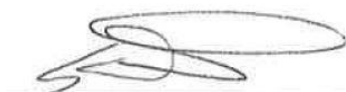# INFORMATION TECHNOLOGY

WSUP-50-POL-IT-00001

June 2019

This Policy outlines the expected standard of professional conduct and ethics when using Wave International's Information Technology (IT) and expresses the company's commitment to providing and maintaining secure, efficient and reliable IT infrastructure and services to support business operations.

It applies to all employees, contractors and guests/visitors of Wave, and any other authorised users/organisations using or accessing Wave's IT resources. It also applies to Users connecting personally owned devices (i.e. laptops, smartphones, tablets etc.) to the Wave network, and/or storing any company data on such devices.

POLICY STATEMENT

- Wave IT resources must be used in a lawful, ethical and responsible manner always, and in accordance with the IT Resources Agreement, other applicable company policies, and any additional terms of use that may apply to software or services.

- Account holders will use the provided equipment primarily for Wave business and always in the best interest of the company.

- Account holders must take all reasonable steps to protect their account from unauthorised use.

- Use of IT resources must not jeopardise the fair, secure and productive IT environment of the company, its operations, assets, data integrity or reputation.

- Users must not install or use unlicensed or malicious software on Wave IT nor circumvent the company's IT security measures.

- Users are expected to report actual or suspected breaches of this Policy or other malicious activity that may be a threat to the security of the company's IT immediately to their Manager.

- Breaches or violations of this policy and its procedures will result in the removal of access to Wave's IT resources; and may also be reported to external parties as required by law.

- Wave employees will be subject to disciplinary action that may include termination of their employment for any breach or violation of this Policy.

GARETH DAVIES
Director

engineering asset management project delivery