

Skilled Health Professionals Pty Ltd T/A Advance Nursing BRING YOUR OWN DEVICE POLICY

1. Purpose of the Policy

This Policy provides guidelines, standards and restrictions for employee use of personally owned devices and connecting to Skilled Health Professionals Pty Ltd T/A Advance Nursing network for the purposes of conducting business. All Skilled Health Professionals Pty Ltd T/A Advance Nursing employees are bound to the conditions set forth by this Policy. In the event of a breach of Policy, Skilled Health Professionals Pty Ltd T/A Advance Nursing reserves the right to revoke the use of smart devices. This is because a breach of this Policy may result in the exposure of confidential information, loss of revenue and damage to the Company's public image. This Policy is therefore intended to protect the security and integrity of Skilled Health Professionals Pty Ltd T/A Advance Nursing data and technology infrastructure.

2. Acceptable Use

This acceptable use of devices, under this Policy, is restricted to activities directly or indirectly related to an employee's work responsibilities or for the benefit of the Company. In achieving such purposes, the employee may connect to the Company's internet service and other network equipment such as printers and fax machines where necessary for the work to be performed. Acceptable usage is subject to the limitations of clause 8 of this Policy.

3. Applications allowed on device:

All employees are authorised to use devices for the following purposes: Rostering, HR purpose, Accounting and any other business related work. google, Microsoft office, deputy, Emprevo, Estia health staffing portal. .

4. Prohibited use

All employees are not authorised from using devices for the purposes:

- (a) Making audio or video recordings of business related concepts while on site.
- (b) Storing or transmitting illicit materials.
- (c) Strong or transmitting proprietary information belonging to the Company or its associated entities.
- (d) Harassing, intimidating or concluding any other unlawful activities.
- (e) Engaging in outside business activities during work hours.

5. Applications not allowed on device:

All employees are prohibited from accessing or using the following applications: Do not use any application or device which does not have positive impact on business. Such as youtube, facebook, netflix and any other social media site or applications

6. Reimbursement

- (a) The company will reimburse the employee for _____% of the cost of a device mutually agreed upon.
- (b) The company will reimburse or otherwise pay the employee for the following charges:
_____.

7. Security

Employees using personally-owned devices and related software must comply with the security procedures set forth in this clause of the Policy in order to protect the integrity and security of the company's data.

- (a) All devices are to be protected by strong passwords. The password must not be disclosed to anyone.
- (b) All the users of personal-devices are reasonable for ensuring the physical security of their device. Employees are expected to secure all devices whether in use or not.
- (c) All data, stored on the personally-owned devices of employees must be encrypted using strong encryption.
- (d) Employees must not access, copy or store the Company's data that is outside the scope of their job description or irrelevant from his/her allocated business tasks.
- (e) Employees must not download or store in any other way of the Company's information systems.
- (f) Employees are prohibited from storing any confidential information relating to the Company and or the Company's customers.
- (g) Employees are required to install up-to-date antivirus software and anti-malware software deemed necessary by Skilled Health Professionals Pty Ltd T/A Advance Nursing IT Department. If a virus or similar threat is detected, or otherwise comes to the attention of the employee, the employee must immediately report the issue to relevant IT personnel.
- (h) In the event of lost or stolen devices, Employees must immediately report the incident to IT. Appropriate steps will be taken to ensure the security of the Company's data.

8. Breach of Policy

The Company reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy. HR personnel, HR Manager will be advised of any breaches of this policy and will be responsible for determining appropriate remedial action.

9. Help and Support

- (a) Employees are not eligible to receive device-specific support with Skilled Health Professionals Pty Ltd T/A Advance Nursing 's IT Department for personal devices and are responsible for ensuring the maintenance of personal devices.

- (b) Skilled Health Professionals Pty Ltd T/A Advance Nursing 's IT Department will perform maintenance on software related or web-based issues.

10. Liability

The employee takes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operation system crash, errors, bugs, virus, malware, and/or other hardware failures, or programming errors that render the device unusable.

Employee Declaration

I, have read and understood the terms of the above Bring Your Own Device Policy and I agree to the terms. I acknowledge that failure to comply with the terms of the Policy, at the discretion of the Company, will result in disciplinary action.

.....

Name of employee:

.....

Date signed