

# AMF ACCESS SERVICES IT POLICY



This Policy Statement provides notice of the Company expectations and guidelines to all who use and manage information technology (hereinafter “IT”) resources and services (including but not limited to computing, networking, communications and telecommunications systems, infrastructure, hardware, software, data, databases, personnel, procedures, physical facilities, and any related materials and services) (hereinafter the “IT Resources”).

The company provides the IT Resources for the advancement of the company’s business objectives. Any access or use of IT Resources that interferes, interrupts or conflicts with these purposes are not acceptable and will be considered a violation of this Policy Statement (hereinafter the “IT Policy”).

## **A. Applicability**

This IT Policy, and any other policy referenced herein, shall apply to any and every member of the company including, but not limited to, staff, contractors and sub-contractors (hereinafter the “User(s)” or “you”) who uses, accesses, or otherwise employs, locally or remotely, the company’s IT Resources, whether individually controlled, shared, stand-alone, or networked.

## **B. Related Policies**

The term IT Policy shall also include any additional company policies or standards relating to information technologies, all of which are incorporated herein by reference. Such topically oriented policies include, but are not limited to, the Acceptable Usage standard, the Information Security standard, Mobile device use standard, Email standard and the Internet Usage Policy, all of which are set forth below:

- [IT Information Security AMF-DOC-SEC-001-V1](#)
- [Back-up and Data Retention Manual AMF-DOC-SEC-002-V1](#)
- [IT Internet Use Manual AMF-DOC-SEC-003-V1](#)
- [Smart-phone, Laptop and Mobile Device Manual AMF-DOC-SEC-004-V1](#)

Further, all such Users accessing and using IT Resources are subject to this IT Policy in addition to applicable provisions of the company, the company Code of Conduct, local and international law and all other policies and procedures established by the AMF group.

The Company expects all its employees and sub-contractors to understand their responsibilities regarding Information Technology.

The Directors and Senior Managers of the Company will ensure through positive leadership, active participation and encouragement that employees are motivated toward the aims of this policy.