

Information Technology (IT) Policy

COMMITMENT

The Company, TS Global Pty Ltd is committed to ensuring that our Information Technology (IT) Systems are operated in a mindful way, complying with legal and other responsibilities toward privacy, acceptable conduct and security of information stored. TS Global works in conjunction with an external IT provider to maintain the integrity of our IT Systems.

SCOPE

Information Technology includes but is not limited to:

- Devices such as computers, hard drives, laptops, tablets, phones, modems etc
- Software and information stored and accessible on such devices including, emails, proprietary documentation, customer, supplier and worker details and related information.
- Work related applications such as intranet, project applications, wage, timesheet and financial applications etc
- Social media sites, including personal sites where they are used to create a negative impact to the business or that of our clients, suppliers and other key stakeholders.

OBJECTIVES

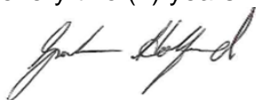
Employees and contractors are not to use, or allow others to use, TS Global's IT Systems for any of the following:

- Harassment of any group or individual.
- Accessing, downloading or distributing pornographic or other offensive material.
- Trafficking in confidential customer, client or supplier information.
- Broadcasting emails of a defamatory nature.
- Hacking or entering into email conversations, IT systems, drives, folders etc, that may be deemed unlawful or out of employees normal purview.
- Propagation of SPAM
- Distribution of material that is defamatory, abusive, menacing, threatening, harassing or illegal under legislation.
- Unauthorised copy or distribution of material such as copyrighted works or confidential information.
- Commission of a crime.

Employees understand the limitations of their access to the IT Systems, always abide by the restrictions in place, and do not seek to circumvent these restrictions through any means. Those with access to information that is confidential in nature shall ensure that they observe that confidentiality in all instances regardless of their employment status with the business.

MONITORING

TS Global reserves the right to monitor the use of its systems, including all work issued devices, software and intranet usage to ensure that this policy is complied with at all times. This shall be supported by procedures as part of our QHSE management system. This policy will be reviewed every two (2) years.



Graham Holford
General Manager
7thDecember 2022

TSGlobal
Conveyor & Polyurethane Specialists