



## GILES CHEMICAL A DIVISION OF PREMIER CHEMICAL LLC

### INFORMATION TECHNOLOGY

#### Giles Chemical Information Loaner Laptop and Equipment Policy

2011

Page : 1 of 1

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#### PURPOSE AND SCOPE

The employee is expected to follow all policies and guidelines that have been set forth as a Giles employee and user. As a benefit of employment with Giles Chemical, you may be granted access to use IT or computer related equipment and software occasionally. First, you must request your need from IT. Then you must fill out the Inventory Removal 00.doc. Please see IT or your manager for this document. This document must be signed prior to your removal of equipment from the premises. It must be signed by either IT or your manager. Once signed, you will receive a copy and the loaner equipment. Giles equipment may only be checked out by a Giles employee. It should be used primarily for Giles business. It can however be used for personal use during personal time while checked out. However, business needs will dictate whether or not equipment may be checked out for personal use.

By access to and use of any and all Giles network and systems (this includes but is not limited to hardware, software, e-mail, Internet, data and files, etc.) from in or out of the office, the employee is in full agreement with all of these policies. Giles reserves the right access data and logs or anything else associated with its network/systems (hardware, software and data) at anytime without notice.

#### SUPPORT

Giles IT will support its equipment when loaned out for business use. Current IT requests and in-house business requests will take precedence, and it is up to IT and management's discretion to prioritize out of office support on loaner equipment. In the event that loaner equipment is loaned out for personal use and there is a need for support, these requests will always be prioritized last. If this loaner equipment is used by someone other than a Giles employee, support is not a guarantee and if given it will be prioritized last.

If Giles equipment or software is used with personal equipment and damage occurs, Giles cannot and will not be held responsible for computer related problems on any personal equipment used to access Giles network/systems. Technical support is limited to Giles equipment only, so use of personal equipment is at your own risk. Do not connect to Giles network/systems if you have any viruses or malware. Ideally, you should have your own protection, and it should be updated and actively running. Support policies and documents can be found on the Giles Intranet site at [http://doc/html/it\\_support.html](http://doc/html/it_support.html). You may also obtain a copy from HR or IT.

#### SECURITY

Giles employees will be assigned usernames and passwords; do not give these out to anyone. Additionally, you may be granted security access and permission to confidential and proprietary data. It is the users' responsibly to protect any and all Giles and affiliate information that they have access to while using loaner equipment. Assigned usernames and passwords are the sole responsibility of the assigned user and you will be held accountable. You are not permitted to give your login information to anyone other than your manager or IT. Furthermore, you are not permitted to share any confidential data or files with anyone other than management.

#### RESPONSIBILITY


Giles equipment is your responsibility once you have checked it out. If damaged, stolen or lost while checked out: it is your responsibility to report it to IT and your manager immediately. You may also be asked to contact law enforcement. You may have to repair or replace the loaner equipment that has been checked out by you. Furthermore, if this equipment is used by non-Giles employees or other individuals while checked out by you, you are still solely responsible to Giles for the loaner equipment.

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles network/systems to management or Information Technology immediately or as soon as possible when one of these situations occurs. Giles files and/or data should never be downloaded on to or saved to any equipment that is not the exclusive property of Giles without prior approval from management or IT. Do not install or add

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1 of 3

	GILES CHEMICAL A DIVISION OF PREMIER CHEMICAL LLC		
	INFORMATION TECHNOLOGY		
	Giles Chemical Information Loaner Laptop and Equipment Policy		
	2011	Page : 2 of 1	Revision : June 6 2011 Date :
Author: Beth A. Martin		Title: LT EQUIP Pol-2011	

anything to any loaner equipment likewise do not remove anything that Giles has installed. All installations and configurations are done by IT.

#### E-MAIL AND INTERNET

You may access business and personal e-mail on loaner equipment, but you are expected to follow the Giles Chemical E-mail Policy and Guidelines and Computer and Cell Phone Use Policy when doing so. These are guidelines for the professional and responsible use of Giles e-mail, Internet access and cell phone usage.

When using the Giles laptop for Internet access for personal use, you will have access (away from the office) to sites that Giles has blocked. You may use these sites at your own risk and you will be responsible if damage is to occur on this equipment while it is in your possession. Giles reserves the right access any and all systems, data, logs and its associations at anytime without notice.

#### CONCLUSION

As a representative of Giles you are expected to use Giles network/systems professionally and responsibly. If you are found to have misused Giles network/systems disciplinary action and possible termination could be a result. Please use good judgment, professional, legal and ethical behavior when using Giles network/systems. By use and access of Giles systems and its entities you agree to all policies, procedures and guidelines set forth by Giles IT and management. All policies and support documents can be found on the Giles Intranet at [http://doc/html/it\\_policies.html](http://doc/html/it_policies.html) or from HR or IT.

Occasionally, Giles IT may discard old equipment or software. If requested, this discarded equipment may be taken by an employee. However, you must fill out the Inventory Removal 00.doc. Please see IT or your manager for this document. This document must be signed prior to your removal of equipment from the premises. It must be signed by either IT or your manager. Once signed, you will receive a copy and the discarded equipment. No support will be given on discarded equipment and you are taking the discarded equipment or software to use at your own risk. By taking the discarded equipment you are in full agreement that you will not receive support and you will not hold Giles or its employees responsible for any use or damage that may occur.

The scope of this document is all encompassing with regard to Giles network/systems and all of its associations. Giles reserves the right to amend this document at anytime and for any reason without prior notice.