

شركة تقنية ليبيا للأعمال الهندسية

Taknia Libya Engineering Company



ICT Usage Security Policy

This ICT Usage Security Policy covers the security and use of all Taknia Engineering Company (TLEC) information and ICT equipment. It also includes the use of email, internet, voice and mobile ICT equipment. This policy applies to all information, in whatever form, relating to TLEC's business activities worldwide, and to all information handled by TLEC relating to client & partners with whom it deals. It also covers all ICT facilities operated by TLEC or on its behalf. All TLEC's employees, contractors and client staff (hereafter referred to as 'individuals') are obliged to comply with this policy

Computer Access Control – Individual's Responsibility

Access to the TLEC IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the TLEC's ICT systems.

TLEC User Passwords are valid for 90 days, after which you will be required to reset it to a new one, the last 2 passwords used are stored and cannot be reused.

Individuals must not:

- Allow anyone else to use their user ID and password on any TLEC ICT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access TLEC's ICT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to TLEC's ICT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-TLEC authorized device to the TLEC network or ICT systems.
- Store TLEC data on any non-authorized TLEC equipment.
- Give or transfer TLEC data or software to any person or organization outside TLEC without the authority of TLEC.

Managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to ICT systems and data.

Internet and Email Conditions of Use

Use of TLEC internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to TLEC in any way, not in breach of any term and condition of employment and does not place the individual or TLEC in breach of statutory or other legal obligations. All individuals are accountable for their actions on the internet and email systems.

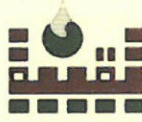
Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which TLEC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.

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- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Use the email systems to send Mass Emails or TLEC groups without authorization.
- Place any information on the Internet that relates to TLEC, alter any information about it, or express any opinion about TLEC, unless they are specifically authorized to do this.
- Make official commitments through the internet or email on behalf of TLEC unless authorized to do so.
- In any way, infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the ICT Department.
- Connect TLEC devices to the internet using non-standard connections.
- Attempt to bypass or disable TLEC's web proxy settings.

Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, TLEC enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using shredders.

Working Off-site

It is accepted that Company laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office (remote access) requires direct manager justification and ICT superintendent approval.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops are preferred to be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

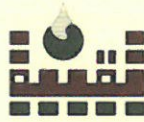
Mobile Storage Devices

Mobile devices such as memory USBs or SDs, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only TLEC authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data. Use of USB memory devices on company computers are permitted for Managers, Superintendent, and Project Managers; additional staff member access has to be approved by Managing Director. TLEC staff who are permitted to use USB memory devices are responsible and accountable for any damage or misuse may happen to company system. ICT will not be responsible for system downtime as consequences of the damage or misuse.

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Software

Employees must use only software that is authorized by TLEC on computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on TLEC computers must be approved and installed by the TLEC ICT department. End users are not allowed to install any Software on their computers.

Individuals must not:

- Store personal files such as music, video, photographs or games on TLEC ICT equipment.

Viruses

The ICT department has implemented centralized, automated virus detection and virus software updates within TLEC. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved TLEC anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of TLEC voice equipment is intended for business use. Individuals must not use TLEC's voice facilities for sending or receiving private communications on personal matters. All non-urgent personal communications should be made at an individual's own expense using alternative means of Communications.

Individuals must not:

- Use TLEC's voice for conducting private business.
- Make threatening calls to internal or external destinations.

Resignation & Termination of Contract

All TLEC equipment and data, for example laptops and mobile devices including telephones & smartphones must be returned to TLEC before the approval of the checkout list.

All TLEC data or intellectual property (Registered in TLEC Name) developed or gained during the period of employment remains the property of TLEC and must not be retained beyond leaving TLEC or reused for any other purpose.

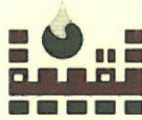
Monitoring and Filtering

All data that is created and stored on TLEC computers is the property of TLEC and there is no official provision for individual data privacy, however wherever possible TLEC will avoid opening personal emails, and when necessary TLEC has the right to do so.

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ICT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. TLEC has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes.

It is your responsibility to report suspected breaches of security policy without delay to your management or the ICT department.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with TLEC's disciplinary procedures.

Data/Information Security

All Company data/information and application are the property of TLEC and considered as confidential Data/information and **should not** be taken nor copied or transmitted via e-mail to any person outside TLEC unless it is mandatory and essential then it is subject to Management approvals.

Signed: _____
Tayeb Mahmud Said
Managing Director

Date: 26/6/2018

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