

INFORMATION TECHNOLOGY POLICY

I.T. AND PHONE SYSTEMS

I.T. Policy

- Access to Company IT equipment is restricted to those members of staff having need for such access in the course of their work.
- Access for any individual is restricted to those areas of the IT network which are necessary to carry out their work.
- The Company's IT network is supplied for the purpose of carrying out activities associated with each user's employment. It may not be used inappropriately or for personal activity, either of which action is misconduct and may lead to disciplinary action. Computers supplied by the Company to enable staff to work from home are for business use only and must not be used for private use.
- Company computers must not be used for Facebook or other social interaction site activity. Use of Company computers for this purpose is misconduct and may lead to disciplinary action.
- Company computers must not be used to access or watch any television, download or similar facility – watching of television on
- Company computers will be regarded as Gross Misconduct as we do not have a license for this.

Computer virus protection

- To prevent possible damage to any of the computer systems used within the Company the following rules must be strictly adhered to:
- Never use any Company computer hardware to run any programme not supplied by the Company.
- If a customer or supplier provides information on diskette or CD it must be virus checked by the M.D. or designated person before use.
- Staff using a computer terminal must use their own individual password and keep it secure.
- Never leave a terminal logged on and unlocked whilst unattended
- Never use any diskette blank or otherwise until it has been virus checked.
- Keep diskettes locked away and out of sight when not in use. Save anything you are working on regularly.
- All material must be saved on directories on the Server.
- Ensure any visitor wishing to demonstrate software uses their own PC, under no circumstance should a Company PC be used for demonstration software.
- Because of the grave consequences of virus infection, failure to comply with these procedures will result in the disciplinary procedure being invoked.

Internet use

In order to gain optimum use from our Internet connections without putting Kingsley Plastics at technical or commercial risk, the Company has standards for the use of this facility.

- Browsing or downloading information from the Internet – Only authorised staff may use this facility. It is only to be used for relevant work purposes. Access to social sites e.g. Facebook MUST not be made from office-based company computers, Access to gambling sites during working hours is strictly forbidden.
- Downloading offensive, obscene, non-work related or indecent material is expressly forbidden and considered gross misconduct.
- The normal rules of The Copyright, Designs and Patents Act 1988, forbidding the copying of any copyright protected material, must be observed.
- Because the Internet is uncontrolled, the information obtained from it may be inaccurate or unlawful. Staff are warned that there are risks in using such unregulated information.
- Watching of television channels on company computers is considered gross misconduct
- The use of the Internet on company time and equipment may be monitored.
- The Company will take disciplinary action against any staff misusing the Internet facility.

Internet & social networks outside work

- Staff should be aware that the use of social networking sites in a manner likely to bring the Company into disrepute may be considered a disciplinary offence. Posting comments about the work place, staff, customers or suppliers which may be in anyway considered harassment, discrimination or breach of confidentiality, will be dealt with in the same way as if they had been made inside the workplace.
- Posting images either wearing a Kingsley Plastics uniform or with a Kingsley vehicle or building visible, may give the impression that views expressed by the individual are that of Kingsley Plastics. Employees have a responsibility to ensure that any views posted on the Internet or social media cannot be mistaken for representing Kingsley Plastics.

E-Mail system use

E-mail offers the speed and informality of using the telephone but also has the permanence and legal status of written communications. It therefore must meet the same standards as other published documents in avoiding inaccurate or defamatory statements.

A guide could be – don't transmit anything you wouldn't shout across a mixed, crowded room.

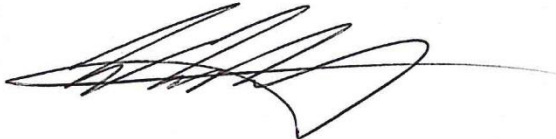
- Internal and Internet e-mail is available to all registered users of terminals.
- It should only be used for relevant business purposes.
- Offensive, unlawful or obscene material will be deemed gross misconduct.
- Personal comments and or details about other members of staff must not be sent via email Note these may breach harassment rules and as such could lead to disciplinary action.

- As with fax transmissions, any e-mail, which is misdirected to the wrong recipient, must be either re-directed to the correct person or referred to the sender.
- No use or disclosure may be made of any confidential material it contains.
- E-mails may be intercepted for monitoring purposes or where it is beneficial to the business. All staff emails may be monitored or inspected at any time.
- The Company will take disciplinary action against any staff misusing the e-mail facility.

Phone system

The Company phone system should not be used for private calls unless these have been expressly authorised by your line manager. Making other than very occasional private calls on company phones will be a disciplinary offence if you do not have previous permission. Mobile phones must not be used in the factory; they may only be used in the office and tearoom areas.

Signed:



Mark Manley, Managing Director

Date: March 2019