

COMPUTER/NETWORK SECURITY

Any access to the Internet must be authorised by Senior Management and use of the Internet is restricted to work use. Private use is forbidden. The internet should not be used for personal emails, Facebook, Twitter, shopping or any other Social Networking web sites. It is forbidden to use personal social media sites from Rotunda's computer system. Authorised staff can use Rotunda's social media sites to upload relevant information regarding the organisations activities – any breach of this may lead to disciplinary action.

No information, comments, advice or suggestions should be put on Facebook, Twitter, Forums or any other social networking websites regarding Management, staff, or any of our customers or clients.

In order to maintain the integrity of our computer system and records, the following rules must be observed.

Passwords for access to the system are confidential and must not be revealed to other persons. Passwords will be required to be updated on a monthly basis in order to maintain relevant security levels. It is essential that passwords are not shared with other staff and people external to the organisation to maintain relevant security levels.

Playing games on the system, or individual computers is forbidden.

All software or disks must be authorised by the Chief Executive Officer, before they are loaded onto or even placed in any computer.

Upon the discovery of computer virus and/or corrupted information, the CEO must be advised immediately who will inform our computer and IT consultant. Our IT system is protected with anti-virus and firewall software which is installed and maintained by the organisations IT consultant. Checks on this are undertaken on a weekly basis with any breach being immediately highlighted.

Access to Internet must be authorised by the CEO and use of the Internet is restricted to work use. The Rotunda allows employees to access the Internet during their breaks or lunch periods, but on no account should an employee download programs from the Internet.

You must obtain permission from your Manager prior to putting any material on the Internet. This is because someone else may own the copyright to the material. This could result in unauthorised downloading leading to a claim against the Rotunda. The Rotunda owns the copyright on all material created by you for use on the Internet as part of your normal duties.

Employees must be careful that they do not make unauthorised use of the trademarks of others on the Internet and should watch out for the unauthorised use of the Rotunda's trademarks by others. Employees should report any suspected unauthorised use to their Manager.



The Rotunda reserves the right to monitor an employee's use of the Internet and the websites they visit. An employee is deemed to consent to this, unless they notify the Rotunda to the contrary in writing.

In instances where the monitoring identifies the Internet Policy has been contravened, disciplinary action will be taken.

The sending of E-mails is restricted to business use only.

The use of the Company's computer is not to be used for personal use.

The creation, generation, and distribution of materials that are offensive on race, sex, disability, age or religious grounds are forbidden.

It is forbidden to use the computer system to generate and/or distribute material, which is offensive to or ridicules other employees.

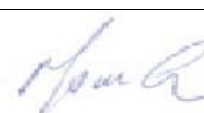
The storage of any kind of offensive material (including pornography) on the computer system is expressly forbidden.

In respect of these rules, material will be considered offensive if it causes distress to the person who receives or discovers it.

Accidental sending of such material should be impossible if the above rules are observed and applied.

We consider any serious breach of these rules to be Gross Misconduct for which the normal punishment will be summary dismissal.

Rotunda Policy Review Record

| Reviewed by: | Approval date: | Review frequency: | Review date: | Signed: |
|---------------------|-------------------------------|--------------------------|-------------------------------|---|
| Maxine Ennis | 18 th January 2024 | Annual | 18 th January 2025 |  |