

2.3. Major version upgrade planning must start at least one year prior to the end of manufacturer support. The software must be upgraded to the next major version before the manufacturer end of support. This assumes that the software has been GA, with at least one patch or update release.

2.4. Software as a Service (SaaS) must adhere to the vendor's documented upgrade/patch cycle.

2.5. Enterprise Architecture (EA) will facilitate the documentation and governance for vendor and internally developed software/applications. EA will own the creation of the roadmaps for all software/applications along with lifecycle state.

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2.6. Exceptions to this policy will be allowed on a per-case basis after being reviewed by the Architecture Review Board and approved the OCIO and Global Risk & Compliance (GRC).

3. Roles and Responsibilities

3.1. <u>Compliance</u>: All employees, contractors and consultants are required to comply with the policies. An employee found to have violated any Brink's policy may be subject to disciplinary action, up to and including termination of employment. If a contractor or vendor violates a Brink's policy, Brink's may pursue its remedies under the contract, including without limitation, termination of the contract. Management should seek guidance from HR and the Legal Department on these issues.

3.2. This policy applies to all employees, directors, and officers of Brinks, including all of its affiliated entities (being entities in which Brinks controls or owns, directly or indirectly, more than 50% of the outstanding shares) (collectively referred to as "Brinks").

3.3. Questions about the application of this policy generally or with respect to particular circumstances should be directed to IT Enterprise Infrastructure Architecture.

4. References

4.1. <u>Principles</u>: see GITP-001 Global Technology Policy Manual Principles document.

4.2. <u>Related</u>: Standard number or other references, when applicable.

4.3. A full list of controls can be found on the Brink's Resource Library.
<u>Applicable SOX Control #:</u>
<u>Applicable Brink's Common Control #:</u> 41

5. Definitions

5.1. **Application:** A software product or collection of software products used to perform a business function

5.2. **Software:** The programs and other operating information used by a computer

5.3. **Major Version:** A new release that adds features and functionality improvement performance, efficiency and/or usability

5.4. **Minor Version:** A scheduled update to a Major Version that includes bug fixes, improvements and/or enhancements to existing features and functionality

6. Appendices

6.1. EA Principles

7. Authorization

This policy is authorized by:

Greg Osgood
Vice President Global IT & Shared Services

Policy Owner: Jeff Gibson, Global IT Sr. Director

Additional Stakeholders: Charles Finklea, IT Director- Global IT Service Management

8. Change History

Original Issue Date: 05/04/2022

Revision	Date	Author	Revision History
	10/22/2018	Jeff Gibson	Draft
1.0	10/16/2020	Jeff Gibson	Reviewed and updated based on leadership feedback to improve clarity
1.0	03/08/2021	Carrie Rogers	Update of template
1.0	05/16/2021	Jeff Gibson	Review and approval
1.0	08/12/2021	Carrie Rogers	Review and formatting
1.0	03/18/2022	Mark Armour	Review and update
1.0	03/23/2022	Jeff Gibson	Review and update
1.0	04/22/2022	Charles Finklea	Review
1.0	05/02/2022	Greg Osgood, Mark Armour, Jeff Gibson	Final Review
1.0	05/02/2022	Lisa Marshall	Legal Review
1.1	08/25/2022	Carrie Rogers	Updates to template