



Acceptable Use Policies

1.3 Acceptable Use and Responsibilities Requirements

1.3.2 Access Control

Do:

- ✓ Be responsible for all activity performed under your user account.
- ✓ Ensure, with your line manager, only the appropriate minimum privileges are granted and are in-line with your role and responsibilities.
- ✓ Ensure your Globomantics credentials are protected at all times.

Don't:

- ✗ Access data, a server or an account for any purpose other than conducting Globomantics business, even if you have authorized access.
- ✗ Reveal your account password or other credentials (including your smartcard) to others or allow use of your account by others under any circumstances. This includes family and other household members when you work from home. IT will never ask you to divulge your password.
- ✗ Provide access to another individual, either deliberately or through failure to secure your access.
- ✗ Write your password and paper, store in a document, or send in an email.

1.3.3 Internet Usage

Do:

- ✓ Be accountable for all Internet activity carried out under your user account.
- ✓ Access the Internet for business purposes during business hours. Limited and appropriate, personal use of your Workstation or other Globomantics-issued devices is acceptable.
- ✓ Access the Internet for personal use only to the extent it does not interfere with your work or violate Globomantics Codes of Conduct or any Globomantics Policies.
- ✓ Do keep your use of the Internet to a reasonable duration, and as appropriate in relation to the tasks you perform.

Don't:

- ✗ Cause any action on the Internet which is illegal and cause harm to Globomantics.
- ✗ Visit any website or download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity including gambling, gaming, or hacking.
- ✗ Make discriminatory comments on social networks.