

## Information, Communication and Technology Policy

***Innovative Energy Solutions (IES) Information, Communication and Technology (ICT) Policy sets out expectations when using ICT services and outlines appropriate behaviour when referring to the Company or where Personnel are identifiable as being associated with the company on external sites.***

The Management at IES are committed to:

- Promoting professional, ethical, and responsible use of IES supplied ICT, at all locations including Client premises and afterhours use.
- Providing a safe workplace for Management, Employees, Contractors, and others using IES supplied ICT facilities.
- Safeguarding the privacy and confidentiality of information received, transmitted, or stored electronically using IES supplied ICT facilities.
- Ensuring the use of IES supplied ICT facilities complies with all Policies and relevant statutory / regulatory requirements.
- Providing Management, Employees, Contractors and others with online information, resources, and communication tools to support the effective operation of IES supplied ICT facilities.

This Policy applies to all aspects of the use of supplied ICT facilities including, but not limited to:

- Internet and e-mail usage.
- Video conferencing, streaming media, and instant messaging.
- Electronic alerts, notice boards, discussion, and news groups.
- Web logs (blogs), social networking and chat boards.
- File transfer, file sharing and file storage including the use of end-point data storage devices (devices capable of storing information / data (i.e. USB sticks, hard drives, laptops etc.).
- Portable communication devices including mobile phones and handheld radios.

Users of IES supplied ICT must comply with all requirements of this Policy.

Any breach of this Policy, within or outside of working hours, may result in disciplinary action which may include termination of employment. Other action that may be taken by IES include, but are not limited to, issuing a warning, suspension, or disconnection of access to all or part of IES supplied ICT facilities, whether permanently or on a temporary basis.

This Policy applies to all activities undertaken or controlled by Innovative Energy Solutions.



**Dave Alexander**  
Managing Director

17<sup>th</sup> May 2024