

Acceptable Usage Policy

This Acceptable Usage Policy covers the security and use of all Fit for Work LLC information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all Fit for Work LLC employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Fit for Work LLC business activities worldwide, and to all information handled by Fit for Work LLC relating to other organizations with whom it deals. It also covers all IT and information communications operated by Fit for Work LLC or on its behalf.

Computer Access Control – Individual's Responsibility

Access to the Fit for Work LLC IT systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Fit for Work LLC IT systems.

Individuals must not:

- Allow anyone else to use their user ID/token and password on any Fit for Work LLC IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Fit for Work LLC IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to Fit for Work LLC IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-Fit for Work LLC authorized device to the Fit for Work LLC network or IT systems.
- Store Fit for Work LLC data on any non-authorized Fit for Work LLC equipment.
- Give or transfer Fit for Work LLC data or software to any person or organization outside Fit for Work LLC without the authority of Fit for Work LLC.

Internet and email Conditions of Use

Use of Fit for Work LLC internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, not in breach of any term and condition of employment and does not place the individual or Fit for Work LLC in breach of statutory or other legal obligations.

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

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Fit for Work LLC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.

- Place any information on the Internet that relates to Fit for Work LLC, alter any information about it, or express any opinion about Fit for Work LLC, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Fit for Work LLC mail to personal non-Fit for Work LLC email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Fit for Work LLC unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Fit for Work LLC devices to the internet using non-standard connections.

Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, Fit for Work LLC enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-Site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be in line with Fit for Work LLC remote working policy.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Fit for Work LLC authorized mobile storage devices may be used, when transferring sensitive or confidential data.

Software

Employees must use only software that is authorized by Fit for Work LLC on Fit for Work LLC computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on Fit for Work LLC computers must be approved and installed by or with the permission of Fit for Work LLC IT department.

Viruses

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Fit for Work LLC anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of Fit for Work LLC voice equipment is intended for business use. Individuals must not use Fit for Work LLC voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communication.

Individuals must not:

- Use Fit for Work LLC voice systems for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Contract

All Fit for Work LLC equipment and data, for example laptops and mobile devices including telephones, smartphones, tablets, USB memory devices and CDs/DVDs, must be returned to Fit for Work LLC at termination of contract.

All Fit for Work LLC data or intellectual property developed or gained during the period of employment remains the property of Fit for Work LLC and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on Fit for Work LLC computers is the property of Fit for Work LLC and there is no official provision for individual data privacy, however wherever possible Fit for Work LLC will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Fit for Work LLC has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, and all governmental regulations regarding the matter.

It is your responsibility to report suspected breaches of security policy without delay to management, and the IT department.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Fit for Work LLC disciplinary procedures.