ICT (INFORMATION & COMMUNICATION TECHNOLOGY) ACCEPTABLE USAGE POLICY

This policy explains the acceptable use of all Costain ICT equipment and is applicable to everyone and anyone using Costain ICT resources. This includes the use of corporate information, corporate computers, network, email, internet, voice, video, printing and mobile Costain ICT equipment.

Costain ICT equipment must not be taken outside of the United Kingdom unless a risk assessment has been carried out and approved by line manager and Chief Information officer.

Access to Costain ICT systems is controlled using username and passwords unique to named individuals, which must not be shared. Consequently, IT users are accountable for their actions on the Costain ICT systems.

Authorised users should use Costain ICT primarily for Costain activities; limited personal use is permitted. Costain ICT must not be used in any way which:

- Breaches law or regulations.
- Brings Costain into disrepute.
- Changes Costain's ICT equipment configuration or its security.
- Results in Intellectual Property rights infringement.
- Breached the Costain Information Security & Data Protection Policy Statement.
- Breaches Costain's Email Management policy.
- Breaches Costain's ICT User Access Management Policy.
- Breaching Costain's ICT Access Control Management policy.
- Enables the undertaking of any hacking or social engineering activities.
- Result in access or attempting to access restricted or unauthorised data or networks.
- Result in harmful activities resulting in the corruption, destruction, or loss of data.

ICT users are not permitted to download, create, collect, manipulate, transmit or store:

- Offensive, obscene, or indecent images.
- Unlawful material that is defamatory, threatening, discriminatory or extremist.
- Material used to facilitate harassment, bullying, victimisation, or discrimination based on gender, religion or belief, disability, age, or sexual orientation.

Costain monitors the use of ICT systems, and access to any information stored on our ICT infrastructure in line with current legislation and guidance as set out in our ICT Monitoring Management policy.

Intentional or negligent failure to follow this policy may lead to disciplinary or legal action being taken; in some cases, this may constitute gross misconduct.

This policy will be reviewed annually to ensure effective and continual improvement.

Signed: DocuSigned by: 4E139DD4F384417... 8/1/2026 | 12:33 GMT
A Vaughan (Chief Executive Officer)

Business Owner: Chief Information Officer