

Information, Communication and Technology Policy

Policy brief & purpose

Elite Project Solutions (EPS) is committed to:

Promoting responsible and ethical use of our ICT facilities. We recognize that providing a safe and secure workplace for all individuals using our ICT facilities is a top priority. In line with this commitment, we have put in place the following policy measures:

- We promote the responsible use of our ICT facilities across all locations, including clients' premises and after-hours use.
- We ensure that the privacy and confidentiality of information transmitted or stored electronically is safeguarded at all times.
- We comply with all relevant government legislation and internal policies in the use of our ICT facilities.
- We provide our management, staff, contractors, and others with online resources, information, and communication tools to support the effective operation of the service.

This policy applies to all aspects of ICT usage, including but not limited to internet and email usage, video conferencing, streaming media, instant messaging, web blogs, social networking, news groups, file transfer, file sharing, file storage, portable communication devices such as mobile phones and tablets, among others.

All users are expected to comply with this policy. Any breach of this policy, whether within or outside of working hours, may lead to disciplinary action that may include termination of employment. The company reserves the right to issue a warning, suspend or disconnect access to all or part of the company's network, whether on a permanent or temporary basis, as part of the actions taken.

APPROVED:

This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.



Craig Riding

Director



Derek McGuinness

Director