

# SECURE Energy Services

## Human Resources Policy

### INTRODUCTION

This Policy Handbook is in place to familiarize all employees with SECURE's policies related to employment. The Executive reserves the right to alter, amend or make final judgements of the interpretation of the contents of this handbook.

The use of such pronouns as "we" or "our" will be taken to mean or refer to SECURE.

If you have any questions, contact a member of Human Resources team.

### POLICY: INFORMATION TECHNOLOGY ACCEPTABLE USE

#### SCOPE

This policy applies to all SECURE Energy Services (SECURE) employees.

#### POLICY

SECURE provides its employees with computing devices, phones, email accounts, network & internet access, and business application software for the purpose of increasing productivity and fulfillment of job responsibilities. Inappropriate use exposes SECURE to risks that include compromise of critical systems availability, comprised data security, and legal risks.

#### PROCEDURES

##### a) Prohibited Use

Unacceptable use (personal or business related) of the SECURE's property includes when an individual uses such property to:

- Provide SECURE account and password details to outside parties.
- Defame, slander, harass or unreasonably interfere with any individual or organization, including SECURE.
- Partake in any illegal or unethical activity.
- Conduct any activity that could negatively impact SECURE or its reputation.
- Make excessive use of non-business-related internet sites or access any illicit or inappropriate sites.
- Replace personal assets (e.g. personal computer) with those of SECURE for reasons unrelated to the SECURE's business.
- Intentionally transmit viruses or introduce malicious code that may cause a security breach or disruption of network services.

- Access or exchange content that is inappropriate in a professional workplace.
- Conduct personal commercial ventures.
- Conduct any other personal business other than in a minor manner and in accordance with normal business practices.

#### **b) Personal Usage Guidelines**

Occasional and reasonable personal use of SECURE's computing infrastructure is permitted, provided that this does not interfere with work performance. This service may be used outside of scheduled hours of work, provided that such use is consistent with professional conduct.

Employees should have no expectation of privacy while using company-owned or company-leased equipment. Information passing through the network or stored on company equipment can be and is monitored.

#### **c) Protection of Confidential Information**

- Employees are responsible for the security of data, accounts, and systems under their control.
- Passwords are not to be written down or shared.
- Employees should SECURE their workstation (e.g. lock the computer screen) when leaving the workstation unattended.
- Legal or technical means must be used to ensure that proprietary information remains within the control of SECURE.
- Where practical, confidential information should not be saved on local laptop drives, removable USB devices, or cloud storage services (examples include Dropbox, Google Docs, Apple iCloud).

#### **d) Desktop, Laptop and Network**

- Where practical employees should use locking devices or store laptops in a locked area at the end of each working day.
- Important files should NOT be saved on local drives, as the company does not perform desktop level backups.
- Network storage of personal digital media (music, videos, etc.) on company drives is NOT allowed and may be removed without warning.
- Storage of legally obtained digital media (music, videos, etc.) on your local PC is acceptable
- Adding personal switches or wireless routers/access points to the SECURE network without prior approval of the IT department.

#### **Prohibited Use**

- Downloading or installing unlicensed software.
- Removing or compromising desktop virus protection programs.
- Upgrading equipment or adding peripheral equipment without the prior approval of the IT department.
- Using a company issued laptop/desktop to transfer or distribute any kind of personal files or media (P2P, Torrent, FTP, etc.).

- Lending out or allowing non-employee access their company issued laptop

#### **e) Smartphones**

For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities), or RIM (“research in motion”) wireless devices). SECURE Energy Services Inc. reserves the right to modify or update these policies at any time.

#### **Use of Cell Phones or Similar Devices**

##### **a) General Use at Work**

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with SECURE Energy Services Inc. phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. SECURE Energy Services Inc. is not liable for the loss of personal cell phones brought into the workplace.

To ensure the effectiveness of meetings, employees are asked to leave all cell phones at their desk. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

##### **b) Unsafe Work Situations**

SECURE Energy Services Inc. prohibits the use of cell phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.

#### **Personal Use of SECURE Energy Services Inc. Group-Owned Cell Phones**

SECURE Energy Services Inc. may issue business cell phones to employees for work-related communications. To protect the employee from incurring tax liabilities for the personal use of such equipment, these SECURE Energy Services Inc.-issued phones are to be used for business purposes only.

#### **SECURE Energy Services Inc. Group-Owned and Supplied Devices or Vehicles**

An employee who uses a SECURE Energy Services Inc.-supplied device or a SECURE Energy Services Inc.-supplied vehicle is prohibited from using a cell phone or similar device while driving except via Bluetooth

or other hands free device, whether the phone call is personal or SECURE Energy Services Inc.-related. This prohibition includes receiving text messaging, surfing the Internet, receiving or responding to e-mail, checking for phone messages, or any other purpose related to your employment, but excludes placing calls or receiving calls via hands free. SECURE Energy Services Inc., its customers, its vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the SECURE Energy Services Inc., or any other SECURE Energy Services Inc. or personal activities not named here while driving. Use of SECURE Energy Services Inc.-owned vehicles or devices for personal business is discouraged.

This policy is mandated for reasons of employee personal safety, the safety of other road users and pedestrians. The use of cell phones, while driving, can lead to distraction and an inability to adequately interpret potential driving hazards. This potential for danger is unacceptable to SECURE Energy Services Inc. and as a result, employees must adhere to the following policy:

- Planned stops should be made to check for messages (and complete an en-route inspection of their unit as identified in the journey management COP)
- Drivers who are observed, or determined to be, driving a vehicle while using a cell phone (per the scope of this policy) or who are involved in a motor vehicle accident when cell phone use attributed to the accident, will be subject to (severe) disciplinary action

### **Use of Camera Phones**

The use of the electronic imaging function of cell phones is strictly for work related purposes. Transmission of any SECURE Energy Services Inc. information, logos, data, and/or photos of the premises or of any employees, contractors, subcontractors, or visitors is strictly forbidden except relating to work.

Employees may not take photographs and video, whether by camera phone or any other device, in “private” areas, including restrooms and locker rooms. Employees who violate this policy will be subject to disciplinary actions, which may include deletion of the photos and confiscation of the camera, termination of employment, or legal action.

### **Review of Monthly Charges**

SECURE Energy Services Inc. monitors employees’ cell phone, pager, and PDA usage on SECURE Energy Services Inc.-issued devices. Signs of potential misuse will be brought to the attention of the employee’s manager, who will determine if reimbursement or other action is required. Employees will be expected to reimburse any excessive charges.

### **Loss & Damages**

Employees in possession of SECURE Energy Services Inc. equipment are expected to protect the equipment from loss, damage, or theft. All devices provided to the employee are provided in excellent condition. An employee who misplaces or cause damages to a SECURE Energy Services Inc. supplied device will be liable for the cost of its replacement. It is the responsibility of the employee to maintain and protect all devices in their possession.

If the device is lost or stolen, the IT department must be notified immediately.

## **Device Upgrade and Changes**

Devices are upgraded and changed as and when required to improve the effectiveness and efficiency of the user. Any device deemed unsuitable and/or an upgrade required must be submitted by the Manager to the appropriate department. Devices changes and upgrades are performed when it is cost effective, usually after 2 years.

## **Special Responsibilities of Management**

Management is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Managers should monitor employees to ensure that the presence of cell phones in the work place provides optimum benefits in managing expenses for long distance telephone usage. Managers should be knowledgeable about the SECURE Energy Services Inc.'s cell plan/package in order to leverage the best use. For example, if there is a choice or an opportunity for savings, a land-based phone should be used for a local call instead of a cell phone. Managers should also address proper cell-phone etiquette with their employees. Managers should immediately implement pre-approved disciplinary measures for employees who violate safety procedures in the operation of cell phones.

## **Device Return**

On resignation or termination of employment, or at any time on request, the employee may be asked to produce the device for return or inspection. Any employee unable to present the device in good working condition within a reasonable time period may be expected to purchase a replacement. Employees who leave SECURE Energy Services Inc. with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

All devices provided to the employee are provided in excellent condition, and should be returned in a satisfactory working condition with all its accessories. Any device returned unsatisfactory and deemed unusable will be the responsibility of the employee. Please ensure you return the device and its entire packaging back to the provider upon completion of its usage.

## **Subscriber Plan**

Your cell phone is on the following Business Plan which Includes:

- Rate Plan: Bus Share Combo 65 - PDA
- Cost per month \$65.00/mo.
  - Mobile to Mobile
  - Text Messaging Services
  - Canadian Long Distance at \$0.35/minute
  - Free Incoming Minutes
  - Unlimited Messaging
  - 6pm Early Nights & Weekends

- Business data package 6GB
  - Conference Calling
  - Caller ID
  - Basic Voice Mail
  - Air Minute Pooling
  - Call Waiting
- International Text messages is additional cost
- When travelling abroad please notify [help@secure-energy.ca](mailto:help@secure-energy.ca)
- Any excess fees or charges incurred by the subscriber may be subject to recovery.
- Any concerns regarding this policy should be addressed to the Manager.

#### **f) Internet**

Where the internet is required for large downloads, videos or possibly streaming music, staff should schedule it outside of normal business hours as this activity has a cost to the company and can negatively impact systems performance for other staff members.

#### **Prohibited Use**

Violations of Internet use includes, but is not limited to:

- Accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language.
- Accessing gambling sites.

#### **g) Social Media**

Employees may use company computers to access social media sites (examples: Facebook, Linked-In, Twitter, blogging sites). Overuse of social media websites during company time is unacceptable.

Employees are expected to conduct themselves respectfully and professionally when making personal statements using personal Social Media accounts. Individuals should not post comments that harm or tarnish the image/ reputation of the company, nor make discriminatory, disparaging, defamatory or harassing comments about past or present co-workers, our suppliers, or our customers. Only authorized and designated spokespersons may speak on behalf of SECURE via corporate or individual social media accounts. If unacceptable social media conduct results in a defamatory or damaging impact to the organization, disciplinary action may result.

#### **Prohibited Use**

Directors, officers, employees and consultants of SECURE are all prohibited from participating in external internet or social media discussion forums (such as Facebook, Twitter, etc.), chat rooms, news group discussions, blogs or bulletin boards on any matter pertaining to SECURE's activities or securities, unless designated as an authorized spokesperson in accordance with the Disclosure Policy. If you encounter any

discussion in Social Media pertaining to SECURE's activities or securities you must immediately contact the Chief Financial Officer.

#### **h) Enforcement**

Infringements of this policy will be investigated on a case-by-case basis. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract.

#### **i) Loss and Damages**

Before the end of employment with SECURE, all employees will be required to return all SECURE issued equipment and accessories before they receive their final paycheck. Employees are responsible for any damage, abuse, neglect, loss, or theft of any SECURE equipment that has been issued to them while it is in their care.