



BrainVire Ltd. LSEPI Handbook

Introduction

This handbook is a reference tool for employees and contractors at BrainVire Ltd. intended to explain Legal, Social, Ethical, Professional Issues that they might encounter at work. Please read the following policies

Data Protection

Many laws and policies govern software development and its use. To this end certain behaviour is expected; of the developing company (employer), the developer (employee) and the end user.

Relevant to the current project. Provisions must be made by all to conform to the rules laid down by such things as the data protections acts/GDPR.

- Data must be handled lawfully and fairly.
- Data is collected for a specific reason and is used as such.
- No more data is collected than necessary.
- Collected data is accurate.
- Data cannot be kept for longer than is necessary.
- Data is adequately protected.

It is the responsibility of the company and the developer to ensure that

- Any personal data held is appropriately secure both physical and technical
- Assign the responsibility of data ownership
- Create robust policies and procedures
- Create protocols for dealing with security threats

It is important to consider the rights of a person whose data is collected. Under the Data protections act 2018 a person has the right to:

- Understand how their data is being used
- Access any data collected

- Update old/incorrect data
- Have data erased
- Control how the data is processed
- Have data made available for reuse in other services
- Stop data being processed under the certain conditions

Under the Computer Misuse Act (1990) any personal data held is protected. This makes any of the following activities illegal:

1. Accessing Data without proper authorisation or permission.
2. Gaining entry to a computer system with the intent to commit an illegal action (stealing data or planting a virus are two examples.)
3. Modifying/deleting data without authorisation.
4. Facilitating a computer misuse offence

Equal Opportunities

BrainVire is an equal opportunity employer. We prohibit discrimination or harassment of any type. All employment decisions at BrainVire are based on business needs, job requirements and individual qualifications. We make these decisions without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Whistleblowing

Under the of Employment Rights Act, 1996, employees have the right to take a case of misconduct in the workplace to a higher authority without consequences to their employment situation. In other words, you should be able to report misconduct without fearing losing your job.

Whistle blowing is important to do when there has been misbehaviour within the workplace so that the business can act accordingly to this information. The act of whistleblowing can reveal that there have been illegal acts going on within the business, reporting neglect of projects or damage to the environment, someone that has been charged of a crime that the person in question did not commit, bring attention to legal requirements not being met by the business also whistleblowing can involve a risk to individuals health and safety rights.

Copyright at Work

In simple terms, if you are a full-time employee, the software you write at work or “in the course of employment” belongs to us, BrainVire. This is simply how UK law works, but in the interests of fairness we also stipulate this in contracts of employment. It doesn’t matter if you write code at home on your own computer – if the software was written for work in any way, it belongs to us.

We also ask contractors to sign agreements before beginning work for us granting us full exclusive rights to any creative works that we ask them to produce. We feel it is easier and fairer to be transparent about these issues rather than face arguments over who owns what.

Trade Secrets

Under UK law, acquisition, use, or disclosure of a trade secret is unlawful where it constitutes a breach of confidence in confidential information. In other words, if you disclose sensitive information about the way we do business to somebody outside BrainVire, you are breaking the law.

At BrainVire we develop software and other products. If you are working on a project, you cannot talk about any sensitive details of that project. This includes sharing source code and discussing implementation details.

Code of Conduct

BrainVire's Code of Conduct policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication; however we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

All employees should respect their colleagues. Employees should conform with our equal opportunity policy.

All employees should treat our company's property including both hardware and software with care. Employees should not misuse company equipment or use it unduly (e.g. printing things from home – don't waste our ink).

Employees should follow their schedules. We can make reasonable exceptions but, generally, we expect employees to be punctual when arriving at work. If you are expecting to be late, you should call your line manager as soon as you can.

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. If such a conflict of interest does occur or you are concerned that it might, you should contact your line manager immediately.

All employees must be open for communication with their colleagues, supervisors or team members. In other words, this means answering email and calls in a reasonable timeframe.

BrainVire may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include demotion, reprimand, or suspension or termination for more serious offenses.

We always take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour. Do not break the law.