

# Information Technology (IT) Policy

## COMMITMENT

TS Global Pty Ltd is committed to operating its IT systems responsibly, ensuring compliance with legal, privacy, conduct, and security obligations. We work with an external IT provider to maintain system integrity.

## SCOPE

Information Technology includes but is not limited to:

- Devices (e.g. computers, laptops, tablets, phones, hard drives, modems)
- Software and stored data (e.g. emails, proprietary documents, customer, supplier, and employee information)
- Work-related applications (e.g. intranet, project, payroll, timesheet, financial systems)
- Social media, including personal accounts if used to harm the business or its stakeholders.

Employees must respect IT access limits, not attempt to bypass restrictions, and always maintain confidentiality, regardless of employment status.

## OBJECTIVES

Employees and contractors are not to use, or allow others to use, TS Global's IT Systems for any of the following:

- Harassment of individuals or groups
- Accessing or sharing pornographic or offensive content
- Sharing confidential client, customer, or supplier information
- Sending defamatory emails
- Unauthorized access to systems, data, or communications
- Sending SPAM
- Distributing defamatory, abusive, threatening, or illegal material
- Unauthorized copying or sharing of copyrighted or confidential content
- Engaging in criminal activity

## MONITORING

TS Global will maintain a suite of procedures as part of our QHSE management system, outlining how and when this policy is applied. This policy will be reviewed every two (2) years.



Graham Holford  
General Manager  
15/05/2025