

Equipment Policy

This policy relates to all Company property, stock and equipment, including iPads and flue gas analysers, which is used by Aura Retrofit Limited's employees.

All equipment, such as iPads or flue gas analysers, or stock is owned by Aura Retrofit Limited but is your working equipment and you are responsible for it.

If any equipment or stock is faulty, lost, damaged or stolen you should inform Gary Robinson immediately.

If Company stock or equipment is lost, damaged or stolen at the fault of an employee, Aura Retrofit Limited will require that employee to pay for the damage to be repaired or to replace the equipment or stock.

The Company reserves the right to deduct the cost of repairing or replacing Company equipment or stock from the employee's wages.

Please be careful when using or carrying Company stock or equipment. You should keep your company property in covers where they are provided. In particular iPads and flue gas analysers are provided to you with covers and should be used at all times. These covers are designed to protect the iPads and flue gas analysers but still allow the equipment to be used easily.

Responsibilities

Equipment and stock which you use is your responsibility. Great care should be taken with all company equipment and stock. You must keep an eye on it at all times.

Any Company equipment, including iPads, or stock should never be:

- Lent or entrusted to anybody else (including your children).
- Left on display in your vehicle.
- Left unattended or in an unlocked vehicle.

Where possible, all Company equipment should be password protected. The password you should use to protect Company property where possible is 8221. Passwords should never be given to anyone unless requested by Gary Robinson.

If you leave the Company for whatever reason, all Company property and stock must be returned immediately to Gary Robinson. If you fail to return property belonging to the Company immediately on your termination of employment with Aura Retrofit Limited, you will be liable for the cost of replacement of the equipment or stock. Alternatively, the Company will deduct the cost of the stock, equipment or property from any wages or money owed to you.

Any Company equipment should be used for professional purposes only.

The Company reserves the right to check and audit the stock or Company equipment you are responsible for at any time.

The Company reserves the right to audit the apps and programmes installed on your iPad at any time. If any forbidden applications are found, then this may result in disciplinary action. The Company reserves the right to remove or ask you to remove any unnecessary applications.

Downloading of the following, on to Company equipment, is strictly prohibited:

- Music and Podcasts
- Movies and TV Shows

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- Games of any kind
- Personal social network sites such as Facebook or Twitter
- iCloud synchronization
- Any other application that the Company believes could compromise the security of the device.

Jailbreak/unlocking of the iPad is absolutely forbidden.

This policy should be read in conjunction with the Company's Communications Policy.

Company Telephones including Mobile Telephones

The company's telephone lines, and mobile telephones are for the exclusive use by employees in connection with company business. Whilst Aura Retrofit Limited will tolerate essential personal telephone calls concerning an employee's domestic arrangements, excessive use of the telephone for personal calls is prohibited and will result in disciplinary action and the employee will be required to pay to the company the cost of personal calls made. Personal calls to numbers outside the UK, to chat rooms or premium rate numbers are not allowed.

Security of Property

It is important that you are vigilant at all times regarding your own property and any equipment relating to Aura Retrofit Limited. All employees need to play their part in ensuring the security of property and should:

- be careful with keys and security passes and report any losses to your Manager;
- do not disclose confidential information to a stranger. If in doubt ask for a written request or refer to management;
- protect any information contained on laptops or faxes especially at home and keep confidential at all times;
- if issued with Aura Retrofit Limited property i.e. van, mobile phones or laptops it is your responsibility to care for such items, and to ensure the security of them whilst in your possession; and
- do not use any company property for personal use at any time.

You may not remove, without the express permission of your Manager, any property belonging to Aura Retrofit Limited. If you have not obtained permission to remove property from Aura Retrofit Limited, any such property found in your possession may result in summary dismissal and prosecution.

Aura Retrofit Limited accepts no responsibility whatsoever for damage or loss to employee's property. Every reasonable effort will, of course, be made to recover lost property, but you are advised not to leave articles of value on the premises or in your vehicle.

Security of Computing Resources

Aura Retrofit Limited places a high degree of importance on the security and protection of its computing resources and some basic principles are given below;

Electronic Mail/Internet Use

Access to electronic mail (e-mail) and/or Internet resources is provided to facilitate Aura Retrofit Limited business communications or research. However, you are permitted a small amount of incidental and occasional personal use except for the purposes listed below. Regular and/or

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excessive personal use of Aura Retrofit Limited e-mail/internet resources is not permitted and will render you liable to disciplinary warning or dismissal depending upon the circumstances.

Given the purpose of providing access to e-mail/internet resources, Aura Retrofit Limited will treat communications, documents, records and systems accessed or received or transmitted material passing through or stored in these resources as concerned with its business. E-mail should not be used as a substitute for face-to-face communication. The style and content of an e-mail message must be consistent with the standards that Aura Retrofit Limited expects from written communications. E-mail messages should only be sent to those people for whom they are particularly relevant and hasty messages, sent without proper consideration, can cause unnecessary misunderstandings. If the message is confidential, you must ensure that the necessary steps are taken to protect confidentiality. You must ensure that critical information is not stored solely within the e-mail system and that hard copies are kept or the information is stored separately on the system. If necessary, documents must be password protected. Careful use of wording is important to minimise inadvertently forming or varying contracts. E-mail is no less legally contractually binding than any other form of written communication.

Aura Retrofit Limited has the capability and reserves the right to access and review any e-mail and/or Internet usage and copy or delete any stored material and to disclose it to any person (inside or outside Aura Retrofit Limited) in a lawful manner as it sees fit. Personal usage and messages, in the same way as Aura Retrofit Limited business usage and messages, will from time to time be monitored for content and frequency levels. The data will be used to assess the effectiveness of the e-mail/internet resources and to ensure compliance with Company policy. Aura Retrofit Limited also reserves the right to use hard copies of e-mail messages and Internet access records as evidence in investigative and disciplinary proceedings.

You must not use the passwords for other employees' e-mail access, messages or any other files, unless specific permission has been given.

All material downloaded from the Internet, or from computers or networks MUST be scanned for viruses and other destructive programmes before being placed onto Aura Retrofit Limited computing resources. In addition, all software licences, copyrights, and all other laws governing intellectual property and online activity must be complied with.

At all times Aura Retrofit Limited prohibits the use of its e-mail/internet resources for the following purposes:

- intentional distribution of destructive programmes (i.e. viruses and/or self-replicating code);
- unauthorised and reprehensible use of passwords for other employees' e-mail access, messages or any other files or documents;
- use of a computer to gain unauthorised access to data or to intentionally damage or interfere with any other systems (i.e. Hacking);
- dissemination or printing of copyrighted materials (including articles and software) in breach of copyright laws;
- on-line gambling and or game playing;
- communicating in connection with other current employment or private business of any form or soliciting money for personal gain;
- accessing pornographic or other undesirable Internet sites;
- soliciting, storing, sending, posting, printing, creating or otherwise of offensive or harassing statements, images or language likely to intimidate, threaten or in any way cause significant offence to others based on race, ethnic or national origin, sex, sexual orientation, disability, religion, belief, age or personal characteristics;

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- soliciting, storing, sending, posting, printing, or otherwise disseminating proprietary data, trade secrets or confidential information about other employees, the Company or its customers or suppliers or business interests;
- engaging in any other activity in breach of the law.

Prohibited use of Aura Retrofit Limited e-mail/internet resources for any of the above stated purposes or for similar purposes will render you liable to summary dismissal for gross misconduct due to serious misuse of Aura Retrofit Limited e-mail/internet resources.

You must ensure that all passwords are kept safe and not shared. You must also take care to lock your computer terminal when you are away from your workstation and log off at the end of your day.

Other Computing Resources

You must not copy, distribute, access for your own use or for the use of any other person or company or delete any software or data used or developed by Aura Retrofit Limited or its clients unless instructed to do so by Aura Retrofit Limited.

You must not load, copy or distribute any software onto Aura Retrofit Limited computers without firstly obtaining authorisation from Aura Retrofit Limited and secondly taking all reasonable precautions, including having the software run through a virus scan programme, to ensure that the software does not corrupt or destroy any existing software or data.

Any breach of the above stated requirements or any attempt to use any part of Aura Retrofit Limited computing resources without authorisation or to use any code name or password to gain unauthorised access to any of Aura Retrofit Limited computerised data or to corrupt or otherwise damage the integrity of any of the Company's computerised data will render you liable to summary dismissal for gross misconduct due to serious misuse of Aura Retrofit Limited computing resources.