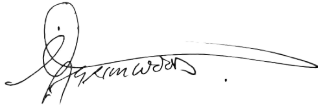




IT: Mobile Device Data

EXCO REVIEW	
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Introduction

Overview

The purpose of this policy is to define acceptable and unacceptable use of electronic mobile devices and network resources at Kheth'Impilo in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

Kheth'Impilo provides computer devices, networks, and other electronic information systems to meet its mission, goals, and initiatives, and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires users of information assets to comply with company policies and protects the company against and potential damaging legal issues.

Scope

All employees, contractors, consultants, temporary and other workers at Kheth'Impilo, including all personnel affiliated with third parties, referred to as 'users' in this policy, must adhere to this policy. This policy applies to all information assets owned, operated and/or leased by Kheth'Impilo, or to devices that connect to a Kheth'Impilo network or reside at a Kheth'Impilo, referred to as Kheth'Impilo in this policy.

Policy Statement

General Requirements

All users are responsible for exercising good judgment regarding the appropriate use of Kheth'Impilo's resources in accordance with all Kheth'Impilo policies, standards, and guidelines as applicable from time to time. Kheth'Impilo's resources may not be used for any unlawful or prohibited purposes.

For security, compliance, and maintenance purposes, authorised personnel may monitor and audit equipment, systems, and network traffic, and any use of the Kheth'Impilo resources shall be regarded as being for business use. Kheth'Impilo may install anti-virus and disk encryption software on company issued devices. Employees may not deactivate or configure settings and firewalls without IT approval. Devices that interfere with other devices or users on the Kheth'Impilo network may be disconnected. Information Security prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access to the scan sources.

Internet Usage

1. Internet usage including company issued Mobile Devices
Employees are advised to use KI's company's internet connection for the following reasons:
 - a. To complete their job duties.
 - b. To access company hosted web services
 - c. In some cases, to access social media accounts, while conforming to our IT Policy.
2. Employees should NOT:
 - a. Download or upload obscene, offensive or illegal material.
 - b. Send confidential information to unauthorized recipients.
 - c. Download or upload movies, music and other copyrighted material and software.
 - d. Visit potentially dangerous websites that can compromise the safety of KI's user network and computers.

- e. Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.

Personal Devices

1. Should Employees use their personal devices, Kheth'Impilo will not assume any responsibility if employee devices become "infected" by malicious software, or if their personal data is compromised as result of inappropriate employee use.

Mobile Device Data and Airtime

1. Kheth'Impilo will provide adequate Data and/or Airtime to be used for work purposes. Kheth'Impilo may request call log history, data usage and URL (Uniform Resource locator) history from the Network Service provider.
 - a. Employees may not use Mobile Device to "Hot Spot" personal devices
 - b. Employees may not insert a Kheth'Impilo issued SIM card in their personal devices
 - c. Data or Airtime top up requests must be authorized by the Line Manager, citing reason and Funder details.
 - d. Should investigative usage reports reveal "abuse"* by the Employee; the Employee will be held liable for any cost incurred.
 - e. The Employee should not post inappropriate social media, this includes WhatsApp, media/messages
 - f. WhatsApp should only be used for work related tasks (no personal WhatsApp groups e.g. Stokvel & other)
 - g. You may NOT convert the WhatsApp application to a Business WhatsApp

Kheth'Impilo advises our employees to be careful when downloading and opening/executing files and software. If unsure that a file is safe, consult the IT Department

"abuse" - Infringement of policy*