



Staff Handbook

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Health & Safety

As a business, Cenve regards the Health & Safety and Welfare of their staff to be the utmost importance.

The commitments from Cenve are:

- All members of Staff, at all times, shall never be instructed nor expected to undertake any activity, on behalf of the Company, which shall place themselves or any other party at any risk of injury or harm;
- The Company shall undertake Risk Assessments for all occupational activities and shall implement all identified measures to mitigate any risk to its Staff;
- The Company will provide whatever training is deemed necessary, on a basis of continuing learning, to all members of Staff to ensure that they are adequately capable to undertake their occupational duties in a safe manner;
- The Company shall adopt, implement and constantly revise its Health & Safety policies;
- All members of Staff shall be empowered by the Company to cease any occupational activity if they deem it unsafe to either themselves or any associated parties at any time;
- All members of staff shall be provided all necessary tools, equipment or clothing necessary to enable them to perform their occupational activities in a safe manner at all times.

In return all members of Staff are obliged to:

- Undertake Health & Safety inductions as required by the Company;
- Comply at all times with all Health & Safety procedures and policies in the performance of their occupational activities;
- Notify the Senior Management of any change in the risk to any occupational activity they have been instructed to perform;
- Never undertake any activity which could cause harm or injury to themselves or any other person;
- Attend specialist training courses as required by the Company;
- Maintain all tools and equipment provide by the Company in a safe working condition.

Safety Inductions

All members of Staff shall attend the office Safety Induction which provides an overview of the office arrangement, working practices, fire and emergency evacuation procedures.

Attendance shall be recorded for each member of Staff.

Lone Working

Cenve operates strict Lone Working procedures, which for all members of Staff are mandatory and must be to adhered to at all times.

Staff Conduct

In the performance of their occupational activities all members of Staff are required to:

- Act in a professional and courteous manner with both internal and external parties at all times;
- Treat all colleagues with respect and with due consideration of their religious and cultural differences;
- Adopt the Company Dress Code;
- Adhere to instructions from their respective Line Manager;
- Constantly promote the Company in a positive manner to all external parties;
- Perform their assigned duties diligently and professionally meeting any assigned deadlines;
- Comply with the Company working hours at all times.

Dress Code

All Staff must dress in 'traditional' professional office attire and at all times must be well groomed.

Acceptable attire will include:

For Men:

- Suit;
- Business cut Shirt, block colour or light pattern - tie is optional;
- Tailored trousers e.g. Chinos;
- Shoes, with socks.

For Women:

- Trousers;
- Skirt;
- Suit;
- Blouse;
- Shoes.

The following items of clothes are not acceptable as office attire:

- T-Shirts or Polo Shirts;
- Jeans;
- Shorts;
- Training Shoes;
- Open Toe Sandals.

Any member of staff representing the company with an external party either in our office or at an external venue must adopt the following attire. Note that the following requirements apply at all times whilst meeting with our Chairman, Sheikh Fahad N. Al-Thani:

For Men:

- Suit;
- Business cut Shirt, block colour or light pattern – with tie;
- Shoes, with socks.

For Women:

- Trousers;
- Skirt;
- Suit;
- Blouse;
- Shoes.

In the increasing competitive market in which we operate we must take every opportunity to improve our image externally.

The adoption of this simple dress code will go a significant way in promoting the values and standards of Cenve to our prospective Clients and the wider business community.



Working Hours

The 'standard' office working hours for all Staff is an eight hour working day Saturday to Thursday, 08:00 to 17:00hrs.

During the Holy Month of Ramadan the office working hours for all Staff is a six hour working day Saturday to Thursday, 08:00 to 14:00hrs.

All members of Staff are entitled to a one-hour lunch break during the working day and a 15-minute break during the morning and afternoon of the working day. Staff are required to attend to any personal matters during the allocated break periods only unless prior approval is obtained from the Chief Operations Officer.

No variation to these hours will be permitted without the prior approval of the COO.

For every 15 minutes (or part of) that a member of staff is late reporting to work on a standard workday they will be deducted 1 hour of salary for that working day.

For every 15 minutes (or part of) that a member of staff is late reporting back to work on a standard workday, following an allocated break, they will be deducted 1 hour of salary for that working day.

For every 15 minutes (or part of) that a member of staff leaves their workplace before the close of our standard working hours they will be deducted 1 hour of salary for that working day.

By way of example; if Staff Member A reports for work in the morning 17 minutes late they will have 2 hours deducted from their salary for that working day.

For the avoidance of doubt the location of reporting will be either the corporate office or site to which the member of staff has been allocated or any other temporary location agreed with the COO. It is the responsibility of each staff member to provide irrefutable evidence that any delay to them reporting to work was beyond their reasonable control in order to avoid the need for salary deductions.

All Muslim Staff are permitted breaks during the working day for Prayer. The times for Dhuhr, Asr and Maghreb Prayer are exempt from the above system but Staff are still expected to return to their workplace within a reasonable period of time after completing their Prayer.

The Working Hours exclude travel time to and from your designated workplace.

Staff attending the Salam Towers office are obliged to sign 'in and out' of the office at all times to ensure accurate records of attendance, in the event of an emergency evacuation, are available to the office Fire Marshall.

If a member of Staff consistently fails to comply with the Working Hours then this shall be deemed as a disciplinary offence. Further details of the action the Senior Management will adopt in such circumstances are detailed within the relevant sections of this Handbook.

At the discretion of the Senior Management, the 'standard' office working hours may be varied to suit the specific needs of a member of Staff. It must be noted that this is discretionary and the Line Manager may revoke or vary any previous agreement, at any time, subject to a reasonable notice period being provided to the affected member of Staff.

Depending on the demands of the business, all members of Staff are expected to work additional hours as required and deemed necessary by the Senior Management.



Annual Holidays

All members of Staff shall be entitled to paid annual holidays. The number of days allocated will be stated within your Employment Contract.

The Company Holiday Calendar runs from the 1st January to the 31st December each year and your holiday allocation must be used within this period. Any unused holiday allocation will be forfeited and cannot be carried over to the following year.

Typically your Annual Holiday allocation will be accrued on the basis of 2.16 days per month of each year. The accrual will commence from your first working day with the Company.

Staff are not permitted to take any holiday allocation during their Probationary Period with the Company unless this is authorized by the Senior Management.

The Senior Management, prior to booking or reserving your holiday, must approve all annual holidays. The Company cannot take any responsibility if you book flights or the like prior to approval, which may be subsequently rejected. Staff are to use the Leave Application Form (Template Reference CEN-TM-01-03) when requesting approval for annual holidays, giving a minimum notice period of one month.

You must provide a contact name, address, email address and telephone number whereby the Company can contact you during the course of your holiday.

You may split your holiday allocation over the course of the year in any combination of days that you require provided this does not impact on the operation of the Company. It must be noted that the Company will only pay for one return flight each year, for eligible Staff, irrespective of how many holidays you take throughout a year.

In the case of holidays being taken outside of the Country, you will require an Exit Visa. It your own responsibility to ensure that you have made all necessary arrangements with the Company PRO to ensure your Exit Visa is processed in time for your departure. The Company will be held liable for any expense you incur if you have not made adequate provision to have your Exit Visa processed.



Public Holidays

All members of staff shall receive full pay during public holidays decided by the Qatari government from time to time including the following official holidays.

- A. Eid Al-Fitr (three working days);
- B. Eid AJ-Adha (Three working days); and
- C. National Day, December 18 (one working day).
- D. National Sports Day, occurring on the second Tuesday of February of every year (one working day).

The Second Party shall be also entitled to three working days leave with full pay during the year. The First Party shall determine these days for all employees of the First Party.



Sick Leave and Medical Treatment

Availing Sick Leave: The staff can avail sick leave benefits only on submission of Medical Certificate issued by the Hospitals/Clinics recognized by the Company.

However, staff can certify themselves sick for a maximum period of 1 day on self certification basis provided they have notified their Line Manager by phone on the day of absence, prior to remaining off duty and submitted a completed Self Certification Form CEN-TM-01-05, authorized by the Line Manager. Self Certification forms or Medical certificate are to be forwarded to administration department for records.

When a staff member outside Qatar requires inpatient treatment, he/she can avail sick leave provided the treatment is supported with the original medical certificate from the hospital. The staff member should ensure that the company is informed at the first possible instance.

Sick Leave can also be availed for pre-approved treatment in the staff member's home country.

The worker shall receive full wage during the treatment period or the period of six months whichever is nearer. If the treatment continues for a period exceeding six months the worker shall be paid half of his wage until his recovery or proof of his permanent disability or death whichever is nearer.

Emergency and or Compassionate Leave

The Company will permit, in exceptional circumstances, Staff to take Emergency and or Compassionate Leave.

Circumstances, which will be deemed as eligible for Emergency and or Compassionate Leave, are:

- Attendance at the funeral of an immediate (or your Spouses immediate) family member;
- Accompanying a member of your immediate family who is undergoing medical treatment;

Approving Emergency and or Compassionate Leave is at the discretion of the Senior Management and other circumstances will be considered subject to adequate justification.

Emergency and or Compassionate Leave will be paid and will not be deducted from your Annual Holiday allocation provided you return to work within a reasonable and proportional period of time from the date of departure.

It is not mandatory to complete a Leave Application Form prior to taking Emergency and or Compassionate Leave but you must obtain, as a minimum requirement, the verbal approval from the Senior Management before departure. A Leave Application form must be completed within 24 hours of your return and retrospective approval obtained from the Senior Management.

If you need to leave the Country, the Company will take all reasonable endeavors to process your Exit Visa so you may depart as early as possible. But please note that Exit Visas can only be processed during our office working hours.

Your annual flight allowance can be used for travel associated with Emergency and or Compassionate Leave. If you will require the Company to purchase your flights then we will do so to permit you to depart as early as possible but please note that we can only do so during our office working hours.



Salaries and Allowances

Your total monthly Salary and Allowances will be stated within your Employment Contract. This sum will be paid into your nominated Bank account on the last working day of each calendar month.

In most cases your total monthly Salary will have been divided into a nominal split of 60% Salary and 40% Allowances. The Company does not define the Allowances portion of your total Salary and it is at your sole discretion as to how you spend this each month.

In addition to your Allowances, eligible Staff will be paid additional contributions, each month, dependent upon their Job Grade, refer to the table below. The maximum Annual Flight Allowance is also stated. The Company will book your flights on your behalf and there is no cash alternative. All flights will be Economy Class and the Company will endeavor to book direct flights but this cannot be guaranteed and will be subject to seasonal availability and your chosen destination. Any difference between the actual cost of the flights and the relevant allowance will be deducted from your monthly salary.

Job Grade	Mobile Phone (QAR per Month)	Maximum Annual Flight Allowance (QAR)	
		Single Status	Married Status
7	500	5,000	17,000
6	400		
5	300		
4	200		
3	150		
2	-		
1	-		

It is your own responsibility to ensure that the Company is provided with your current bank account details to permit payments to be processed. If you change your bank account during the course of your employment then you must provide the Company with the new details at least 10 days prior to end of the month.

Salary payments will only be made into a Bank registered in the same country in which the member of Staff is registered.

Salaries will only be paid by cash or cheque under exceptional circumstances; and at the discretion of the Senior Management.

Advances on Salary payments will only be made under exceptional circumstances and at the discretion of the Senior Management.



Expenses

The Company will pay for all 'out of pocket' expense you incur during the performance of your work related activities whilst working for the Company.

The following is a list of typical expenses that the Company will consider for payment. This list is not exhaustive and provided a cost is relevant to your work, the Company will pay for it:

- Car parking;
- Fuel, based on a rate of QAR 1.75/km for business trips in personal transportation over 10km;
- Printing and photo copying;
- Stationary including pens, pencils etc;
- Facsimile transmittal;
- Taxi's and transportation.

Expenses are to be claimed within the same month as they are incurred in by completing and signing an Expenses Claim form. The original receipts for each expense are to be attached to the Claim. The 25th day of each month is the cut off for the expenses to be claimed. Any Expenses Claims submitted after this date will not be paid until the following month.

In the event of you having to travel outside of your Country of residence the following, maximum daily, allowances will be paid by the Company:

Job Grade	Subsistence (QAR per day)	Max Hotel Accommodation Allowance (QAR/night)
7	400	750
6	350	
5	350	
4	250	500
3	250	
2	250	
1	250	

The Company will endeavor to book hotel accommodation on your behalf. The above allowances are based on GCC travel and will be adjusted accordingly based upon the actual geographical location where you will be visiting.

The Company will not pay for any alcohol or Pay to View television service costs incurred during your stay at the Hotel.

The Company will book and pay for any air travel require for business travel. All flights 6 hours or less (excluding transit times) will be booked Economy Class, any flight over 6 hours in duration (excluding transmit time) will be booked Business Class.

All members of Staff are expected to keep their expenses to a realistic minimum and to opt for the cheaper alternative at all times e.g. using a local taxi instead of a Hotel limousine. Notwithstanding the Company is not expecting Staff to place themselves at a detriment whilst they are on business for the Company and provided you can reasonably justify an expense then the Company will honor it.



Staff Bonus Scheme

All members of Staff will be eligible for inclusion within the Staff Bonus Scheme upon the satisfactory completion of their probationary period.

Any bonus will be calculated from the profits at the end of the Companies Financial Year, the 31st May. The Staff Bonus will then be paid in the July salary payment of the same year.

For the Staff Bonus Scheme to be effective the Company must achieve a minimum profit of 17% after all costs, salaries and dividends have been paid. The Staff Bonus 'pot' will be 30% of the profits above the 17% bonus threshold paid proportionally to each member of Staff based on your salary during the course of the same Financial Year.

The Staff Bonus Scheme is discretionary and will only be paid upon the final approval of our Chairman.

The profit of the Company is directly related to the performance of its Staff. Efficiency in working providing the highest standard of service to our Clients and considering costs at all times all contribute towards us maximizing our profits. If we do this collectively then we will all benefit from the profits of the Company.



Visas & Sponsorship

All members of Staff employed by the Company shall be under its direct sponsorship and in strict accordance with Law No (14) of the year 2014, The Labour law or such other Laws in force in their Country of residence.

The Company shall pay all costs related to obtaining your Visa (and Residents Permit) be this either a new Visa or a Visa transfer from your previous Employer.

The Company cannot sponsor any of your dependents and it is your own responsibility to ensure that you are compliant with all local immigration requirements in this regard. The Company will provide NOC's in support of your application for residency of dependents subject to the Company being satisfied of the legitimacy of your application.

The Company will ensure that any Visa or Resident permit renewals are processed and completed in time, in order to maintain continuation in your employment.

Whilst under the Sponsorship of the Company you will be expected to act and maintain your private affairs in good order and not to, at any time, bring the good name of the Company into disrepute. Even outside of the work environment your actions can reflect on the Company so we expect all members of Staff to main the highest ethical and morale codes during their residency in the State of Qatar.

The Company will, from time to time, provide NOC's as required by a member of Staff in the conduct of their private affairs. Issuance of such NOC's will be at the sole discretion of the Chairman from the recommendation of the Senior Management



Exit Visas

Members of Staff required to travel outside of the State of Qatar will require an Exit Visa.

It is the responsibility of the Member of Staff to ensure that, in the case of private travel, a minimum of seven working days' notice is given to the Company to allow them to process their Exit Visa.

The procedure to be adopted when applying for approval for an Exit Visa is as follows:

- Obtain approval to the holiday by completing the Leave Application Form (Template Reference CEN-TM-01-03) and obtain approval from your line manager.
- At least seven working days prior to your departure date complete the Exit visa Application Form (Template Reference CEN-TM-01-09) and obtain approval.

Upon receipt of the approved Exit Visa application the company will process your Exit Visa so it will be activated no later than 24 hours prior to your intended date of departure.

In the case of business related travel outside of the State of Qatar all Members of Staff must still complete an Exit Visa Application Form and obtain approval. Staff are expected to plan their business calendar so that they are able to provide the Company with a minimum of 72 hours' notice from their intended date of departure.

In all cases the Company cannot guarantee that they will grant an Exit Visa and will not be held accountable for any out of pocket expenses incurred by a Member of Staff if the Company declines your application.



Medical Insurance

The Company provides a private Medical Insurance Scheme. The current provider is AXA Insurance. Copies of the insurance policy will be issued to each member of Staff, which provides details of the level of cover being available.

The immediate family (spouse and children) of Staff employed under a Married Status contract will also be eligible for inclusion on the Private Medical Insurance Scheme.

Each member of Staff, and their immediate family, will be required to complete a Medical Questionnaire for submission to the Insurers. The final decisions as to any limitation on the Policy is at the direct discretion of the Insurers and the Company cannot influence their decision. As such the Company cannot guarantee that the benefits stated within the policy will be available for every member of Staff as this is related to your own private medical history.

It should be noted that if the insurers decline to provide cover to a Member of Staff or their dependents then the Company is unable to change this and the Company will provide no other alternative means of insurance.

The Policy will be renewed on an annual basis so it is intended that the level of benefits will increase year on year.

Workers Compensation Insurance

The Company shall provide and maintain an insurance policy, which will provide benefits to the dependents a member of Staff who suffers a fatality during the course of their assigned work duties on behalf of the Company.

A copy of the policy will be provided to all Members of Staff who will also have to nominate the beneficiaries of the insurance.

The level of cover provided under this policy shall be in accordance with the minimum requirements of the current Labour Laws of the State of Qatar.



Resigning from Cenve

If you decide to resign from working to Cenve then you must notify your Line Manager in the first instance in writing.

Upon Cenve accepting your resignation you will be required to honor the following Notice Periods:

Length of service with Cenve less than three years – 1 months Notice Period
Length of service with Cenve more than three years – 3 months Notice Period

If you resign during your Probation Period then the Company may reserve the right to terminate your employment with immediate effect or may request that you serve a minimum of 1 month Notice Period.

Your Line Manager, in writing, will confirm your last working day. Your final salary payment including any end of service (gratuity) payment and approved expenses will be paid into your nominated bank account on the last working day of the same month of your last working day.

On your last working day you must return to the Company any equipment, tools, clothing, PPE or other materials provided to you by the Company for use during your employment.



Grievance Procedures

As a Company we pride ourselves in being an employer who treats all of your Employees with respect and in equal standing regardless of gender, race or religion.

Within the Company all Members of Staff are expected to treat their colleagues with equal respect and courtesy at all times and the Company maintains to keep the work place free from:

- Bullying
- Verbal or physical abuse
- Sexual Harassment
- Intimidation or threatening behavior
- Religious or racial intolerance

Notwithstanding, if a Member of Staff feels that they have been subjected to any form of intolerance or made to feel threatened by any Member of Staff – either a work colleague or senior management – then they are at liberty to raise this as a grievance to their immediate Line Manager.

In the first instance this can be done verbally at which point the Line Manager is obliged to investigate the situation and notify the Chairman that a grievance has been raised.

Your Line Manager may choose to interview the concerned parties and will do so 'on camera' recording the interview within a set of specific minutes, which, all parties will be, expected to sign as a true statement of the interview.

The finding of the investigation will then be reported to the Chairman, within 48 hours, for his adjudication and the appropriate measures to resolve any grievance will be implemented with the relevant parties notified of the Chairman's decision.

The Chairman's decision may result in disciplinary Procedures being implemented to the concerned parties.

Disciplinary Procedures

The Companies Disciplinary Procedures are established to ensure that the resolution of disputes can be handled fairly, in accordance with international standards of best practice, to the mutual benefit of both Employer and Employee.

As such the need to implement these procedures will be looked upon as being in the case of last resort where all other reasonable means of resolving an issue have been exhausted.

Disciplinary Procedures shall fall under two categories:

Category A – being extreme situation subject to instant dismissal.

Category B – being occupational related situations which are resolvable

Category A:

Disciplinary Procedures will be implemented against a Member of Staff who has been proven to have acted or participated in any of the following activities:

- Theft of money, property, materials or equipment belonging to the Company or any company associated with the Company;
- Fraudulent Expense Claims;
- “Insider Dealing’ a Member of Staff benefiting financially or materially, either directly or indirectly, as a result of him providing privileged information to a third party who may use such information to manipulate financial negotiations to their benefits as a result of them being in knowledge of privileged information provided by the Member of Staff;
- Physical assault of another person during the course of your employed activities;
- Sexual harassment of another person during the course of your employed activities;
- Failure to comply with the Health & Safety procedures of the Company;
- Willingly bringing the Company in disrepute by making and or communicating false allegations whether verbally, orally or by electronic means to a third party;
- Failure to comply with an earlier decision of resolution for a Category B offence.

In the event of a Member of Staff being determined as being culpable to any of the above listed activities your Line Manager will first issue a written statement of the determined offence to the Chairman with a copy to the member of Staff who will be placed on immediate suspension with pay.

The Member of Staff will then meet the Chairman and the Line manager at an Offence Review Meeting and will be given an opportunity to defend the determination. The Member of Staff will be able to request for witnesses to also attend at the Offence Review meeting if they feel such attendance would assist in their defense.

The Chairman will receive statements from both the line Manager and Staff Member and will adjudicate a final verdict. If the offence is over ruled then the Member will resume their duties immediately after verdict. If the Chairman upholds the offence then the employment of the Member of Staff would be terminated with immediate effect and the Company will not provide a NOC to future employers.

Under the terms of such a termination the following shall apply in terms of salary and benefits:

- The salary and allowances calculations for the final pay period of the members of Staff back dated to the first date of suspensions
- The gratuity payments for end of service payment will be back dated to the first date of suspension;

- The cost of medical insurance premium payments will be deducted from the final salary payment for the Member of Staff back dated to the first date of suspension;
- The Company shall not provide any financial support with regards to repatriation of the Staff Member to their home country if he elects to leave the State of Qatar.

Category B:

Disciplinary Procedures will be implemented against with a Member of Staff who has been proven to have acted or participated in any of the following activities:

- Consistent poor time keeping in accordance with their contracted hours of work;
- Failure to comply with the reasonable requests or instruction of their Line Manager;
- Consistent failure to adhere to the Company Dress Code;
- Failure to perform their appointed role in a professional manner or to a standard that would be reasonably expected of them to be able to perform under the terms of their employment;
- Non-compliance with the Companies IT Policy.

In the event of a Staff Member being determined as being in breach of any of the above listed activities then the following will Disciplinary Procedures will be implemented:

- A meeting will be convened with the Staff Member and your line Manager to discuss the issues and an agreement will be reached as to how best resolve the matter. Your Line Manager will then monitor your performance in the hope that an improvement is evidenced;
- If, after a reasonable period of time, your Line Manager determines that the agreed improvement is not being evidenced then a second meeting will be held with the Staff Member. This meeting will be recorded and that the end of it a letter will be issued to you detailing exactly what measures for improvement are expected and a defined time frame will be stated within which you would be expected to prove adherence to the expected improvement in performance;
- By the date of the stated time frame a third meeting will be held. At this meeting your Line Manager will determine if the improvement measures have been met or not. If they have them no more will be done and the letter will remain on your Employment File for 6 months and subject to you maintaining the required measures of improvement no more will be done. In the event of your Line Manager not be satisfied with your performance then the Disciplinary Procedures for a Category A offence will be implemented.



IT Policy

Purpose:

Cenve recognizes that use of the Internet has many benefits for Cenve and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are expected to use the Internet as outlined in this policy. Unacceptable usage of the Internet can place Cenve and others at risk. This policy discusses acceptable usage of the Internet

Policy:

The following guidelines have been established for using the internet and email in an appropriate, ethical and professional manner.

1. The Companies computer infrastructure is dedicated for the use of only work related activities.

During working hours, access to the following websites is prohibited:

- Youtube
- Vine
- iTunes Store
- Netflix
- UStream
- Valve
- Vimeo
- Break
- iPlayer
- Yahoo Screen
- TV
- Flickr
- Daily Motion
- MetaCafe
- Hulu
- Viewster
- Twitch
- Pandora
- LiveLeak
- Tumbler

2. At no time is the Companies IT infrastructure to be used to access websites or be used to transfer files containing pornographic material, inappropriate files and graphic violence, other.

3. The Companies primary website for file transfer is Wetransfer and only the Companies specific accounts is to be used to transfer business related files.

4. Only certified software is to be run on any Company computer. It will be deemed as gross misconduct to download or run any 'pirated' software on any Company owned hardware. Members of Staff must seek the approval of their Line Manager if they intend to download any non-company provided software to Company owned hardware.

5. Members of Staff are prohibited from posting any Company information on a social networking site (or other electronic form or medium) or making any comments, on such sites, which could be construed as being a comment made by or on behalf of the Company without first obtaining the approval of their Line Manager for their intended posting.

6. Each employee is responsible for the content of all text, audio or images that he/she places or send over the company's Internet and email system.

7. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Company.

8. Instant messaging anyone for anything other than business is strictly forbidden.



9. Downloading of software should be done only by the I.T. department. No employee has software installation permission; this needs to be done by the I.T. department after approval.
10. Each employee is responsible for reporting any suspected violations of this policy to the COO/CEO immediately. Example, if you are on the receiving end or know of an inappropriate email, it is your responsibility to report this email.
11. Employees are not permitted to store passwords anywhere in their work area. Employees are also not permitted to share passwords. Employees are permitted to store passwords on the server in a password protected excel file. The password used to access the network is not to be recorded anywhere.
12. Each employee is responsible for locking their computer when it is unattended. To lock your computer push CTRL/ALT/DELETE/ENTER. To unlock push CTRL/ALT/DELETE and enter your password. Or you can program your computer to automatically lock after a specified amount of time.
13. Email is not guaranteed to be private or confidential. All electronic communications are Cenve property. Therefore, Cenve reserves the right to examine, monitor and regulate email messages, directories and files, as well as Internet usage.

Cenve's Right to Monitor

All company-supplied technology, including computer systems and company-related work records, belong to Cenve and not the employee. Cenve monitors usage patterns daily for its email and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed. Employees are required to close their browser as soon as they have finished using a website. Leaving your browser opened and minimized will influence your daily usage patterns in a negative manner.

Since all the computer systems and software, as well as the email and internet connection, are Cenve-owned, all company policies are in effect at all times.

Penalties

Any employee who abuses the privilege of Cenve facilitated access to email or the Internet, may be denied access to the Internet and be subject to Cenve's disciplinary policy.