ACCEPTABLE USE POLICY (AUP)

ITEC International Ltd (ITEC Ltd)
Tel +250 788620612
Email: info@itec.rw
Website: www.itec.rw
Rwanda

MARCH 2025

ACCEPTABLE USE POLICY (AUP)

1. Purpose

The purpose of this Acceptable Use Policy (AUP) is to define acceptable practices for the use of ITEC Ltd's information technology (IT) resources. The goal is to ensure that these resources are used securely, efficiently, and ethically, and that they support the company's business needs.

2. Scope

This policy applies to all employees, contractors, consultants, and temporary staff who have access to ITEC Ltd IT resources, including but not limited to, computers, networks, software, and cloud services.

3. General Use

- **Authorized Access:** Employees may only use IT resources to perform tasks required by their job. Unauthorized access to systems or data is prohibited.
- **Respect for Intellectual Property:** Employees must respect copyright, software licensing, and trademark laws. Unauthorized copying, installation, or distribution of software is not allowed.
- **Personal Use:** Limited personal use of company IT resources is allowed if it does not interfere with work, violate any laws, or incur additional costs.

4. Prohibited Activities

Employees are strictly prohibited from using company IT resources for the following activities:

- **Illegal Activities:** Any activity that violates local, state, or federal laws, such as downloading pirated software, distributing illegal content, or engaging in fraud.
- **Harassment or Offensive Content:** Sending, accessing, or distributing offensive, defamatory, or discriminatory materials (e.g., hate speech, explicit content) via email or company systems.
- **Malicious Software:** Attempting to introduce viruses, malware, spyware, or any other malicious software to company systems.
- **Excessive Personal Use:** Excessive use of company IT resources for personal reasons (e.g., streaming, gaming, shopping) that affect productivity or network performance.
- **Unapproved Software/Hardware:** Installing or using software or hardware that has not been approved by the IT department.
- **Unauthorized Network Access:** Attempting to access or monitor someone else's computer, files, or network activities without permission.

5. Network and Internet Usage

- **Secure Connections:** Employees must use ITEC wireless or secure methods when accessing company networks remotely.

- **Internet Browsing:** Internet usage should primarily be for business-related purposes. Personal browsing should not interfere with work performance or compromise security.
- **Email and Communication Tools:** Employees must use company email and communication tools for professional purposes. Personal communication should be kept to a minimum, and sensitive or confidential information should never be shared without proper encryption.

6. Data Privacy and Security

- **Confidentiality:** Employees must keep sensitive company information confidential and take necessary precautions to prevent unauthorized access or disclosure.
- **Password Protection:** Employees are required to use strong, unique passwords and to change them regularly. Passwords should not be shared or written down in easily accessible locations.
- **Data Handling:** Employees should not store personal or sensitive company data on non-company devices unless authorized.

7. Monitoring and Enforcement

- **Monitoring:** ITEC Ltd reserves the right to monitor all IT resources, including internet activity, email, and file access, to ensure compliance with this policy.
- **Disciplinary Actions:** Violation of this Acceptable Use Policy may result in disciplinary action, up to and including termination of employment, as well as legal action in case of illegal activities.

8. Reporting Violations

If you suspect a violation of this policy, you are required to report it immediately to the Managing Director.

9. Acknowledgment

By using ITEC Ltd 's IT resources, you acknowledge that you have read, understood, and agree to comply with this Acceptable Use Policy. Failure to adhere to this policy may result in disciplinary action.

SIGNED BY ITEC LTD

Name: TWAGIRAMUNGU Serge

Title: Managing Director