



## **IT, Systems and Social Networking Policy [R7M-HR-POL-009 Rev CO 20240306]**

At Red7Marine we want our employees to use our computer systems responsibly and in line with workplace expectations. Our computer systems, software, and their contents are the property of the Company and should only be used for business purposes unless otherwise authorized in writing by a manager.

### *System Security*

When using company computers, please ensure you use your own passwords and do not share them with others. Additionally, exercise caution when downloading or opening documents or communications from unknown sources to prevent viruses. All information, documents, and data created, saved, or maintained on the Company's computer system remain the property of the Company.

### *Use of Work Email Address*

Business emails should maintain a professional standard consistent with our values and culture. While personal use of your work email address is permitted, improper use may be considered gross misconduct. Remember that emails are stored online and can be reviewed at any time.

### *Internet Access*

Employees are required to limit internet use to appropriate sites and searches. While reasonable personal use is allowed, excessive or inappropriate use may lead to withdrawal of permission. This includes accessing illegal, immoral, or offensive content.

### *Monitoring & Misuse of Computer Systems*

We monitor internet access to prevent misuse at work, including accessing chatrooms, social networking sites, illegal materials, or inappropriate content. Any misuse may result in disciplinary action, including dismissal, and may be reported to the authorities if necessary.

### *Social Networking Sites and Blogs*

Employees may set up personal social media accounts or blogs in their own time, but they must not disclose confidential Company information or engage in activities that could harm the Company's reputation. Criticisms of the Company on social media may be considered gross misconduct.

### *Dealing with the Press*

Employees must not comment on business-related activities without proper briefing from a manager. The best response to press inquiries is "no comment."

### *Third Parties*

Confidential information must not be disclosed to third parties without proper authorization.

### *Intellectual Property*

Employees must not divulge sensitive business-related details to third parties or use the Company's branding without permission.



### *Company Mobile Telephones*

As part of our commitment to keeping communication lines open, the Company may issue you a mobile phone. This phone is primarily intended for business purposes, allowing you to stay connected with the Company and our clients.

While we understand that personal calls may occasionally be necessary, we ask that you limit personal use of the Company mobile phone. In the event that personal calls are made, you may be asked to reimburse the Company for the cost of these calls. Please note that the Company reserves the right to deduct any such costs from your salary.

### *Breach of Policy*

Breaches of this policy will be addressed under the Company's Disciplinary Procedure and may result in disciplinary action, including dismissal without notice. Employees are expected to report any Company-related information found on the internet to a Manager.



*Kristen Branford*  
20240306

Signed:

Position in Company: Managing Director

Date: 20240306