

INFORMATION & COMMUNICATION TECHNOLOGY POLICY

It is the policy of Pipemech to provide its staff and contractors with secure and timely access to Information & Communication Technology (ICT) services, equipment and resources necessary for effectively undertaking their duties. To achieve this, the company is reliant on information gathered, stored, processed and delivered by computers and associated communication facilities.

Company ICT facilities and services means any computer or communications device or infrastructure, program or software; service that provides access to the internet or information in electronic format; and computer network, website or web service that is owned, managed, hosted or provided by the Company (or a third-party provider on the Company's behalf)

Aim and Objectives:

To manage the provision and modification of access to online services and maintain a secure, effective and reliable ICT infrastructure to support company operations; while providing a clear statement to all users of Company ICT facilities and services, of their responsibilities, including what constitutes acceptable and unacceptable use.

Any devices, laptops or PC's (including personal devices) that are used to access the Pipemech ICT Infrastructure must have had been previously installed with the 'Air Watch' technology, this is to ensure that system security is maintained.

User Responsibilities:

- + Company ICT facilities and services are provided to enable Company personnel to effectively undertake the tasks and duties relating to their position and delegated responsibilities;
- + All users are responsible for activities initiated from their account and must only access company ICT facilities and services using their own account, ensuring their passwords are securely stored;
- + Company ICT facilities and services must not be used unlawfully or for an unlawful purpose, or used for any illegal activities or breach of the SPAM Act 2003;
- + Users of Company ICT facilities and services provided by third-party providers on the Company's behalf must comply with any terms or conditions issued by that third-party;
- + Users of Company ICT facilities and services, must not jeopardise the fair, safe and productive IT environment, nor the Company's operations, assets and reputation;
- + Users of Company ICT facilities and services must not create, send, store, upload, access, use, solicit, publish or link to:
 - Offensive, obscene, profane or indecent images or material;
 - Discriminating or sexually harassing material or messages that create an intimidating or hostile work environment;
 - Defamatory material or materials that makes representations or could otherwise be construed as misleading;
 - Material that infringes the intellectual property (including copyright) of another person or organisation;
 - Malicious software such as viruses, worms or address-harvesting software.
- + Company ICT facilities and services must not be used to conduct unauthorised personal business or commercial activities;
- + Company personnel shall include the appropriate sections of the Company's official email signature on all email messages sent;
- + Some reasonable non-commercial personal use may be allowed, under discretion of relevant Project Manager or Corporate Line Manager. Such usage is a privilege and not a right; and
- + Any observed security weakness, or threat to Company ICT facilities and services and any known breach of this policy must be reported as soon as practicable to the Project Manager, Corporate Line Manager or ICT Representative, and as directed reported to the Australian Cybercrime Online Reporting Network (ACORN).

AUTHORISED BY

Rohan Ackroyd
Managing Director
Pipemech Australia Pty Ltd

A handwritten signature in black ink, appearing to read 'Rohan Ackroyd', is written over the printed name and title.

Date