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translate plus IT policies

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Contents

1. Company-owned equipment

All IT/telecommunications equipment owned by the Company is provided to employees to carry out their duties as the Company sees fit. Such equipment (including but not limited to laptops, mobile phones/smart phones and tablet computers) remains the property of the Company and usage is strictly limited to the conduct of Company business.

If Company equipment is taken off-site it is the employee's responsibility to take all reasonable measures to ensure the safety and security of such equipment.

If Company equipment is lost, stolen or damaged whilst under the care of an employee it is that employee's responsibility to cover the cost of replacement or repair, plus any additional charges/cost incurred, e.g. phone charges.

2. E-mail usage

E-mail is to be used for Company business only. Company confidential information must not be shared outside the Company at any time without prior written authorisation by a Company Director. You are also not to conduct personal business using Company e-mail. translate plus has a policy for the use of e-mail whereby employees must ensure that they:

- comply with current legislation
- use e-mail in an acceptable way
- do not create unnecessary business risk to the Company by their misuse of e-mail.

2.1 Unacceptable behaviour

The following behaviour by an employee is considered unacceptable:

- use of Company e-mail to set up personal businesses or send chain letters or "spam"
- forwarding of Company confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- introducing any form of computer virus or malware into the corporate network
- misuse of Company time and/or resources.

3. Internet usage

The use of the internet by employees of translate plus is permitted and encouraged where such use supports the goals and objectives of the business. translate plus has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable and responsible way
- do not create unnecessary business risk to the Company by their misuse of the internet
- do not have a negative impact upon employee productivity and the reputation of the business.

3.1 Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or illegal material
- using the internet to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material
- downloading software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- introducing any form of malicious software into the corporate network
- misuse of Company time and/or resources, e.g. streaming videos/music for non-business related matters.

4. Telephone usage (including mobile phones)

The use of Company telephones, including mobile phones, is strictly limited to the conduct of Company business, except in the case of emergencies or where prior written authorisation by the employee's manager has been obtained.

The Company performs monthly checks on all phone bills and can query any calls made. Where we feel necessary we can request payment back on non-work related calls.

5. Skype usage

Skype use, on Company time, is authorised to conduct Company business only. Personal contacts must not be added to Skype. All Skype communications must be in the standard company language of English.

Please refrain from updating your Skype "mood status" to anything expressing (or which could be construed as expressing) religious or political beliefs. Please be aware that this is visible to both internal and external users from across the world, so the meaning of words could become misunderstood and cause offence. The use of offensive words is strictly unacceptable.

6. Social media usage

At times it may be necessary to use social media for the conduct of Company business. In these cases, the use of social media is authorised to conduct Company business only.

The separate "Social Media Internal Guidelines" document forms part of these IT Policies and covers other uses of social media.

7. Company-owned information and monitoring

The Company owns any communication sent via e-mail or that is stored on Company equipment. Management and other authorised staff have the right to access any material in your e-mail or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

If you produce, collect and/or process business-related information in the course of your work, this information remains the property of translate plus. This includes business-related information stored on third-party websites, such as Facebook and LinkedIn.

In addition, all of the Company's internet and e-mail-related resources are provided for business purposes. Therefore, the Company maintains the right to:

- monitor the volume of internet and network traffic, together with the internet sites visited
- examine any systems and inspect any data recorded in those systems
- use monitoring software in order to check the use and content of e-mails.

8. Sanctions

Where it is believed that an employee has failed to comply with or has breached these policies, they may face the Company's disciplinary procedure and resulting penalties, ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.