

## Security, Confidentiality & Data Protection

### Use of Company Property

We provide certain tools and equipment so you can do your job effectively, such as, laptops, phones, software, office furniture, and sometimes vehicles. These items are company property, and we ask that you treat them with care and respect.

While most company resources are for work use, we understand and recognise that you will use Company Property from time to time for personal use. This is fine, as long as it's reasonable, doesn't get in the way of your work, and stays within our other policies.

In view of this, please keep a few things in mind:

Use company equipment responsibly and report any damage, loss, or issues as soon as possible.

Keep company property secure—physically and digitally. Don't share passwords, lend out equipment, or use tools for anything that could put data or systems at risk.

When you leave the company or switch roles, please return any equipment you've been issued, ideally in the same condition it was given.

### Parking on Company Premises

We recognise that depending on your work location, you may have on-site parking available. In this regard, there are a few things to note:

Parking is typically considered “first come, first served”, unless spaces are specifically assigned.

The Company isn't responsible for theft, damage, or loss involving personal vehicles or items left inside them.

Please park responsibly and follow any posted signs or guidelines — we all share the space.

We trust everyone to treat company property, with respect and common sense. If you're ever unsure about what's okay or need help with anything property-related, just ask your manager or reach out to the HR team.

### Personal Property

We understand that most people bring personal items with them to work, whether that's a phone, a bag, a favourite coffee mug, or a bike or car parked outside. While we want



you to feel comfortable and at home while you're here, it's important to remember that personal belongings are your responsibility.

The company isn't liable for any lost, stolen, or damaged personal property brought onto our premises. That includes items left in bags, drawers, lockers, vehicles, or workspaces. So if you're bringing something valuable to work, please take the usual precautions, keep it secure and don't leave it unattended.

If you're using any personal devices or equipment for work – this won't be allowed come the end of October – so perhaps we put something in with a link to a policy we're busy creating for Managed devices. (like your own laptop or tools), please check with your manager first. We will need to put certain security measures in place, especially if it connects to our systems or involves company data.

We also ask that you avoid bringing in anything that could cause disruption, pose a safety risk, or violate any of our workplace policies. That includes things like dangerous items, illegal substances, or anything overly distracting or inappropriate for a shared work environment. If you ever have questions about what's okay to bring in or need help with a lost item, feel free to talk to your manager or the HR team. We're happy to help where we can.