

- sending or receiving pornographic or other obscene material to or from any other person or organization.
- distributing copyrighted information and/or software
- communicating confidential information (including that about other employees, the company, its customers or suppliers) to which you have no legitimate access or to someone who has no legitimate access

Computer Systems

1. Software copyright

You must not copy or distribute for your own use or for the use of any other person or company, any software licensed to, used by or developed by the Company, its customers or suppliers, unless it is under the express instruction of a Director of the Company. In addition, you must not download from the internet, copy or distribute any copyrighted software.

2. Prevention of the Introduction of Software Viruses

You must take all reasonable steps to ensure that you do not introduce any viruses into the Company systems or into the systems of a supplier of customer. In addition, no employee should introduce any personal or unlicensed software onto the company's computer systems without the prior approval of a Director of the Company.

3. Computer Access

You must not attempt to access a computer system or data that you do not have the authority to access.

4. Laptop Security

It is imperative that all employees with laptop computers ensure their security at all times. The laptop should not be left in the office on any occasion unless securely locked away. It is a stipulation of our insurers that laptop computers are taken home with the employee every evening and do not remain in the building unsecured. Likewise, when travelling, please ensure that the laptop is safely secured in the boot and is not visible from outside the vehicle.

5. Equipment Breakdown

If any computer equipment fails to function properly it must reported immediately to the Office Manager with precise details of events leading up to the breakdown.

Penalties

Failure to follow Company policy as stated above will be treated seriously by the Company and will result in disciplinary action. Please refer to Section 8 of the Employee Information Binder for details of the disciplinary system.



A.P. Rees
Group Managing Director

Dated: 31st January 2019

Next Review: 31st January 2020