



## ICT POLICY

## **KARIN HOUSING ASSOCIATION**

### **ON ICT IN THE OFFICE**

#### **INTENT:**

It is the intent of this policy to establish guidelines for the employees using the organization's computing facilities, including computer hardware, printers, fax machines, voice-mail, software, e-mail, and Internet and intranet access, collectively called "Information Technology".

#### **PURPOSE:**

All employees share the Information Technology facilities at Karin's office. These facilities are provided to employees for the purpose of conducting our business. The organization does permit a limited amount of personal use of these facilities, including computers, printers, e-mail and Internet access. However, these facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to negatively impact productivity, disrupt company business and interfere with the work or rights of others.

Therefore, all employees are expected to exercise responsible and ethical behavior when using the organization's Information Technology facilities. Any action that may expose the organization to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.

#### **POLICY:**

The use of the organization's information technology facilities in connection with company business and limited personal use is a privilege but not a right, extended to all Company employees. Users of Karin's computing facilities are required to comply with all policies referred to in this document. Users also agree to comply with applicable laws and to refrain from engaging in any activity that would subject the organization to any liability. Karin reserves the right to amend these policies and practices at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable laws.

To protect the integrity of Karin's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of organization rules and policies, Karin reserves the

right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of organization rules or policies. Karin also reserves the right periodically to examine any system and other usage and authorization history as necessary to protect its computing facilities.

Karin disclaims any responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause.

**SCOPE:**

This policy applies to all karin employees who are asked to refer to it. This policy, together with all others, is kept in the MOPP (Management Operations, Policies and Procedures) file which is always available. The policy also applies to software contractors, and vendors/suppliers providing services to Karin that bring them into contact with Karin's Information Technology infrastructure. Karin's employee who contracts for these services is responsible to provide the contractor/vendor/supplier with a copy of this policy before any access is given. This policy covers the usage of all of the organization's Information Technology and communication resources, including, but not limited to:

- All computer-related equipment, including desktop personal computers (PCs), portable PCs, terminals, workstations, wireless computing devices, telecomm equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected.
- All electronic communications equipment, including telephones, mobile phones, pagers, radio communicators, voice-mail, e-mail, fax machines, wired or wireless communications devices and services, Internet and intranet and other on-line services.
- All software including purchased or licensed business software applications, Company-written applications, employee or vendor/supplier-written applications, computer operating systems, firmware, and any other software residing on Company-owned equipment

- All intellectual property and other data stored on Company equipment
- All of the above are included whether they are owned or leased by the company or are under the company's possession, custody, or control
- These policies also apply to all users, whether on Organization property, connected from remote via any networked connection, or using Company equipment.

To ensure considerate use of resources associated with ICT, staff are requested to refer to the Environmental Section (see below) of Karin's Sustainability Policy.

#### **ENVIRONMENT:**

The aim of this policy is to create an environmentally-friendly office where resources are used with minimal waste. In order to achieve this, the following principles will be applied:

1. Whenever possible, electronic mail is to be used for communications and distribution of documents, thus saving on usage of paper and postage.
2. Heating in the office will not automatically be switched on, but only used when staff feels the need for it.
3. Ensure that only essential documents are printed/photocopied. Whenever possible, scrap paper must be used for printing and photocopying and for notes, taking messages etc.
4. Non-confidential papers, letters, documents etc. will be kept as scrap paper and used as detailed above.
5. Padded envelopes and packaging received must be stored and re-used whenever possible.
6. When ordering stationery, always try and order recycled paper and other products if available (subject to financial restrictions). Always try and place bulk orders to try and cut on the number of deliveries.

7. Toner/printer cartridges will be sent back to manufacturers for recycling.
8. When disposing of equipment, all efforts will be made to recycle it if possible or to dispose of it in an environmentally-friendly way (a paper collection scheme is in place in conjunction with other organisations sharing our office building).

Person Responsible for the review of this policy:  
Date of this review:  
Date Board approved:  
Date next review is due:

Ibrahim Mohamoud  
21<sup>st</sup> October 2008  
21<sup>st</sup> October 2008  
21<sup>st</sup> October 2011