

Adapt Consulting Company Limited

ACCEPTABLE COMPUTER USE POLICY

OVERVIEW

This policy describes how you should use your computer, the things that you are allowed to do and the things that you are not allowed to do. It includes use of the

INTERNET AND EMAIL.

This policy also applies to all contractors, consultants and non-employed third parties who are granted access to this technology.

CONTRACTUAL POLICY TERMS

The Company reserves the right in its sole discretion to monitor internet usage and read the content of any emails sent and/or received.

The sections below are not legally binding. They do not form part of the Contract of Employment and may be changed, replaced or removed at any time at the discretion of the Company.

OPERATION AND USE OF SYSTEMS AND EQUIPMENT

You have a responsibility to use and operate all systems, software and computer equipment in accordance with the Company's procedures and policies.

It will be your responsibility to look after any equipment that is provided to you including, for example, your desktop PC, a laptop, mobile phone, Blackberry, PDA, etc. This includes equipment that you have purchased under a "bring your own" scheme. If you have shared use of AdaptConsultingCompany equipment then you will have joint responsibility for such equipment.

You should:-

1. Make proper use of the equipment.
2. Make proper use of any security features of the equipment, e.g. always use a PIN to lock your company mobile phone.
3. Be alert to unauthorised access to the equipment and any data stored thereon.
4. Keep the equipment and any data stored thereon safe and secure.

In the event that any equipment is stolen or damaged or if you believe that someone has had unauthorised access to data or equipment then you must report this immediately to a director.

EMAIL USAGE POLICY

EMAIL USAGE OVERVIEW

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Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, it is not and the same principles apply.

The following rules are required by law and are to be strictly adhered to. It is prohibited to:

1. Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your manager.
2. Forge or attempt to forge email messages.
3. Disguise or attempt to disguise your identity when sending mail.
4. Send email messages using another person's email account.
5. Copy a message or attachment belonging to another user without permission of the originator.

EMAIL BEST PRACTICE

AdaptConsultingCompany considers email as an important means of communication and recognises the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Users should take the same care in drafting an email as they would for any other communication.

Therefore AdaptConsultingCompany wishes users to adhere to the following guidelines:

1. Write well-structured emails and use short, descriptive subjects.
2. AdaptConsultingCompany's email style is informal. This means that sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards'. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
3. Signatures must include your name, job title and company name. A disclaimer will automatically be added to external emails
4. Users should spell check all mails prior to transmission
5. Do not send unnecessary attachments. You should store documents in one of our collaboration tools and send internal users a link rather than attaching the actual document.
6. Do not write emails in capitals.
7. Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
8. Do not ask for a delivery or read receipt unless you really need it
9. If you forward mails, state clearly what action you expect the recipient to take.

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10. Do not send an email if you would be uncomfortable writing the same words in a letter or if you would not be willing to say those words to the recipients.
11. Only mark emails as important if they really are important.
12. If you wouldn't say it in public or send it by post – Don't email it

Replying To Emails:

Emails should be answered within at least 8 working hours, but users must endeavour to answer priority emails within 4 hours. Priority emails are emails from existing customers and business partners

Maintenance:

Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

LEGALITY

An e-mail can constitute a contract so you must ensure that the language used in a message does not indicate a commitment that you cannot keep or are not authorised to make.

You should ensure that the transmission of "personal data", for example, databases, spreadsheets, outside of AdaptConsultingCompany does not infringe the principles of Data Protection legislation. For example a spreadsheet containing information such as a person's name, age or address is covered by Data Protection laws.

Any information, software or graphics from any published format (books, magazines, brochures and the Internet) are likely to be protected by copyright law, regardless of whether a copyright notice appears on the work.

PERSONAL USE

Non business-related use of the email system is permitted but messages should be kept short. Personal emails must still conform to AdaptConsultingCompany's acceptable usage policy.

CONFIDENTIAL INFORMATION

External Email should not be considered as entirely secure. Do not send confidential information via email. If you are in doubt as to whether to send certain information via email, check this with your manager first.

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ENCRYPTION

Users may not encrypt any emails without obtaining written permission from their manager. If approved, the encryption key(s) must be made known to AdaptConsultingCompany.

All e-mails are the property of AdaptConsultingCompany. Employees are advised that all external and internal emails sent and received are stored in AdaptConsultingCompany's systems and may also be monitored on a regular basis. All email traffic is monitored automatically with a view to identifying inappropriate and excessive personal use contrary to this policy as well as trying to protect the Company's IT resources. Emails may also be monitored if you are absent from work due to sickness or while you are on holiday to check whether communications received by email are relevant to the business and to enable appropriate action to be taken.

INTERNET USAGE POLICY

OVERVIEW

AdaptConsultingCompany provides access to the information resources of the Internet to help you do your job and be well-informed. This Internet Usage Policy is designed to help you understand our expectations for the use of the Internet. While we've set forth explicit requirements for Internet usage below, we'd like to start by describing our Internet usage philosophy. First and foremost, for AdaptConsultingCompany the Internet is a business tool, provided to you at significant cost. That means we expect you to use your Internet access primarily for business related purposes, i.e., to communicate with customers and suppliers, to research relevant topics and obtain useful business information (except as outlined below). We insist that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing Company policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Company resources, sexual harassment, information and data security, and confidentiality.

Detailed Internet Usage Policy Provisions

The Internet is provided to staff and is intended as a business tool.

Staff are permitted to use Internet for occasional non-business use during business hours provided it is not detrimental to customer service or the performance of their job responsibilities or those of their colleagues.

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AdaptConsultingCompany will monitor Internet usage and if there is abnormal or unacceptable usage further examination at individual level will be carried out. It is not permitted knowingly to access web sites with sexual or pornographic material, or those which promote or encourage racism or intolerance or any other objectionable material.

It is not permitted to use so called "Anonymizer Websites" which are used to mask browsing activities and to circumvent the use of monitoring software referred to above. Use of anonymizer sites will therefore be assumed to be a means of accessing unacceptable websites, such as those described above, and will be treated as such. When using news groups, social networking sites, blogging and other public arenas, employees should identify themselves honestly and not disclose any confidential information relating to AdaptConsultingCompany. Employees agree that AdaptConsultingCompany retains the copyright in any material published by them in any such sites.

This policy is designed to protect the organisation and our staff from new and emerging risks in accordance with best practice and will be updated regularly. It must be emphasised that any breaches of this policy will be treated seriously and will be subject to the normal stages of our disciplinary procedure up to and including dismissal and under certain circumstances may be liable to summary dismissal.

INSTANT MESSAGING (IM)

Instant Messaging can be a powerful tool to communicate with colleagues, clients, etc. The same rules and guidelines apply to the use of IM as they do for email and internet usage.

PASSWORDS AND ACCESS CONTROLS

Employees will find that there are passwords controlling access to various systems. Wherever possible you should use a complex password that meets the following standard:

Must contain a minimum of 7 characters

Must include at least three of the following four types of characters:

Lower case

Upper case

Numbers

Special characters, e.g. *, &, %, etc.

You must not write your username or password down

You should not divulge your password to anybody including IT staff. They do not need to know your password in order to support you.

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You should never use another user's password to access AdaptConsultingCompany's systems.

These rules conform to best industry practice and are reviewed by our auditors and our customers. It is important that you follow these standards. It is especially important that you keep your password confidential. Failure to do so will result in disciplinary action.

You are entitled to access only those AdaptConsultingCompany systems, software and information technology that are necessary for you to carry out your job. You must notify a director if you suspect that you have been granted access to material which you are not entitled to view or which you do not need to do your job.

If you suspect that another person has had unauthorised access to any equipment or data or if a third party is attempting to gain access remotely to equipment or data, then you must inform a director immediately.

Should an employee require any advice on a computer security matter they should contact a director. Should an employee require advice on any other security matter they should contact their Line Manager.

Employees must log off or lock their PC when leaving AdaptConsultingCompany premises or when they are away from their desk. Leaving your PC unlocked presents the opportunity for a security breach. Someone could access information that they are not entitled to or could undertake an action that they are not allowed to. So, it is very important that you follow this rule.

COPYRIGHT AND SOFTWARE LICENSING

The following outlines AdaptConsultingCompany's position in respect of software use and licensing.

The user must have the legal right to use any and all software used on computers owned by AdaptConsultingCompany. Not having legal software is theft.

AdaptConsultingCompany will ensure that all software provided to users is properly licensed and will supply a list of authorised software on request.

The primary responsibility for ensuring that software can be legally used rests with the user if it is software that has not been provided by the Company.

All software licenses should be given for logging and control. Losing the license may force the Company to buy the software again and the original software may be removed until this is done.