

Telecoms Advisor Ltd

Acceptable Use Policy

Review History			
Name	Role/Position	Date Reviewed	Signature

Approval History			
Name	Role/Position	Date Approved	Signature

1 Overview

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Telecoms Advisor Ltd in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

Telecoms Advisor Ltd provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects the company against damaging legal issues.

2 Scope

All employees, contractors, consultants, temporary and other workers at Telecoms Advisor Ltd, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by Telecoms Advisor Ltd, or to devices that connect to a Telecoms Advisor Ltd network or reside at a Telecoms Advisor Ltd site.

Information Security must approve exceptions to this policy in advance through Christian Coe.

3 Policy Statement

3.1 General Requirements

- 3.1.1 You are responsible for exercising good judgment regarding appropriate use of Telecoms Advisor Ltd resources in accordance with Telecoms Advisor Ltd policies, standards, and guidelines. Telecoms Advisor Ltd resources may not be used for any unlawful or prohibited purpose.
- 3.1.2 For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic per the Audit Policy. Devices that interfere with other devices or users on the Telecoms Advisor Ltd network may be disconnected. Information Security prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access to the scan sources.

3.2 System Accounts

- 3.2.1 You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

- 3.2.2 You must maintain system-level and user-level passwords in accordance with the Password Policy.
- 3.2.3 You must ensure through legal or technical means that proprietary information remains within the control of Telecoms Advisor Ltd at all times. Conducting Telecoms Advisor Ltd business that results in the storage of proprietary information on personal or non-Telecoms Advisor Ltd controlled environments, including devices maintained by a third party with whom Telecoms Advisor Ltd does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by Telecoms Advisor Ltd, or its customer and partners, for company business.

3.3 Computing Assets

- 3.3.1 You are responsible for ensuring the protection of assigned Telecoms Advisor Ltd assets that includes the use of computer cable locks and other security devices. Laptops left at Telecoms Advisor Ltd overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of Telecoms Advisor Ltd assets to the Managing Director.
- 3.3.2 All PCs, PDAs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- 3.3.3 Devices that connect to the Telecoms Advisor Ltd network must comply with the Minimum Access Policy.
- 3.3.4 Do not interfere with corporate device management or security system software, including, but not limited to, antivirus, firewalls, MDM etc.

3.4 Network Use

You are responsible for the security and appropriate use of Telecoms Advisor Ltd network resources under your control. Using Telecoms Advisor Ltd resources for the following is strictly prohibited:

- 3.4.1 Causing a security breach to either Telecoms Advisor Ltd or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- 3.4.2 Causing a disruption of service to either Telecoms Advisor Ltd or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- 3.4.3 Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software. See the Telecoms Advisor Ltd for additional information on copyright restrictions.

- 3.4.4 Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- 3.4.5 Port scanning or security scanning on a production network unless authorized in advance by Information Security.

3.5 Electronic Communications

The following are strictly prohibited:

- 3.5.1 Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates Telecoms Advisor Ltd policies against harassment or the safeguarding of confidential or proprietary information.
- 3.5.2 Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- 3.5.3 Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- 3.5.4 Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- 3.5.5 Use of a Telecoms Advisor Ltd e-mail or IP address to engage in conduct that violates Telecoms Advisor Ltd policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a Telecoms Advisor Ltd e-mail or IP address represents Telecoms Advisor Ltd to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

