



Industrial Investment Trust Limited

INTERNET USE POLICY

February 10, 2018

Overview:

This policy defines the guidelines for internet use to be followed by all Industrial Investment Trust Limited employees.

Purpose:

This policy is intended to help to make best use of internet resources at Industrial Investment Trust Limited.

Scope:

This policy applies to all personnel who have internet access on any system that resides at IITL premises.

Policy:**User Responsibilities****User should understand the following,**

- The organization provides internet access to staff to assist them in carrying out their duties for IITL.
- It is desirable that it will be used to look up details about suppliers, products, to access government information and other statutory information means only for business purpose of the organization.
- It should not be used for personal use.
- Staff may only access the internet after you have been authorized to do so by your department head.

When using the organization's internet access facilities employees should comply with the following guidelines,

❖ DO's

- Keep use of the internet to a minimum.
- Check that any information you access on the internet is accurate, complete and current.
- Check the validity of the information found.
- Respect the legal protections to data and software provided by copyright and licenses.
- Inform the IT Dept. immediately of any unusual occurrence.

❖ **DONT's**

- Download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Download content from Internet sites unless it is work related.
- Download software from the internet and install it upon the computer equipment.
- Use the computers to make unauthorized entry into any other computer or network.
- Disrupt or interfere with other computers or network users, services, or equipment.
- Represent yourself as another person.
- Use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.

Please note the following

- All activities on the internet are monitored and logged.
- All material viewed is scanned for viruses.
- All the content viewed is scanned for offensive material.
- Internet access and downloading/uploading rights are controlled through Network Firewall.

If you are in any doubt about an issue affecting Internet Access, you should consult the IT Dept. Any breach of the Internet Use Policy may lead to disciplinary action.