

## USE OF COMPANY SOFT AND HARDWARE POLICY– HRP012



### General

This policy outlines the basis for the use of hardware, software and other equipment belonging to The Company

#### 1. Provision of hardware, software and other equipment

- 1.1. The Company will provide authorised employees with the necessary computers, hardware, software and other equipment to perform their daily tasks.
- 1.2. This equipment, computers, hardware and software will remain the property of the company at all times.

#### 2. Use of hardware, software and other equipment

- 2.1. It is expected that employees will ensure that no computers, hardware, software or other equipment issued to them will be utilised or accessed by unauthorised persons.
- 2.2. When using or accessing these computers, hardware, software or other equipment, employees agree to:

- 2.2.1. Adhere to The Company policies at all times
- 2.2.2. Make themselves aware of and understand all Company policies, including amendments, updates, and new policies
- 2.2.3. Accept responsibility to use and/or access this equipment, computers, hardware and software.
  - 2.2.3.1. All hardware issued to a user will remain his responsibility and must be returned when employment ends.
  - 2.2.3.2. No hardware will be swapped or changed without prior consent of managers and IT department.
  - 2.2.3.3. No software may be installed unless approved by the IT-department and found on the Company Approved Software List. This will be available in the company central document storage location.
  - 2.2.3.4. No unlicensed software will be installed and freeware and shareware must first be approved by the IT Department after a testing period before it will be added to the Approved Software List..
  - 2.2.3.5. No liability is accepted for unlicensed software installations and consequences there of.
  - 2.2.3.6 No passwords will ever be shared with a 3<sup>rd</sup> party or someone in the company.

#### 3. Confidentiality

- 3.1. All information stored on the directors', Accountant/Risk Manager's and HR Manager's personal computers are classified as highly confidential, and may only be accessed by them.
- 3.2. Any access of, or attempt to access, information on their computers will be seen as serious misconduct and will lead to immediate dismissal.

#### 4. Work in progress

- 4.1. It may happen from time to time that employees need to copy (on diskettes, CDs, USB disks, Drop box, or other network shared locations) work in progress or other material for work use at home.
- 4.2. Due to risks such as viruses, confidential nature of the material, etc. no employee is allowed to remove work in progress or other material (including copies) from the premises of the company without the written consent (including digitally signed e-mails) of one of the directors.

<b>Description:</b>	Use of Company Software and Hardware Policy	<b>Policy Number:</b> HRP012
<b>Department:</b>	Risk Management/Administration	
<b>Responsibility by:</b>	All / Facilities	
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- 4.3. If the company becomes liable to a third party for loss of income, data breach, breach of contract or any other claim caused by employee neglect of this policy, the relevant employee will be held liable for incident and all related issues.

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