ALTAIRA

ACCEPTABLE USE OF INFORMATION ASSETS POLICY

The Acceptable Use of Information Assets Policy applies to all members of Altaira and assets owned or operated by Altaira. This policy applies to all uses of Information Assets for any purpose, including commercial.

The following are examples of Information Assets:

- **Hardware**: computers, mobile devices, phones and fax machines.
- **Software**: operating systems, applications (including Web-based apps), utilities, firmware and programming languages.
- **Data**: structured data in relational databases, flat files and NoSQL data; unstructured data such as text documents, spreadsheets, images, video and audio files; records in any format.
- **Networks**: wired and wireless networks; telecommunications systems; voice over IP services.
- **Services**: cloud services, email accounts and other hosted services.

Acceptable use of information and other associated assets means using information assets in ways that do not put at risk the availability, reliability, or integrity of data, services or resources. It also means using them only for legitimate business purposes and in ways that do not violate laws or Altaira's policies.

Responsibilities

Regulatory and Compliance Operations Manager

Responsible for managing the use of information resources throughout Altaira to ensure that information is used in a manner that protects the security and integrity of data, preserves the confidentiality of proprietary or sensitive information, protects against abuse and unauthorised access to computing resources, and eliminates unnecessary exposure or liability to the organisation.

Employees

Employees must not:

1. Use the service in violation of any law
2. Attempt to disrupt the information security of any computer network
3. Post commercial messages to usenet groups without prior permission
4. Send junk email messages or spam to anyone who doesn't want to receive them
5. Attempt to steal intellectual property from Altaira or its suppliers
6. Use Altaira assets for personal use, e.g. , sending emails, watching movies, posting to social media

Employees must report any attempt or suspected attempt to break into their account/software applications.

Audits

This policy complies with applicable law and will be subject to periodic audits. Users should be aware that monitoring activities are performed continually by Altaira.

Disciplinary Action

Disciplinary action will be taken against employees who breach any of the above rules as per the Performance Improvement, Counselling and Discipline Policy.