

Purpose

This policy outlines Protech Group's (Protech) objectives, responsibilities and commitments with regards to our Information Technology (I.T) systems and utilisation as we deliver our brand promise of *Quality People. Every Time.*

Scope

This policy is applicable to all Protech stakeholders who utilise Protech Information Technology systems of, on behalf of or for Protech to assist in the accomplishment of our strategic or operational objectives. It addresses, content, utilisation, identity and data responsibility.

Objectives

Protech will ensure that appropriate I.T governance is incorporated as a core element of the business and is aligned to company values. This will be accomplished by:

- Clearly defining and communicating the expectations of the business relating to the safe and appropriate use of I.T systems;
- Abiding by the established data controls and responsibilities for use at Protech;
- Maintaining healthy and collaborative relationships with suppliers to support system growth;
- Ensuring the security and protecting the information required to be a workforce solutions provider, and
- Aligning I.T system elements to generally accepted protocols.

Specifically, Protech executive team have the following additional objectives as part of this policy:

- Defining acceptable levels of security and ensure that these are implemented as default options;
- Regularly testing IT infrastructure and related systems;
- Developing a mechanism for abuse to be reported, investigated and actioned accordingly;
- Educating stakeholders on the specific risks associated with being a data driving workforce solutions provider, and the controls required for the information that the business has access to, and
- Establishment of a mechanism to monitor (for abuse/threats).

Responsibilities

It is the role of all Protech stakeholders to act in accordance with our core values when interacting with our Information Technology and Information Services based systems and infrastructure. This requires all stakeholders to:

- Always represent Protech professionally when using online platforms;
- Maintain the privacy and confidentiality of all company and client information;
- Engage in all technology relevant training programs;
- Adhere to any additional agreements related to technology use;
- Properly maintain and care for all physical equipment and systems;
- Understand that Protech owns all data on company devices, and
- Report any non-standard equipment or software application to the CIO for approval.

Commitment

Protech executive team, and all other stakeholders bound by this policy commit to the following:

- Protecting the intellectual property of Protech;
- Completing regular reviews of this policy and I.T related systems;
- Complying with all applicable legislative and regulatory requirements;
- Reporting any breach or suspected breach of this policy and any subordinate documentation;
- Engaging with Protech systems with the understanding that all devices linked to a Protech email account are monitored and can be remotely wiped of all data by Protech, and
- Abiding by this and all other policy requirements relating to ethical behaviour and professional conduct when representing Protech using its IT and related systems.

Approval

Marc Meili
Managing Director



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