

ICT Acceptable Use Policy

Summary

This policy explains the acceptable use of all H W Martin (Traffic Management) Ltd ICT equipment and is applicable to everyone and anyone using company ICT resources. This includes the use of corporate information, corporate computers, network, email, internet, voice, video, printing and mobile company owned or issued ICT equipment.

Access to company ICT systems is controlled using Multi Factor Authentication supported by username and passwords unique to named individuals, which must not be shared. Consequently, ICT users are accountable for their actions when using the company ICT systems.

Acceptable Uses

Authorised users should use company ICT primarily for business activities; limited personal use is permitted. The following list is not intended to be a definitive list, but sets out broad areas of use that the company considers to be acceptable uses:

- ▶ To provide communication within the organisation
- ▶ To provide communication with clients, delivery partners, suppliers and vendors
- ▶ To access, store and communicate company records
- ▶ To distribute details regarding company meetings and action plans
- ▶ To provide electronic methods of communication
- ▶ Any other use that directly supports work related functions

Unacceptable uses

Company ICT must not be used in any way which:

- ▶ Breaches law or regulations
- ▶ Brings the company into disrepute
- ▶ Changes the company's ICT equipment configuration or its security
- ▶ Results in Intellectual Property rights infringement
- ▶ Breaches the H W Martin (Traffic Management) Ltd Information Security Policy
- ▶ Breaches the H W Martin (Traffic Management) Ltd Data Protection Policy
- ▶ Enables the undertaking of any hacking or social engineering activities
- ▶ Result in access or attempting to access restricted or unauthorised data or networks
- ▶ Result in harmful activities resulting in the corruption, destruction or loss of data.

ICT users are not permitted to download, create, collect, manipulate, transmit or store:

- ▶ Offensive, obscene or indecent images
- ▶ Unlawful material that is defamatory, threatening, discriminatory or extremist
- ▶ Material used to facilitate harassment, bullying, victimisation or discrimination based on the defined characteristics in the Equality Act 2010.

H W Martin (Traffic Management) Ltd monitors the use of ICT systems, and access to any information stored on our ICT infrastructure in line with current legislation and guidance.

Intentional or negligent failure to follow this policy may lead to disciplinary or legal action being taken; in some cases, this may constitute gross misconduct.

This policy will be reviewed annually to ensure effective and continual improvement.



Director

27th June 2026

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