



## GAME ENVIRONMENT

# Standard Operating Procedure: Remote and Virtual Work Policy

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# 1. About this procedure

The purpose of the Remote and Virtual Work Policy (RVWP) is to define how personnel are to maintain safe procedures while working outside of Gelos physical office environments. This will ensure that:

- The security and safety of customers' is held to the highest regard.
- All data is handled in accordance with legislative requirements.

## 1.1 Purpose

The purpose of this policy is to ensure that Gelos meets all its legal, statutory and regulatory requirements for protection of personal information and to protect its systems from theft, fraud, malicious or accidental damage, and privacy or confidentiality breaches, as well as to align with Australian standards for information security management while staff are conducting remote work while outside of Gelos' physical offices.

## 1.2 Scope

This policy applies to any and all staff that are working away from Gelos' offices.

# 2. Procedure

Any and all work being done is to be performed only using hardware and software provided by Gelos.

Under no circumstances is any data collected by Gelos regarding our softwares or clients to be used on any non-Gelos supplied equipment. The installation of software or personal use of Gelos hardware is strictly prohibited by all staff.

If any extra software is required or thought to be needed, ITC and management is to be consulted.

## 3. Tools and/or technologies

Gelos company laptop, Gelos security monitoring software suite, client and project details as-individually assigned based on relevance to each staff member.

## 4. Document information and review

### 4.1 Roles and responsibilities

The following table provides a list of the positions or departments that are responsible for this policy and procedure and the scope of their responsibility.

*Table 1 – Responsibilities*

| Role                                    | Responsibility   |
|---|--|
| CEO                                     | Approver for this policy and procedure.                                  |
| Chief Technical Officer, ICT Department | Oversee/Monitor staff adherence and conduct to ensure policy compliance. |

### 4.2 Monitoring

All equipment provided to staff by Gelos has Gelos' own monitoring suite installed; compliance will be monitored via this software arrangement until such a time as equipment is returned to Gelos.

### 4.3 Version control

| No    | Effective | Approved by                             | Updates         |
|-------|-----------|---|-----------------|
| V0.11 | 28/02/24  | Chief Technical Officer, ICT Department | Initial release |

## 4.4 Document authority

This Standard Operating Procedure: Remote and Virtual Work Policy has been authorised by Catherine Dunn the CEO of Gelos Enterprises and is available to all staff. It has been developed in line with all relevant legislation, in consultation with committee representatives and will be revised on a regular basis.

Approval date: 28/02/2024