



# I.T & SECURITIES POLICY

**SvoFX**

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SVOFX LTD.  
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## 1. Background and Scope

SVOFX LTD (hereinafter the 'Company') has developed the I.T. & Securities Policy to guide individuals in the acceptable use of computers, information systems, system portals and social media, or used by Company. All such systems are considered the Company's property for purposes of this policy. This policy is also intended to describe best practices to ensure availability, integrity, reliability, privacy, and confidentiality of the Company's computers, information systems and data. The Company makes computing and systems resources available to internal users, and some extent the general public and clients.

The Company reserves the right to amend this policy at its discretion with or without notice. In case of amendments to the policy, the Company will make efforts to inform users of changes.

## 2. Policy and User Responsibilities

The Company's computing, systems resources and services are limited and should be used wisely and carefully with consideration for the needs of others. By using the Company's computers, information systems, system portals and media, 'you' – user of the Company computing resources, assume personal responsibility for acceptable use in conformity with this policy.

All communications and information transmitted by or through, received by or from, or stored in these systems are the records and property of the Company. You have no right of personal privacy in any matter stored in, created, received, or sent over the Company computers, storage devices, email, internet, social media or voicemail system. This includes and is not limited to: CRM, databases, system portals, in-house software applications, all externally hosted software applications and the following site: [www.svofx.com](http://www.svofx.com) and any other [www.svofx.\\*](http://www.svofx.*) web domain name.

Be aware that even deleted or erased computer, databases, e-mail and voicemail messages may remain stored in the Company's computer servers or telephone systems. By placing information on the Company's computer systems or servers, or using any equipment, you have consented to the Company's right to capture, edit, delete, copy, republish and distribute such information.

The I.T. & Securities Policy with respect to Confidential Information apply to all forms of communication including written, e-mail and voicemail.

The Company provides access to Internet services such as web-browsing. Use of the Company's internet services are only for internal use. This restriction includes any Internet service which is accessed on or from the Company's premises using the computer equipment or via public access methods and/or used home internet in a manner that identifies you with the Company.

The following is a non-exclusive list of prohibited use of the Company resources. In a constantly changing world of information technology, it is impossible to enumerate all non-acceptable uses of the Company computers, information systems, system portals and social media.

The Company reserves the right to prohibit any use of its computing facilities by any person(s) if and when such use appears to be inconsistent with this policy.