



## **INFORMATION SECURITY POLICY**

This policy outlines the framework within which all information security topics are addressed.

These regulations are mandatory for all employees and contractors who may have access to Alliance intellectual property.

Information Security is an important prerequisite for **'us'** - Utility Services ensuring that our entire knowledge continues to generate new value. Knowledge that is worth protecting includes information and data that essentially defines our business. This includes written or printed documents as well as the information and communication technology processes and systems that are used to process, transmit and store this information. This may also be telephone conversations, conference articles, patents and contracts.

Information Security represents one of **'us'** - Utility Services' key objectives. Therefore all employees are required to actively assure the confidentiality, integrity, availability and dependability of information to which they have access.

It is the responsibility of managers to ensure the security of information and information systems in their area of responsibility, and to periodically, at least once a year, screen their area of responsibility for information security deficiencies.

### **Unauthorised Software**

#### **1. Illegal Software**

Software which is copied and/or used without the permission of the copyright owner, is illegal software. Software used within the company is purchased on a "licence to use only" basis. The unauthorised duplication of copyrighted software violates the law and is contrary to our organisation's standards of conduct and business practice. Illegal software will be removed.

#### **2. Unauthorised Software**

Unauthorised software is legal software (e.g. licensed software, updates/upgrades of existing software, public domain software, shareware) but installed without the express approval of the IT service provider. Unauthorised software can create various problems in our corporate network environment (e.g. network connectivity).

#### **3. Downloading Software from the Internet**

Downloading software from the Internet is a common practice for receiving updates, patches, or public domain software. The following points have to be considered:

- no copyright violation is permitted
- every application has to be checked for viruses
- the software is not to be installed, or run if it is unauthorised or illegal software.

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**General Manager**

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