

IT USAGE POLICY



**MARSHALL
CONSTRUCTION**

MAY 2023

This IT Usage Policy covers the security and use of all company information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all employees.

This policy applies to all information, in whatever form, relating to the company's business activities and to all information handled by the company relating to other organisations with whom it deals. It also covers all IT and information communication facilities operated by the company or on its behalf.

Computer Access Control – Individual's Responsibility

Access to our IT systems is controlled by the use of User IDs and Passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the IT systems.

Employees must not:

- Allow anyone else to use their user ID and password on any company IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to company IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Connect any non- authorised device to the company network or IT systems.
- Store company data on any non-authorised equipment.
- Give or transfer company data or software to any person or organisation outside the company without the authority of a Director.

Internet and Email Conditions of Use

Use of the internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Marshall Construction in any way, is not in breach of any term and condition of employment and does not place the individual or Marshall Construction in breach of statutory or other legal obligations. Employees must not download films, or entertainment programmes, or view pornography.

All individuals are accountable for their actions on the Internet and email systems.



B McDermott
Managing Director
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