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## Software Policy

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### 1. Introduction

- This policy has been created to detail the acceptable use of software used at Flashbay Ltd
- This policy applies to **ALL** employees at Flashbay Ltd
- The policy will be distributed to users of Flashbay Ltd systems

### 2. Purpose of the Policy

- This policy sets out the standards expected of all Flashbay Ltd employees in relation to the use of the software provided by Flashbay Ltd
- The policy also details the actions Flashbay Ltd will take upon the contravention of company regulations and/or contravention of the laws of the jurisdiction in which your place of employment resides

### 3. Policy Statement

#### 3.1 Scope of the Policy

- This policy applies to all employees of Flashbay Ltd and any external parties who have authorisation to use Flashbay Ltd software
- This policy applies to all usage of the software in relation to the business activities conduct on the behalf of Flashbay Ltd

#### 3.2 Acceptance of Policies and Regulations

- It is a requirement that employees of Flashbay Ltd and any authorised external parties accept the regulations set out in this policy before using the software

#### 3.3 PC Software

- Computers at Flashbay Ltd include several different pieces of software to aid in day-to-day work activities. The default software installation is as follows:
  - Microsoft Windows 7 Professional
  - Microsoft Office
  - AVG Antivirus
  - Adobe Reader
  - 7-Zip
  - Adobe Photoshop Elements
  - PDF Creator
  - Mozilla Firefox
- Additional software is installed that reflects the role of the employee, including:
  - Skype
  - Google Chrome

#### 3.4 Contravention of the Rules

- Employees who contravene the rules set out in the IT policy will be subject to Flashbay Ltd disciplinary procedures

### 4. Software Purchasing

- Software purchasing will be done by IT Support. Purchases must only be made with a company approved debit or credit card

### 5. Software Registration

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

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

### 6. 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 Ltd systems
- Executable files other than customer data being tested must not be run on Flashbay Ltd systems, even if they can be executed without installation

### 7. 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 unauthorised copies of software and anyone doing so will be subject to disciplinary procedures
- No software is to be removed from Flashbay Ltd premises unless approval has been given by Management and is for work purposes

### 8. Ownership

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

### 9. Customer Data

- Customer data should only be copied onto Flashbay Ltd 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 received on physical media, the procedure is as follows:
  - The device should be handed to IT support who will extract the data and place it onto the Public drive
  - A screenshot of the data is taken and sent to the Sales Manager in order for the customer to approve
  - Once the customer approves, the data is uploaded to the FTP server
  - IT Support then returns the device to the Sales Manager so it can be posted back to the customer

### 10. Monitoring

Flashbay Ltd 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.

### 11. 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.