

As the Director of B&SL I am required to inform you of our policy with regard to our Company IT equipment, use of the internet, email, and social media.

Please find below our Company position. I would be pleased if you could read and sign below to acknowledge that you have read and understood this policy:

#### **Your password**

On arrival you will be given a temporary password. Once in the system you will create a unique password which you must not share with anyone else. Your password must be a minimum of 8 characters. Avoid using pet names, and common keyboard patterns or passwords used elsewhere. We promote the use of multiple random words.

#### **The Internet and email**

If you are permitted access to our computers, including email and internet facilities, you must not abuse this by using these facilities for purposes unrelated to your role.

Internet use may be monitored and accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

If you have a B&SL email address, this is provided for responsible use in respect of our business and should not be used in any other way whatsoever.

#### **Company IT Equipment**

Only software packages properly authorised and installed by B&SL may be used on our equipment. You must not therefore, load any unauthorised software onto Company computers.

#### **Social Media**

Unless you are permitted to do so as part of your job role, you are not allowed to access social media from the Company computers or devices at any time including any equipment distributed by us for work purposes.

We understand employees may wish to use their own computers or devices to access social media while they are at work. However, employees must limit their use of social media on their own equipment to their official rest breaks.

	<b>Name</b>	<b>Role</b>	<b>Date</b>	<b>Signature</b>
<b>Approved By:</b>	<b>Martyn Beardsell</b>	<b>Director</b>		

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#### **Declaration**

I wish to confirm that I have read and understood this Policy.

Name:

Signed: