

## K. Computer and Internet Policy Statement

provision Catering Europe Limited retains the right with or without cause, and with or without notice, to access or monitor any communication or information stored on or passing through the Company's systems

The Company systems are intended to be used for Company purposes and, except for minimal convenience, are not to be used for personal business. Examples of minimal convenience include maintaining a list of personal as well as business commitments in a calendar or organiser file or use of e-mail for short personal notes.

The company does not support unsolicited email messages sent by users of our system (also known as junk mail or spam). Users sending unsolicited email messages from our system will have all of their services suspended.

The companies computing systems may not be used for playing computer games.

Unless downloading and installation of software is specifically within an employees or assessors role, they should first seek approval from the management, recognising that importation of software through the Internet entails a risk of virus infection.

Bringing in outside storage devices or storage devices with content modified on other systems is discouraged, and must be authorised by the management, but, when done, virus detection must be used prior to any use with Company systems.

Company employees and assessors are requested to agree to comply with the Company policy that prohibits permitting use of an individual's password by others.

In recognising the importance of computer and internet security, violations of these policies may subject an individual to disciplinary action and, in extreme instances, termination.

Ian Jackson  
Director

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