

Safeguarding Policy

A) RIGHTS OF SEARCH

1. Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises, we would ask all employees to assist us in the matter should we feel that such a search is necessary.
2. If you should be required to submit a search, if practicable you will be entitled to be accompanied by a third party to be selected only someone who is on the premises at the time a search is taking place. This right also applies at the time that any further questioning takes place.
3. We reserve the right to call in the Police at any stage.

B) CONFIDENTIALITY

1. All information that:
 - a. Is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
 - b. Relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - c. Has not been made public by, or with authority,shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.
2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

C) COMPANY PROPERTY AND COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

D) STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by a Director or by other staff following clearance by a Director.

E) INVENTIONS/DISCOVERIES

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made: -

- a. In the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties.
- b. Outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these.
- c. During the course of any of your duties, and at the time you had a special obligation to further our interests arising from the nature of those duties, and your particular responsibilities.

F) VIRUS PROTECTION PROCEDURES

In order to prevent the introduction of virus contamination into any Laslett International software system the following must be observed: -

- a) Unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used.
- b) All software must be virus checked using standard testing procedures before being used.

G) USE OF COMPUTER EQUIPMENT

In order to control the use of the company's computer equipment and reduce the risk of contamination the following will apply: -

- a) The introduction of new software must first of all be checked and authorised by a Director of the company and the IT Manager / Co-ordinator before general use will be permitted.
- b) Only authorised staff should have access to the company's computer network.
- c) Only authorised software may be used on any of the company's computer equipment.
- d) Only software that is used for business applications may be used.
- e) No software may be brought onto or taken from the company's premises without prior authorisation.
- f) Unauthorised access to the computer network will result in disciplinary action.
- g) Unauthorised copying and/or removal of computer equipment, software and company files will result in disciplinary action, such actions could lead to dismissal.

H) E-MAIL AND INTERNET POLICY

1. Introduction

The purpose of the Internet and E-Mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of Internet and E-Mail within the company. The Internet and E-Mail system have established themselves as an important communications facility within the company and have provided us with contact with professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

2. Internet

Where appropriate duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the company name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence.

The company's intellectual property right and copyright must not be compromised when publishing on the internet.

The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work related, leaves an individual liable to disciplinary action which could lead to dismissal.

3. E-Mail

- a) The use of the E-Mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the company's position on the correct use of the E-Mail system.
- b) Please note as all E-Mails may be monitored, should you need to send/receive E-Mails (or any other telecommunications i.e. telephone calls) of a private and confidential nature, you are advised to speak immediately to the IT Manager / Co-ordinator, so that arrangements can be made to preserve your privacy.

4. Procedures – Authorised Use

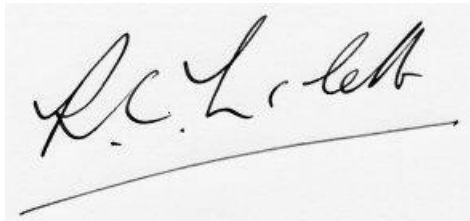
- a) Unauthorised or inappropriate use of the E-Mail system may result in disciplinary action, which could include summary dismissal.
- b) The E-Mail system is available for communication and matters directly concerned with the legitimate business of the company. Employees using the E-Mail system should give particular attention to the following points: -
 - i) all comply with company communication standards.
 - ii) E-Mail messages and copies should only be sent to those for whom they are particularly relevant.
 - iii) E-Mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. E-Mails that are abusive) must not be sent.
Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.
 - iv) If an E-Mail is confidential, the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system.
 - v) Offers or contracts transmitted by E-Mail are as legally binding on the company as those sent on paper.
- c) The company will not tolerate the use of E-Mail system for unofficial or inappropriate purposes including: -
 - i) Any messages that could constitute bullying, harassment or other detriment.
 - ii) Personal use (social invitations, personal messages, jokes, cartoons, chain letters or other private matters).
 - iii) On-line gambling.
 - iv) Accessing or transmitting pornography.
 - v) Transmitting copyright information and/or any software available to the user.
 - vi) Posting confidential information about other employees, the company or its customers or suppliers.

I) USE OF SOCIAL NETWORKING SITES

Any work related issue or material that could identify an individual who is a customer/client or work colleague, which could adversely affect the company a customer/client must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment, mobile phone or PDA.

The Company reserves the right to monitor all incoming and outgoing e-mails, internet usage and any other activity on our computers.

Signed by:

A handwritten signature in black ink, appearing to read 'R.C. Laslett', is written over a horizontal line.

Robert C. Laslett CEng FEI FIET HonFAPM FACostE FRSA FIoD

Managing Director

LASLETT INTERNATIONAL LIMITED

16th February 2018