

## IT Security

Hannas provides access to electronic resources, including the Internet, to enable employees to carry out their roles and responsibilities effectively.

The Company does not expect those resources to be used inappropriately, and is opposed to the access of illegitimate and unethical websites or transmission of inappropriate content via e-mail. Such misuse will not be tolerated.

Similarly, Hannas depends upon its intellectual property to give it an advantage in a competitive industry. Hannas' intellectual property includes information, processes and technology, developed by employees as part of their position and available to others in the company to assist them in doing their jobs.

It is the responsibility of every employee to protect such assets as intellectual property and to ensure that others do the same.

Hannas IT Security policy defines measures to ensure the utilisation of electronic resources to enhance performance within the work environment and to identify and preclude unlawful and inappropriate behaviour.

- Personal computers, laptops and servers shall be locked in a secure environment when not attended or in use,
- User access to the network shall be password protected, users shall log off the network each night,
- All data files shall be saved to the network rather than internal drives,
- Data files shall be backed up regularly and backups moved off site,
- All PCs shall run anti-virus software and incoming files shall be scanned before use,
- The network portals shall be protected by up to date firewall technology,
- Data files should be regularly purged and archived,
- Computer software must be licensed and no copies or usage allowed outside the licence agreement conditions,
- E-mail access is provided to facilitate business activity and e-mails shall not contain or distribute inappropriate information,
- Internet access is provided to facilitate business activity and access to illegitimate and unethical websites is strictly forbidden.
- Use of electronic communications is provided to facilitate business activity and excess personal use that affects work performance is forbidden.

Management are responsible for ensuring adherence to the provisions of this policy. All staff are responsible to assist the Company in achieving the objectives of the policy.

A handwritten signature in black ink, appearing to read 'Danny Hanna'.

**Danny Hanna**  
Chief Executive Officer  
Hannas  
05 February 2010