LGS Staffing
Acceptable Computer Use Policy

This Acceptable Usage Policy covers the use of all LGS Staffing's information and IT equipment. It also includes the use of email, internet, voice and mobile IT systems. This policy applies to all LGS Staffing employees, contractors and agents (hereafter referred to as 'individuals'). This policy applies to all information, in whatever form, found on LGS Staffing's business systems worldwide, and to all information handled by LGS Staffing relating to other organizations with whom it deals. It also covers all IT and information communications facilities operated by LGS Staffing or on its behalf.

Computer Access Control – Individual's Responsibility

Access to the LGS Staffing computer and data systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions performed under their User ID.

Individuals must not:

• Allow anyone else to use their user ID/token and password on any LGS Staffing IT system.

• Leave their user accounts logged in at an unattended and unlocked computer.

• Use someone else's user ID and password to access the systems.

• Leave their password unprotected (for example writing it down).

• Perform any unauthorized changes to LGS Staffing's IT systems or information.

• Attempt to access data that they are not authorized to use or access.

• Exceed the limits of their authorization or specific business need to interrogate the system or data.

• Connect any non-LGS Staffing authorized device to the LGS Staffing network or IT systems.

• Store LGS Staffing data on any non-authorized LGS Staffing equipment.

• Give or transfer LGS Staffing data or software to any person or organization outside LGS Staffing without the authority of LGS Staffing. Managers must ensure that individuals on their teams are given clear direction on the extent and limits of their authority with regard to IT systems and data.

Internet and email Conditions of Use

Use of LGS Staffing internet and email is intended for business use. Occasional personal use is permitted where such use does not affect the individual's business performance, is not detrimental to LGS Staffing in any way, not in breach of any term and condition of employment and does not place individuals or LGS Staffing in legal obligations or in breach of regulations, laws, or statutes. All individuals are accountable for their actions on all LGS systems.

Individuals must not:

• Use the internet or email for the purposes of harassment or abuse.

• Engage in non-business use of chat, text, or photo sharing services, including but not limited to discord, facebook, Instagram, reddit, tiktok, twitter, etc.

• Use profanity, obscenities, or derogatory remarks in communications.

• Access, download, send or receive any data (including images), which either LGS Staffing or the current societal standards consider offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.

• Use company time or systems to make personal gains or conduct a personal business.

• Use the LGS systems to gamble.

• Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.

• Place any information on the Internet that relates to LGS Staffing, alter any information about it, or express any opinion about LGS Staffing, unless they are specifically authorized to do this. This includes but is not limited to social media.

• Send unprotected sensitive or confidential information externally.

• Release trade secrets or confidential and/or proprietary information.

• Forward LGS Staffing mail or information to personal (non-LGS Staffing) email accounts (for example a personal gmail account).

• Make official commitments through the internet or email on behalf of LGS Staffing unless authorized to do so.

• Download copyrighted material such as music media (.MP3 files), film and video files (not an exhaustive list) without appropriate approval.

• In any way infringe any copyright, database rights, trademarks, or other intellectual property.

• Download any software from the internet without prior approval of the IT Department.

• Connect LGS Staffing devices to the internet using non-standard connections.

• Store personal files such as music, video, photographs or games on LGS Staffing IT equipment.

Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, LGS Staffing enforces a clear desk and screen policy as follows:

• Employees' personal or confidential business information must be protected using security features provided.

• Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.

• Care must be taken to not leave confidential material on printers or photocopiers.

• All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site or away from an LGS office

It is accepted that laptops and mobile devices will be taken off-site for business purposes. The following controls must be applied:

• Working away from the office must be in line with LGS Staffing remote working policy.

• Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car. Individuals should protect LGS Staffing's equipment as if it were their own.

• Laptops must be carried as hand luggage when travelling and may never be in checked baggage.

• Information should be protected against loss or compromise when working remotely (for example at home or in public places).

• Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and external/removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only LGS Staffing authorized mobile storage devices with encryption enabled may be used when transferring sensitive or confidential data. Employees may use only software that is authorized by LGS Staffing on LGS Staffing's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on LGS Staffing computers must be approved and installed by the LGS Staffing IT department.

Antivirus and anti-malware software

The IT department has implemented centralized, automated virus detection and virus software updates within the LGS Staffing. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

• Remove or disable anti-virus software.

• Attempt to remove virus-infected files or clean up an infection, other than by the use of approved LGS Staffing anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of LGS Staffing voice equipment is intended for business use. Individuals must not use LGS Staffing's voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

Individuals must not:

• Use LGS Staffing's voice for conducting private business.

• Make hoax or threatening calls to internal or external destinations.

• Accept reverse charge calls from domestic or International operators, unless it is for business use.

Monitoring and Filtering

All data that is created and stored on LGS Staffing systems is the property of LGS Staffing and there is no provision for individual data privacy. Wherever possible LGS Staffing will avoid opening personal files and emails which have no bearing on corporate activities, however no expectation of privacy is implied nor may be inferred when using LGS Staffing's systems.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. LGS Staffing has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any monitoring will be carried out in accordance with audited, controlled internal processes.

It is your responsibility to report suspected breaches of security policy to your direct management, the IT department, the HR department, or the owners of the company without delay. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with LGS Staffing disciplinary procedures.

Actions upon Termination of Employment

All LGS Staffing equipment and data, for example mobile devices including but not limited to laptops, telephones, smartphones, USB memory devices and CDs/DVDs, and computer accessories must be returned to LGS Staffing immediately upon termination of employment. All LGS Staffing data or intellectual property developed or gained during the period of employment remains the property of LGS Staffing and must not be retained beyond termination or reused for any other purpose.

Recovery

LGS may use any available data, system, or electronic surveillance methods in an attempt to secure and recover property owned by the corporation as needed.

Severability

If any provision of this policy is held illegal or unenforceable, such provision shall be severed and shall be inoperative, and the remainder of this policy shall remain operative and binding on all parties. LGS Staffing reserves the right to updated this policy at any time, without notice. The policy will remain posted on the LGS Staffing website. When this policy conflicts with any other written policy produced by management of LGS Staffing, the most restrictive policy shall be observed as current and enforced.