



## **INFORMATION TECHNOLOGY**

It is the policy of BEKK Group to actively promote a work environment that encourages the efficient, legitimate use of information technology for the benefit of employees in the execution of their duties and responsibilities to improve BEKK Group performance in all aspects of its business.

The use of all IT facilities by employees incorporates all computing equipment with the use of internet access, email, hardware, dial-in and remote access, data storage, computer accounts, software, and telephone service including voice mail.

All computer hardware, software and systems remain the property and are provided for the benefit of the company for legitimate business purposes. Users of our IT facilities must be aware of the following conditions of which this access is provided.

It is our policy that employees using the computer systems must be aware of and adhere to the following company regulations;

- ▶ The IT facilities are provided for employment and related purposes. They should not be used for excessive personal communication, or unlawful or unapproved activities
- ▶ BEKK is committed to correct software licensing. No software is to be installed on the computer network or individual company computers without the knowledge and approval of the Management
- ▶ Objectionable or offensive material is not to be accessed by, placed on or transferred using company computer systems
- ▶ Employees must use the IT facilities in an ethical way and comply with relevant local regulations
- ▶ BEKK does not generally monitor email and files stored on company computers. However, it reserves the right should it determine that there is reason to do so. Such reason would include, suspected or reported breaches of this policy or breaches of the relevant governing laws
- ▶ Each employee is expected to adhere and implement this policy.

**GARY BENNETT  
GROUP CHAIRMAN**