

IT POLICY

INTERNET USAGE POLICY

Internet Usage Policy

All Instalcom are responsible for their use of the internet accessed through company systems. Instalcom staff should neither copy, transmit nor download third party owned material without permission as this may infringe copyright.

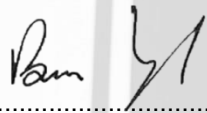
Instalcom staff must not use the internet to gain unauthorized access to computer systems. Instalcom staff must not make excessive use of the Instalcom internet connection for personal reasons during or outside working hours. Use of the internet may be monitored and you will be asked to justify excessive use of the facility.

Instalcom staff must not attempt to access or retrieve offensive, pornographic, racist, violent, discriminatory or unlawful material or access any site that breaches the principles of the OCU Code of Conduct, local laws or could damage the reputation of OCU or Instalcom.

Instalcom staff that access these sites may be subject to disciplinary action up to and including dismissal.

Use of Public File-Sharing Systems

There are a variety of publicly available and often free facilities to transfer large files without using email and to store data "in the cloud". The use of such facilities should not be used for the transmission or storage of Instalcom data and/or client data. Only OCU approved file sharing systems should be used.



Signed.....Date: 03/01/22
Brian Lynch – Head of IT



Signed.....Date: 03/01/22
Vince Bowler - Managing Director

