



Document Control Standard

DOC-IT-IS-21
Revision 1.1
NOVEMBER 1, 2025

REVISION HISTORY

This revision history lists all changes to this document, the date of each revision, and the reason for each revision.

<u>Rev.</u>	<u>Rev. Date</u>	<u>Revision Description</u>
1.0	11/01/2022	Initial Version
1.1	11/01/2025	RXO, Inc. Revisions, annual review

Table of Contents

21.0	GSO Document Control Standard	4
21.0.1	Purpose	4
21.0.2	Scope	4
21.1	Document Creation and Updating	4
21.1.1	Identifications and Description	4
21.1.2	Format	4
21.1.3	Review and Approval.....	4
21.2	Document Control.....	4
21.2.1	Availability.....	4
21.2.2	Protection	5
21.2.3	Distribution.....	5
21.2.4	Storage and Preservation	5
21.2.5	Control of Changes.....	5
21.2.6	Retention	5

21.0 GSO Document Control Standard

21.0.1 Purpose

21.0.1.1 The purpose of the RXO, Inc. including its subsidiaries, divisions and any other entities (collectively, "RXO") GSO Document Control Standard is to ensure conformance to requirements within applicable management systems and international quality standards.

21.0.2 Scope

21.0.2.1 This Standard applies to all documents posted on the RXO Global Security Office - Security Policies and Standards SharePoint site for all RXO subsidiaries, divisions, and operating entities.

21.1 Document Creation and Updating

21.1.1 Identifications and Description

Documented information required by the Information Security Management System and by international standards shall be identified and described using the standard template stored in the InfoSecPolicyDevelopment SharePoint site to ensure it is consistent.

21.1.2 Format

Documented information required by the Information Security Management System and by international standards shall be formatted using the template stored in the InfoSecPolicyDevelopment SharePoint site. Translations, where appropriate, will be posted to the subsection Translated Policies on the GSO SharePoint site.

21.1.3 Review and Approval

Review and approval for suitability and adequacy is addressed in the Document Control Standard 21.2.5.

21.2 Document Control

21.2.1 Availability

Documented information required by the Information Security Management System and by international standards shall be controlled to ensure it is available and suitable for use, where, and when needed.

21.2.2 Protection

Documented information required by the Information Security Management System and by international standards shall be controlled to ensure it is adequately protected (e.g., from loss of confidentiality, improper use, or loss of integrity).

21.2.3 Distribution

Distribution, access, retrieval, and use shall be controlled via the SharePoint admin portal with appropriate permissions granted by the CISO or their designated appointee.

21.2.4 Storage and Preservation

Current versions of the documents will be published in pdf form on the GSO Policies SharePoint site, with old versions preserved in the InfoSecPolicyDevelopment SharePoint site. Word / editable versions will be stored in AuditBoard.

21.2.5 Control of Changes

All GSO Policies, Standards and Procedures must be reviewed at least annually (scheduled during Q4) and require the appropriate level of approval. All policies must be reviewed and approved by the CISO. Standards and Procedures must be approved by the CISO or CISO delegate. Any changes must be annotated in each document in a table to record the change date and a digest of changes. Review of documents is tracked via Document Review Tracker worksheet stored in the GSO SharePoint site.

21.2.6 Retention

As policies and standards are changed, archived copies are stored in the InfoSecPolicyDevelopment SharePoint site. They are retained here for at least 1 year.

Certificate of Review

Document Control Standard

December 18th 2025 10:33:11 am

Name	Job title	Stakeholder type	Action	Timestamp
Mark Gutman		Policy Owner	Submitted	Friday, November 21, 2025 4:53 PM EST
Faisal Khan		Policy Approver	Approved	Tuesday, December 2, 2025 11:00 AM EST
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