Information, Communication & Technology Policy

Purpose

The purpose of this Policy sets out HKRP's expectations for using information communication and technology resources.

Application

This Policy applies to individuals with access to electronic mail ("Email"), computers/ laptops/ tablets and/or mobile phones, modems, internet and any other Information Communication and Technology ("ICT") devices at HKRP. Failure to comply with the Information, Communication and Technology Policy may result in disciplinary action.

All network, email, internet accounts and devices (see glossary at end of document for definitions) maintained on HKRP's computing systems are the sole property of HKRP. Information Communication Technology systems and devices provide many benefits to HKRP and its users in completing work related tasks.

Unacceptable use of information technology includes:

- Distribution of jokes, gossip, and rumours, including junk or chain mail and pornography;

- Reading or sending emails from someone else's email account for any reason;

- Sending emails which would be likely to bully, harass, insult or discriminate;

- To further personal business activities;

- Illegal activity;

- Distribution of confidential information or trade secrets without appropriate authorisation;

- The creation, storage, or exchange of information in violation of copyright laws;

- Altering or copying a message or attachment belonging to another user without the permission of the originator;

- Viewing of pornographic material;

- Material which is defamatory, vilifying or harassing must not be posted, accessed, transmitted, or requested via the internet;

- Downloading software without permission;

- Internet enabled activities such as gambling and online games;

- Downloading or distributing pirated software; and

- Malicious or deliberate damage to information communication technology devices or accessories.

Items that will be deemed at the employee's expense includes:

- Private/personal telephone usage;

- Phone applications which are not endorsed by HKRP;

- Personal photographs, music, and videos;

- Personal memberships (e.g., iTunes accounts); and

- Accessories not endorsed by HKRP.

Email system guidelines:

- Ensure that messages are addressed to the appropriate recipient;

- Do not subscribe to distribution lists unless they are directly related to your job;

- Construct messages professionally with courteous language ensuring appropriate spelling and grammar, attachments, and subject headings; and

- Users should regularly clean out email mailboxes.

Social Media guidelines:

- Employees cannot write any comments on social media or use on behalf of HKRP unless permission is granted; and

- Employees cannot comment on HKRP unless permission is granted, and it is a personal view.

Bring Your Own Device (BYOD)

- As part of your employment, you may request the use of your personal computer/device to access work related ICT resources such as emails, SharePoint sites and resources, etc.

- Such a use of private devices to access HKRP resources need to be authorised by your manager prior to be carried out.

- All use of private devices for carrying out work fall under this policy and the unacceptable use of information technology policy defined in this document will apply to those devices while they are used for wor purposes.

Responsibilities

You are expected to abide by the security restrictions on all systems and information to which you have access. You should avoid any communication where the meaning of the message, or its transmission or distribution, would be illegal, unethical, or irresponsible.

HKRP reserves the right to monitor information communication technology usage and may take appropriate action if it considers that inappropriate and/or illegal use may be occurring.

HKRP will regularly monitor email, internet, mobile phone, and data activity; this will be undertaken under the direction of the Managing Director. No user should have any expectation of privacy as to his or her email, internet, or mobile phone usage. HKRP has the right to grant or remove access to information communications technology resources at its discretion.

HKRP will allow reasonable personal use of HKRP's information communications technology systems and users are encouraged to use good judgement and integrity when they do so. Reasonable personal use is accepted provided that:

- It does not diminish the ability or performance of the device;

- HKRP does not incur additional costs and charges; and

- It does not violate other company policies.

If employees are unsure if usage is reasonable, they should speak to their manager.

Suspected breach of the Policy

All users who discover a violation of this Policy shall notify their manager, or the Managing Director immediately.

Hitesh Patel, Director

Glossary

Computers: are defined as workstation devices used for processing and storing data and may also provide access to the intranet and internet.

Laptops / tablets: are portable computers provided to employees for work related usage to enable them to work away from the office.

Email: is defined as a method of exchanging digital messages.

Internet: is defined as any set of computer networks that can communicate using Internet Protocol, this includes Wi-Fi connections.

Mobile phones: include any mobile telephone devices (including smartphones) that are provided by HKRP to employees for work related usage.

Modem: is defined as a device used to remote connect to the internet via a laptop or tablet.

Data Usage: When connected to the internet, email or program applications via any of the above ICT devices, then this is classed as "data" usage.