**IT Policy**

**Purpose**

The purpose of this policy is to define standards for systems that monitor and limit web use from any host within NESPL’s network. These standards are designed to ensure associates use the internet in a safe and responsible manner and ensure that associates web use can be or researched during an incident.

**Scope**

This policy applies to all NESPL associates, with a NESPL owned or personally owned computer or workstation connected to the NESPL network. This policy applies to all end user initiated communication between NESPL’s network and the Internet, including web browsing, instant, messaging, file transfer, file sharing, and other standard and proprietary protocols.

**Policy**

1. **Internet Usage**

The information Technology Department shall block access to Internet websites and protocols that are deemed inappropriate for NESPL’s corporate environment. The following protocols and categories of websites should be blocked:

- Adult/Sexually Explicit Material - Illegal Drugs

- Intimate Apparel and Swimwear - Advertisement & Pop-Ups

- Peer to Peer File Sharing - Social Networking Services

- Personals and Dating - SPAM, Phishing and Fraud

- Spy Ware - Chat and Instant Messaging

- Gambling - Tasteless & Offensive Content

- Hacking - Web Based Email

- Violence, Intolerance and Hate

1. **Internet Use Filtering Exception**

Associates may access blocked sites with the permission if appropriate and necessary for business purpose. If an associate needs to a site that is blocked and appropriately categorised, they must submit a request to their IT representative to present all approved exception requests to the Information Technology in writing or by email. IT team will unblock that site or category for that associate only.

1. **Playing/Downloading Online/ Offline Music**

As per our company policy, playing and downloading music are not allowed.

1. **Installing Software’s**

As per our company policy, installing or type of software without permission of IT Manager are not allowed

1. **External Hardware**

As per our company policy, personal external HDD, DVD writers, USB pen drives, digital cameras are not allowed.