
Software Policy

1. Introduction

This policy has been created to detail the acceptable use of software provided by Flashbay to all Flashbay employees.

2. Scope of the Policy

This policy applies to all employees of Flashbay Ltd, Flashbay Inc, Flashbay Pty Ltd, Flashbay PH and any other entities operated as part of the Flashbay brand using hardware provided by Flashbay.

'Flashbay' refers to all global Flashbay entities for the purposes of this document including Flashbay Ltd, Flashbay Inc, Flashbay Pty Ltd and Flashbay PH.

3. Acceptance of Policies and Regulations

It is a requirement that employees of Flashbay accept the regulations set out in this policy before using the software provided by Flashbay.

4. Ownership

Flashbay owns all proprietary software developed for the exclusive use of the company. All third-party software is owned fully by the software provided.

5. PC Software

Computers at Flashbay have several software installed to aid in day-to-day work activities. The default software installation is as follows:

- Microsoft Windows Professional
- Microsoft Office
- Malwarebytes
- Adobe Reader
- 7-Zip
- WinRAR
- GIMP
- Filezilla
- Mozilla Firefox
- Slack
- Teamviewer
- Wrike
- Google Chrome

6. Purchasing Software

IT Support will purchase all software and it must be purchased using a company approved debit or credit card. Under no circumstances should an employee purchase and/or install any software on a Flashbay PC or laptop.

7. Software Registration

All software registration must comply with the rules set out in the software licensing agreement and must not exceed the limits enforced. All software must be registered to Flashbay and not to individual employees. IT Support maintains a register that contains the following information:

- Publisher & title of the software
- Version
- Serial Number
- PC/Laptop on which it's installed

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8. Software Installation

Software must only be installed by IT Support. Once installed, the original media will be kept in a secure area maintained by IT Support. Software must be installed in accordance with the licensing agreement. Only software relevant for work purposes will be installed on Flashbay systems. Executable files of any nature, must not be run on Flashbay systems, even if they can be executed without installation.

9. Software Usage

Software should only be used in accordance with the licensing agreement and users should acknowledge that they own no part of the software or supporting documentation. Users are prohibited from making unauthorized copies of software and anyone doing so could be subject to disciplinary procedures. No software is to be removed from Flashbay premises unless written approval has been given by Management and is for work purposes.

10. Customer Data

Customer data should only be copied onto Flashbay computers for work purposes. It should not be copied to any other device - doing so would contravene The Data Protection Act 1998. When handling customer data users should carefully follow the instructions outlined in the customer data procedure policy.

11. Contravention of the Rules

Employees who contravene the rules set out in the Software policy may be subject to Flashbay disciplinary procedures.

12. Monitoring

Flashbay reserve the right to, without further notice, monitor communications and usage of computer hardware and software and any activity via our network for the purposes of ensuring compliance with the law, company regulations and to enable workflow continuity. This includes but is not limited to email communication, instant messaging services, third party applications and internet activity whether for the purposes of business use or otherwise. Contravention of the law and/or company regulations may result in disciplinary and/or legal action. By using our network, hardware and / or software to access any file, service, or website a user explicitly consents to the monitoring of such activity and to cooperate in any subsequent or arising audit, investigation, disciplinary action or legal procedure to the fullest extent possible, including by providing the company with access to all files, services and websites so accessed upon request.

13. Disclosure

Flashbay will disclose the contents of any logs, records or stored information to third parties if so required or ordered by law

14. Revision of the policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the HR Manager or nominated deputy. You will be notified of any changes.