

IT General Policies

Aims to cultivate a secure, productive work environment, safeguard company assets, and uphold ethical standards while balancing employee privacy and corporate security needs.

1. EMAIL POLICY

Finden encourages the use of email for effective communication, emphasizing clear subject lines and appropriate attachment practices for confidentiality. Unacceptable behaviors include misuse for personal gain, distribution of inappropriate content, and security breaches.

2. NETWORK & CONNECTIVITY

Employees are advised to use the Internet responsibly to support business objectives, adhering to legal standards and avoiding activities that could jeopardize company security. Unacceptable behaviors include accessing bandwidth-intensive sites without approval, visiting inappropriate or illegal content, and engaging in fraudulent or harassing activities. Personal device connections to the corporate network are subject to approval to maintain security standards and compliance.

3. DEVICE CARE & PROPER USE

All company-issued devices must be responsibly used and maintained according to IT guidelines to prevent damage or data loss. Employees are responsible for securing devices with passwords and promptly reporting any issues or losses.

4. PROFESSIONAL USE

Browsing or downloading inappropriate content, including but not limited to explicit, hateful, or illegal materials, is strictly prohibited. Employees are expected to use company resources for professional activities only, adhering to ethical guidelines and legal standards.

5. MONITORING

The company reserves the right to monitor network traffic, device usage, and communications (including email and instant messaging) to ensure compliance with policies, protect against unauthorized activities, and maintain productivity. Monitoring activities are conducted transparently and in accordance with applicable laws and regulations.

6. DISCIPLINARY ACTIONS (NON-COMPLIANCE)

Non-compliance with IT policies may result in disciplinary actions, ranging from verbal warnings to termination, depending on the severity and repetition of the offense. The company's disciplinary procedures are outlined clearly to ensure consistency and fairness.