



Information Technology (IT) Security Policy

I. SCOPE

This IT Security Policy has been undertaken in order to safeguard sensitive, confidential, and proprietary information that is passed through the network of SPARK I/T Services. The safety and security of such information is vital to the success of SPARK I/T Services and any sensitive information that is compromised would be harmful to SPARK I/T Services and its efforts as an organization. Use of information technology networks by employees of SPARK I/T Services is permitted and encouraged where such use supports the goals and objectives of the organization. However, SPARK I/T Services has a policy for the security of the information that is shared through these networks. Employees must ensure that they:

- Comply with the current IT Security Policy;
- Use information technology networks in an acceptable, safe, and responsible manner; and
- Do not create unnecessary risk to SPARK I/T Services by their misuse of information technology networks.

II. POLICY STATEMENT

All members, employees, guests, and other individuals are responsible for adhering to this IT Security Policy and maintaining the security of proprietary information shared on the information technology networks of SPARK I/T Services. This IT Security Policy is applicable to any individual or entity that gains access to the information technology services of SPARK I/T Services.

III. RESTRICTIVE INTERNET USES

In particular, the following is deemed unacceptable use or behavior by members, employees, and guests of information technology networks:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- Using the computer to perpetrate any form of fraud, or software, film or music piracy;
- Downloading commercial software or any copyrighted material belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such license;
- Hacking into unauthorized areas;
- Publishing defamatory and/or knowingly false material about SPARK I/T Services, your colleagues and/or our customers on social networking sites, blogs and any online publishing format;



- Revealing confidential information about SPARK I/T Services in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions;
- Undertaking deliberate activities that waste staff effort or network resources; and
- Introducing any form of malicious software into the network.

IV. COMPANY EMAIL USE

As part of their employment, each employee will be provided with a company email address. The email address shall only be used for business purposes and to further the business interests of SPARK I/T Services. The following activities are deemed unacceptable use of the company's email system:

- Forwarding or sending email chain letters;
- Sending large files or numerous emails, absent authorization by SPARK I/T Services;
- Checking your company email on your cell phone while operating a motor vehicle;
- Sending unsolicited messages or large group emails, absent authorization by SPARK I/T Services;
- Sharing confidential and sensitive information of SPARK I/T Services to third parties not entitled to knowledge of such information.

V. SANCTIONS

Where it is believed that an employee has failed to comply with this policy, he or she will face disciplinary procedure. If the employee is found to have breached the policy, he or she will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

VI. NETWORK USERNAMES AND PASSWORDS

In order to ensure the maximum security of information shared on technology networks, SPARK I/T Services requires that individuals granted access to the network use a unique username and password. Requiring usernames and passwords will minimize security concerns and unauthorized access to information shared on the network of SPARK I/T Services.

VII. AGREEMENT

All company employees, contractors or temporary staff who have been granted internet access are required to review this IT Security Policy confirming their understanding and acceptance.



Employee Name

Employee Signature



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