

Dear all,

Please find attached the updated version of our **IT Policy Document**. The '**Acceptable Use Policy – Information Systems**' is the cornerstone in the framework of Information Security policies.

We are all aware that inappropriate use of IT systems will put our organization at risk especially with respect to data breaches, cyberattacks, and compliance violations. In order to prevent avoidable lapses this policy provides clarity to all stakeholders. This will benefit the employee, the organisation and our customers and serve as a tool that is practical, relevant and one that offers a reasonable amount of flexibility.

- All employees should familiarise themselves with the policy and comply with in at all times. This is almost a code of conduct that provides guidance and direction on expected user behaviour and use of technology and information assets that is approved by the organisation.
- Signing the AUP-IS is mandatory for all employees before being granted a network ID or email access.
 - Existing employees are advised to print and sign and hand over a physical copy to site HR head.

IT would be implementing further technical steps to enforce the policy, This is being done to ensure that the control elements are put in place in order to minimise network risk and reduce vulnerabilities.

Some of the planned steps:

- Strict enforcement of Data Classification and protocols and safeguarding highly sensitive data.
- Internet access for all employees will be reviewed and updated
 - We will be enforcing web filtering of non -business sites.
 - This will include access to free email domains.
- Email transmission to open/free mail domains will go through an approval step.
- Data transfer to open and free data transfer / cloud storage sites will be blocked.
- Multifactor authentication will be enabled for remote access, and access to O365.
- IT Asset labelling to identify authorised devices.

We will also share related policy updates and revisions in due course. The policy documents are also made available on our Intranet page for easy reference - <http://home.nestgroup.net/it-policies.html>.