



STREETLIGHT UK GATWICK OFFICE PROTOCOL

Streetlight UK offices are situated in Churchill Court, 3 Manor Royal, Crawley, RH10 9LU and the Regus Offices of the Norton Rose Fulbright Building, 3 More London Riverside, London, SE1 2RE.

Confidentiality of proprietary and sensitive information is an important business protocol. All team members in the office are expected to exercise good judgment and to refrain from discussing sensitive issues, including security information, salaries and contract values, in or out of the office.

When looking at sensitive information and having private conversations make sure that the door is shut in order to minimise personal information being made public to anyone outside of Streetlight UK.

Care and professionalism should be used in preparing and transmitting e-mail or voice mail communications. E-mail and voice mail messages may be subject to disclosure in legal proceedings.

Confidential or proprietary information should not be transmitted using e-mail or voice mail without taking reasonable measures to protect its confidentiality and integrity.

Electronic resources may not be used for illegal activities (e.g., illegal downloading of music or movies), activities harmful to the working environment of Streetlight UK, or activities in contradiction to Streetlight UK policy. Use of electronic resources for illegal activities may result in personal liability for such activities, as well as disciplinary measures taken by Streetlight UK, including involuntary termination.

Staff and volunteers of Streetlight UK are strictly prohibited from using any Streetlight UK resources, equipment, or facilities to engage in any political campaign activity, even outside of working hours.

Use of Streetlight UK e-mail, voice mail, Internet access, and other electronic resources represents the staff's acknowledgment of and consent to this policy and Streetlight UK right to monitor, as described above.

KEYS AND ACCESS TO THE OFFICE

Volunteers are not to have access to Offices without a staff member present and the approval of the Support Manager.

KEYHOLDERS

Reviewed: July 2021

Next Review Date: July 2022

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Reg Charity No: 1163428

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CEO (HC) – Key number 00246080
Operations Manager – Key number 00246382
Sussex & Surrey WSW (GM) – key number 00246248
Floating WSW (EB) – key number 00829030
Spare disk - key number 00284525

USE OF THE INTERNET AND EMAIL

If you have a computer on your desk you are not allowed to arrange your own internet access. This must be set up by a member of the IT company – Wessex IT.

Members of Streetlight UK are expected to use email and internet access sensibly and not so that it interferes with efficient working of Kingdom Faith. You may be called upon to justify the amount of time you have spent on the internet or the sites you have visited, so always bear this in mind when surfing the net. Streetlight UK does not currently impose any time limitation on work-related internet use. Employees are trusted not to abuse the freedom given to them, but if this trust is abused, then Streetlight UK reserves the right to alter the policy in this respect. Internet access may be denied to any employee without giving reasons although reasons would normally be given.

Software must not be downloaded from the internet or otherwise installed without prior permission from the IT company contracted by Kingdom Faith. USB sticks that have been used on computers outside the remote network must not be used without permission from a member of the IT company contacted by Kingdom Faith.

CLEAR DESK POLICY

Streetlight UK operates a clear desk policy for all employees for the following reasons:

- It portrays a professional business image to our clients, customers and suppliers when they visit Streetlight UK offices
- It reduces the threat of a security breach as passwords and other confidential information are locked away or otherwise securely stored
- It ensures compliance with data protection requirements because personal data must be held securely at all times
- It protects employees' health and safety by reducing the risk of workplace accidents
- It reduces the risk of damage or destruction to information in the event of a disaster such as a fire, flood or explosion.

PROCEDURE

At the end of your working day or where you leave the office for an extended period during the

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day, you must tidy your desk and tidy away all work-related paperwork and files into your desk drawer, filing cabinet or cupboard in an efficient and organized manner. These should then be locked overnight where locking facilities are available. Confidential information or information containing personal data must always be securely stored.

If you are unsure of the information's sensitivity, either ask your line manager or lock it away securely. Put any paperwork that you no longer need in your rubbish/recycling bin on a daily basis. Any unwanted paperwork that contains personal data or sensitive information should be shredded. Paperwork that you do need should be acted upon and then appropriately filed.

This policy includes removable storage media which may contain files downloaded from your computer, such as memory sticks, portable hard drives and CDs. Media of this type must also be cleared from your desk before you go home.

Additionally, you should not print out hard copies of e-mails or documents just to read them unless this is really necessary. All information stored on Kingdom Faith's servers and e-mail systems are backed-up so you will not lose the information unless you have specifically deleted it.

When printing out information, it should be cleared from printers immediately, particularly if the information is confidential or contains personal data. Faxes should also be taken from the fax machine immediately. Nothing should be left lying on printers, photocopiers or fax machines at the end of the working day.

You, are responsible for your workstation and therefore it must be free from coffee mugs, litter or mess at the end of the day.

All bins will need to be emptied at the end of the week, so please ensure the bin is empty and that the bag has been changed.

Finally, the floor space around your desk should remain tidy and free from obstructions at all times.