

## IT Security Policy

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### [Revision Table](#)

Revised on	Version #	Description	Approved by
31/10/22	1.0	HP9-No Updates Initial Doc	Gary Anderson
08/06/23	2.0	Update Format	Ashley Barber
22/10/2024	3.0	No Updates	Ashley Barber
07/10/2025	4.0	No Updates / Re-issue	Ashley Barber

### [Policy brief & purpose](#)

Ensuring security systems cannot be breached and providing rules for the standards of behaviour that are expected whilst using company equipment and systems.

### [Scope](#)

This policy applies to all staff employed by Holmes Building Contractors and anyone using the wi-fi within the office complex



## Policy elements

### **Regulations for the use of computer facilities offered**

These regulations apply to the use of all onsite facilities, and to facilities provided by the Company to its employees for use at home or offsite. Please note that breaches of this policy will be considered as a disciplinary issue resulting in sanctions up to and including dismissal for Gross Misconduct.

Hardware owned, leased, rented or otherwise by Holmes Building Contractors Ltd employees or third parties approved by the Company may only be directly connected to the network by arrangement with, and with the explicit approval of your Manager. Such equipment may access the network or other facilities only in accordance with the terms of these regulations.

The facilities may be used only in connection with employees' work for the Company. They must not be used for work of undeclared financial benefit to employees, or the transmission of unsolicited commercial material without the express permission, in writing, of your Manager.

You must read the Data Protection Policy to ensure that you understand your individual and the Company's responsibility with regard to data. You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner – in particular, you must not:

- access, store or distribute material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence
- access, store or distribute obscene or indecent material, pornography, etc.
- access, store or distribute defamatory material
- access, store or distribute material such that the copyright of another person is infringed
- use computing equipment for playing games or gambling
- use computer equipment for any kind of personal gain (e.g. advertising goods or services)
- gain deliberate unauthorised access to facilities or services accessible via local or national networks or access, store or distribute programmes designed to facilitate such access
- engage in activities which waste resources (your own or other people's time, networks or computers) or which are liable to cause a disruption or denial of service to other users. This includes the following: introduction of viruses into computer systems; use of Internet Relay Chat facilities; use of peer-to-peer networking products; use of internet TV, radio or similar streamed media services; use of social networks such as Facebook, WhatsApp, Instagram, YouTube, LinkedIn, Pinterest and Twitter etc.
- engage in any activity that brings the Company into disrepute, breach confidentiality or is in any way discriminatory
- engage in activities which are illegal or which might contribute to the commission of an illegal act

The Company's IT and communication resources are valuable and expensive business resources and must be treated with care and respect, you must not:

- Modify or attempt to fix any of the Company's IT and communication resources. Any fault should be reported immediately to your Manager.
- Download or install any programme, software or screensaver onto the Company's IT equipment
- Copy, modify, transfer or remove any of the Company's software, data or resources.

We are guardians of considerable amounts of sensitive data, and it is vital for our business integrity that care is taken to safeguard both the information and the database systems themselves.

### **Computer and Password Rules and Management**



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You must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people.

You are responsible for the security of your computer terminal (whether desktop or laptop) and must not allow the terminal to be used by anyone not employed by the Company.

You will be issued with a login ID and password. You must keep these secure and you must not disclose them to anyone else. You must not:

- permit anyone else to use your login ID or password
- use any other person's login ID or password
- change your login ID or password unless otherwise instructed by the Company Secretary or your Manager.

If you leave your workstation for any period of time you should take appropriate action and, in particular, you should log off and/or set your screen saver with an appropriate password.

It is your responsibility to prevent inappropriate access to your files. Your password must be kept safe and not be disclosed to anyone.

#### **Email Policy**

The use of the e-mail system for business purposes within the Company is encouraged, as it facilitates communication and improves efficiency. Used correctly, it is a facility that is of assistance to staff, customers, consultants and suppliers. Inappropriate use however, can cause many problems, ranging from minor distractions to legal claims against the Company. The Company may check and review your emails.

Personal use of the Company e-mail system is permitted provided that it is not excessive and does not interfere with the performance of your duties or distract others from their duties.

Your work email account must not be used:

- for the transmission of unsolicited commercial or advertising material, chain letters, press releases, jokes, or other junk-mail of any kind
- for the transmission of any pictures, video or sound files unless for business purposes
- knowingly for the transmission of any file that contains a virus or malicious programme code which could inhibit, damage or destroy the recipients' IT software, systems and/or equipment.

And you must not:

- Send or forward emails containing anything which may be considered offensive or harassing including discrimination against others based on their race, gender reassignment, sex, pregnancy or maternity, sexual orientation, age, disability, religious or political beliefs, marital or civil partnership status
- Send or forward sexually oriented emails or images
- Send potentially defamatory emails
- Send unnecessary or trivial emails such as jokes or gossip.

All correspondence by email should contain the Company's disclaimer. If you receive any of the above from an internal source, you should raise the issue with your Line Manager. If not, immediately delete the email.



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It is absolutely essential that you do not open emails or attachments from non-trusted sources, as it is easy for viruses to enter the network. If you have any doubts about the source or content of an email, do not open it. Contact your Manager and allow them to assess the email.

### **Content and Style of Emails**

Emails tend to be treated more informally than other written correspondence. However, emails form a permanent record of any correspondence and nothing should be put in an email which you would not be prepared to put on an internal memorandum or on Company headed notepaper. Review each email carefully before sending it.

Emails must never contain anything unprofessional or that could damage the Company's reputation. You should not refer to anyone (either internally or externally) in an email in a way that you would not want them to read.

You must not send electronic mail which is irresponsible, or likely to cause offence, or use network messaging without authority. "Irresponsible" use includes unsolicited postings to large numbers of people or indiscriminate postings.

### **Internet Policy**

Personal use of the Company's Internet is permitted outside of your normal working time and during your designated breaks. But you are strictly prohibited from accessing, downloading or viewing any site which may:

- contain pornographic, obscene or offensive material
- contain discriminatory, religious or political material
- promote criminal or unlawful activities
- be threatening, abusive, libellous or defamatory
- encourages conduct that would constitute a criminal offence, give rise to civil liability, otherwise violate any local, national or international law
- infringe copyright and/or other intellectual property rights of people or companies, including, but not limited to software programs protected by copyright or material produced by someone else.

Do not use network intensive Internet services such as Internet TV, news channels, streaming video feeds or tickertape, unless it is for business use and you have the specific authorisation from your Manager.

You must not download any software from the Internet without the authorisation of your manager.

Never use the Internet to transmit confidential personal or business sensitive information. The organisation may check and review your computer files and internet and IT usage.

### **Social Media**

Employees are reminded that the confidentiality clause contained in their contract of employment extends to the use of the internet, social networking sites and blogs. Employees are also reminded of their responsibility to act appropriately and professionally at all times when using these sites. Where employees decide to use these sites, they must not display or knowingly allow to be displayed on the Internet any information which could be considered to be confidential.

The following guidelines are intended to help determine acceptable standards when you are online using social media and other related sites.

Employees must ensure that any entries made on social media and social networking sites at work, or outside of working hours, such as Facebook, YouTube, Twitter, LinkedIn or blogs etc., both personal and business related, are appropriate. This is not an exhaustive list of sites and this policy covers future derivations of social media/ networking sites. They must not damage



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the reputation of the Company, its customers, service users, associates, freelancers or any employee of the Company. It should be remembered that any business or personal usage that brings the Company, its customers, service users, associates, freelancers or any employee of the Company into disrepute is totally unacceptable and will be classed as Gross Misconduct.

You must not become involved in arguments or disagreements with conversations or postings relating to the Company, Employees, customers, service users, associates, freelancers. If an employee discovers these they must report them to a Manager. If an employee is approached with a negative complaint or an awkward question regarding those as detailed in this policy they must report this immediately to their Manager.

At no time must an employee make comments on social networking sites or blogs about those individuals as detailed above which are unpleasant or inappropriate. Employees must also not engage or be seen to endorse a group or comment made by someone else, which is of the nature as detailed in this policy. It is of the utmost importance that we respect and value others and show professionalism and integrity at all times.

If at any time an employee feels the need to make comments or endorse those as detailed in this policy, they should instead raise their concerns internally using the Company grievance procedure.

Failure to adhere to this policy may result in disciplinary action being taken, up to and including dismissal.

### Monitoring

The Company may check and review the contents of email or files belonging to computer users to maintain the functionality of the system. Or where the Company has reason to suspect that these regulations are being breached. Users are therefore advised that such monitoring can and may occur. Please note email messages, even when they have been deleted from the Company's email system, can be traced, and retrieved. The person or persons involved in creating or forwarding any offending email can be identified. Emails are admissible in a court of law.

The Company will hold individual employees personally liable if they or their customers or customers suffer any loss or damage to reputation as a result of any breach of these conditions.

The Company may create an archive version of your email account and file server data to be held for an appropriate amount of time. The Company may inspect the contents of your email account and also any files stored on the file server.

### General

The Company will hold individual employees personally liable if they or their associates, business partners or customers, suffer any loss or damage to reputation as a result of any breach of these conditions. We are guardians of considerable amounts of sensitive data and it is vital for our business integrity that care is taken to safeguard both the information and the database systems themselves and all actions are in line with our Data Protection Policy.

Failure to adhere to this policy may result in disciplinary action being taken against you, up to and including dismissal for Gross Misconduct.





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Signed

**Garry Holmes (Director) Date 07 / 10 / 25**

Signed

**Neil Holmes (Director) Date 07 / 10 / 25**

Signed

**John Devany (Director) Date 07 / 10 / 25**

