

IT POLICY

DELEX POLSKA SP. Z O.O.

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I. PURPOSE

The IT Policy is a supplement to the company's rules on the use of computer equipment and correspondence, going beyond the applicable Labor Code, terms of employment and other internal regulations. At the same time, it is a complementary element to the company's quality policy and strategy. In addition, it is consistent and consistent with the company's mission, strategy and goals.

The IT policy applies to the entire company and is subject to all employees, regardless of the type of contract concluded.

The purpose of this policy is to establish the rules that apply to the use of the company's computer equipment and to clarify the responsibilities of the company and the individual user to protect IT assets. The goal is to protect the privacy of the company and individual users.

Delex Polska Sp. z o.o. will constantly improve the company's IT tools and integrate them into everyday operations. It will make efforts to have modern and ergonomically correct IT workstations and provide training for all employees on the programs that the job requires, as well as when changes are made.

II. INFORMING

All employees must be informed about the IT and e-mail policy of Delex Polska Sp. z o.o. through the company's management.

When hiring a new employee, the employee must be informed and commit to company policies.

III. GUIDELINES

The workstation and all other devices are the property of Delex Polska Sp. z o.o. It is intended for use in and for our business. This means that the company has unlimited access to the equipment and information contained therein. Therefore, the company cannot be excluded from access to information, for example through user actions.

A networked workplace means access to all or part of the information stored in our internal network. This information must be treated as confidential and must not be disseminated to unauthorized persons.

The workplace must be well cared for to ensure long and trouble-free operation. Damage or fault caused by negligence may lead to a claim for damages from the user. Any errors and deficiencies must be immediately reported to the IT department/service, which decides to take action. Maintenance and inspection of the devices is carried out periodically by the IT department/service.

Only software and hardware approved by the IT department/service can be installed on workstations. All installations are performed by the system administrator or a person designated by him. We protect all electronic information (with passwords, firewalls, antivirus software, backups, etc.)

IT systems will be used primarily for business needs and all employees and users should behave like professional representatives of the company on the Internet, social media and electronic communication. Social media cannot be used for private purposes during working hours. We allow occasional use of the company's IT equipment during breaks and after working hours, provided that the use is legal and in accordance with the company's values. Private browsing is done on behalf of the company. All internet traffic can be tracked if needed. It is important to be aware that private emails cannot be sent from company email.

All outward-facing communication has a uniform appearance corresponding to the company's visual principles, with good linguistic correctness and well-thought-out content. This also applies to company websites, which should be substantive and professional.

The company applies the GDPR (General Data Protection Regulation) and protects particularly sensitive information about the company, its finances and its employees.

In the event of serious suspicion of disloyalty or criminal behavior, Delex Polska Sp. z o.o. has the right to disclose private information contained in the company's computers. If the company makes use of this option, the employees concerned will be informed.

Delex Polska Sp. z o.o. has introduced detailed rules for the use of computers, the Internet and e-mail. The company has adapted its IT and e-mail policy to meet the company's rules. The document "IT Policy of Delex Polska Sp. z o.o." is available to employees, customers and interested parties on the company's website.

IV. SECURITY

To ensure the highest possible security for customers, passwords are changed every 6 months. Passwords must comply with the following policies:

- Your password should contain at least one uppercase letter, one lowercase letter, one number, and one special character (e.g., !, @, #, \$, %)
- Passwords cannot be reused before 12 months
- Change your password if you suspect that it may have been compromised

Phishing and awareness training is implemented on an ongoing basis to increase employee understanding and avoid/minimize threats.

All connections and installations of computers or other equipment in the company network must be approved by the company's IT department/service without exception. Users who bring their own equipment

can use the "guest network". You must control unlicensed software from external users. It is not permitted to use such software through the network of Delex Polska Sp. z o.o.

V. INSTRUCTIONS

- When leaving your workplace, it is important to keep your computer locked to avoid unauthorized access to your logged on computer. The responsibility lies with the person who is logged in for everything that is transmitted from the computer.
- The mailbox should not be used as storage space. According to the GDPR, we must be critical when we decide to save an email containing personal data. If we are unable to save an email due to one of the legal grounds of consent, contract, balancing of interests or legal obligation, the email must be deleted.
- Private files should not be saved on the company computer. Files saved here are considered company files. Mail stored in the company's e-mail program is considered to belong to the company. When someone leaves the company, all data is considered company.

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