



## ICT (INFORMATION & COMMUNICATION TECHNOLOGY) ACCEPTABLE USAGE POLICY

This policy is to protect the confidentiality, integrity and availability of Costain's Business information and the significant investment we make in ICT by setting out what constitutes appropriate and authorised use of ICT systems and networks.

- All ICT is solely for business use; personal use is not permitted.
- Costain email addresses must not be used to register with and to access personal internet accounts.
- All corporate data must be securely backed up.
- All ICT remains the property of Costain and must only be used by authorised users.
- All ICT equipment including mobile devices e.g. PDAs and tablets must be protected by a suitable password. Network passwords must be changed every 90 days.
- ICT must not be used in a way that violates any laws or regulations.
- Email must be treated as business correspondence with the weight of a legal document as it can be disclosable in the course of legal proceedings.
- ICT equipment must not be tampered with and all Costain security measures must be complied with. All software must be installed by the IT service Desk.
- The email system and internet shall not be used to store, display, generate and/or pass on to others any material that may be regarded as offensive, discriminatory and/or is actually or potentially defamatory.
- Costain reserves the right to monitor use of all ICT by anyone without further notice.
- Intentional or negligent failure to follow this policy may lead to disciplinary or legal action being taken against you; in some cases this may constitute gross misconduct.
- ICT service may be suspended if necessary to contain any system or network overload or malware.

The Systems & Technology Director is responsible for overseeing and implementing this policy and monitoring and reviewing its operation. This policy applies to permanent, temporary, agency staff and JV parties who use any Costain ICT facilities at any location.

The policy applies, but is not limited, to promoting the acceptable use (and preventing misuse) of computer equipment, email, Internet connection, telephones, tablets, personal digital assistants (PDAs), voicemail, fax machines, copiers, scanners, CCTV, electronic key fobs and cards.

This policy will be reviewed annually to ensure the management of ICT equipment use is effective, consistently implemented, regularly reviewed and continually improved.

Signed: .....

A handwritten signature in black ink, appearing to read "A Wyllie CBE".

**A Wyllie CBE** (Chief Executive Officer)

Date: 1st February 2018