



INFORMATION TECHNOLOGY (IT) POLICY

Scope

This policy encompasses all MCS Civil NSW projects. This policy also applies to projects involving MCS Civil which are being carried-out under a joint venture arrangement, where no other policy of this type exists.

Information Technology (IT) includes, but is not limited to, computer and telecommunication hardware and software such as networks/servers, internet, email, messaging systems, fax, mobile and fixed devices which are used across MCS Civil to improve work efficiency and assist in communication and electronic document handling.

Objectives

This policy provides guidelines for the protection and use of information technology assets and resources within the business to ensure integrity, confidentiality and availability of data and assets. Additionally, this policy outlines the requirements for IT use at MCS Civil and is applicable to all Workers (including Contractors, Vendors and Joint Venture Partners with access to the MCS Civil IT system).

Employee Responsibilities

It is a requirement when using Information Technology that it will be for the purposes of conducting the Worker's duties and for communication directly relating to the provision of those duties.

The Worker and MCS Civil acknowledge that:

- email communication and information accessed and/or downloaded from the internet must not contravene any legislation;
- MCS Civil will not tolerate any emails or messages that might amount to harassment or bullying of any person;
- MCS Civil can monitor the Worker's use of Information Technology and associated content;
- a breach of this policy includes excessive personal use;
- the contact details of Managers, Directors or General Managers must not to be disclosed without their direct permission;
- if a MCS Civil device is stolen or damaged beyond repair as a result of a Worker's negligence, MCS Civil has the right to charge that individual for the cost of its replacement; and
- all MCS Civil Workers are responsible for taking the appropriate steps to select and secure their passwords.

Any breach of the above policy by a MCS Civil Employee will be treated as a matter justifying performance management and serious misconduct may result in dismissal.

Further, any breach of the above policy by a Worker other than a MCS Civil employee may result in MCS Civil taking appropriate steps such as removing access to Information Technology in any or all forms, removing the person from the workplace.