

COMPANY POLICY FOR INTERNATIONAL STANDARDS	<b>COMPANY POLICY</b>
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PENNINE INSTRUMENT SERVICES LIMITED	<b>Issue No.</b> 4.2
TITLE OF SECTION	<b>Issue Date</b> 19/04/10
QUALITY MANUAL	<b>Issued By</b> GEB

3.2 **INFORMATION TECHNOLOGY POLICY**

3.2.1 This policy refers to all IT equipment and all users. All users must be given a unique account name and secure confidential password before accessing the Company network.

3.2.1 Internet users must ensure that they comply with current legislation (see Business Link website for further information), use the internet and email facility in an acceptable way ensuring that they do not create unnecessary business risk to the Company by any misuse.

3.2.2 The email/facilities may be used for occasional private purposes provided that such use is reasonable does not interfere with the IT infrastructure or the individual's work ability, violate any Company policy or dominate the connection bandwidth.

3.2.3 Unacceptable use is classified as:

- Visiting internet sites that contain obscene, hateful, pornographic or other illegal material.
- Using the computer to perpetrate any form of fraud or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
- Hacking into unauthorised areas.
- Reading or copying private emails.
- Creating or transmitting defamatory material.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of computer virus into the corporate network.

3.2.4 If you suspect a virus, stop work immediately, note the symptoms, stop all associated IT use, report the incident immediately to the administrator, do not switch off the PC and remove the network cable from the PC.

3.2.5 The Company maintains the right to monitor the volume of the internet traffic, together with the internet sites visited. Specific content will not be monitored unless there is a suspicion of improper use.

3.2.6 The IT Policy will be reviewed for compliance and content at each management review.



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G E Bell, Managing Director