Calex UK Apprenticeships E-Safety, Internet & Email Policy

Date	Version No	Proposed by	Agreed by
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September 2025	3	Maria Moult	Kelly Riordon
September 2026	4	Maria Moult	Keri Isaac

Introduction

Information and Technology Assets:

Information is a vital asset to any of the Calex UK Apprenticeship Programmes. Information is used in every aspect of the programme, for example:

- Managing learner records
- Tracking learners
- Completion of learner work
- Learner research work and assignments
- Generating returns
- Reporting
- Managing finances

Statement of Intent:
The Senior Management at Calex UK Apprenticeships are committed to ensuring that the programme conducts its activities in such a way that information assets are adequately safeguarded from potential security threats, and misuse. It is critical that all staff and learners comply with this policy and support the programmes objectives.

Policy Objectives:

- To ensure that all information is protected against unauthorised access whether by members of staff, contractors, students, visitors or others outside Calex UK Apprenticeships.
- To ensure that all information on which Calex UK Apprenticeships depends to pursue its activities is adequately protected against corruption or loss during input, processing, transmission or storage.
- The service required is that which will allow the continuation of day-to-day core operations without any degradation, supporting the development & launch of new systems and facilities in accordance with development plans.
- To create and maintain an awareness of the need for information security to be an integral part of the day-to-day operation of business systems. This ensures that all employees, learners and visitors understand the importance of information. The configuration of IT equipment and software cannot be changed without prior approval of the Calex UK Apprenticeships or any of its brand partners IT department.
- Internet and e-mail usage can only be used to support the programmes business and learning objectives - no personal use is permitted without authorisation by a manager (internet and e-mail usage will be monitored by the Calex UK Apprenticeships or any of its brand partners IT department).
- Observe good practice security procedures within the office, and question persons unknown to you who are handling your computer equipment.
- Any potential or actual security weaknesses must be reported to the Calex UK Apprenticeships or any of its brand partners IT department.
- Ensure that all employees, learners and visitors adhere to the IT usage rules to prevent any viewing or downloading of unsuitable material such as pornography, extremism, terrorism and anti-British web sites.

Breaches in IT security will result in disciplinary procedures being invoked. The content of this policy has been agreed with the Calex UK Apprenticeships or any of its brand partners Senior Management team.

Access Controls
Calex UK Apprenticeships Staff

Where required your password(s) must comply with Calex UK Apprenticeships or any of its brand partners Microsoft password complexity policy rules as follows:

- Minimum number of characters in password: 8
- Maximum number of characters in password: 128

The password contains characters from three of the following four categories:

i. Your password must have at least 1 Latin uppercase letter (A through Z)
ii. Your password must have at least 1 Latin lowercase letter (a through z)
iii. Your password must have at least 1 Base 10 digits (0 through 9)
iv. Your password must have at least 1 non-alphanumeric characters such as: exclamation point (!), dollar sign ($), or number sign (#)

Your password must **not** contain your username or brand corporate ID details.

You must use a unique password.

You may **not** use the following within your password.

- &

You may **not** use the following attribute values for your password:

- Your initials. i.e. DS
- display Name
- Full Name
- Given Name
- Surname

You must:

- Keep your user identification and/or passwords confidential - including admin passwords
- Do not keep paper records of passwords
- Change your password every 60 days
- Do not include passwords as part of an automatic log on routine e.g. Stored in a macro or function key
- Fully log out of the system if you leave your workstation for any length of time
- Remove all software and erase the hard disk when disposing of equipment

Archiving of information
All users must:

Back-up data regularly to an approved network online drive. If you are not connected to a brand partners network, check with the IT Department as to the procedures you should follow.

Virus Controls

A virus is a program illegally introduced into your PC or laptop. They are easily transferred and can destroy your data. To combat viruses, you must have, and use, Calex UK Apprenticeships or any of its brand partners standard virus scanning software on your PC or laptop.

Users should:

- **Never** load any non-approved USB Drive in to a Volvo Car UK issued PC or Laptop.
- Virus check any USB Drive for other issued PC or Laptop devices before using.
- Only load disks that have once they have been checked by the virus scanning software with the assistance of the Volvo Car UK IT Department
- Do not introduce disks from unregulated sources.
- Do not download executable files from e-mails or the Internet.
- Ensure that any files downloaded from the Internet, including e-mail attachments, must be scanned for viruses and stored to hard disc before being opened.

Note: Unauthorised programs, games and screen saver programs are a common source of viruses. They must **not** be used on a Calex UK Apprenticeship or brand partner PC's or laptops. Signs of viruses may include loss of data, your work made unrecognisable, the PC or laptop slowing down and/or other abnormal occurrences.

If you suspect a virus, you must:

- Stop using the PC or laptop immediately
- Inform your manager and the brand partners IT Department, they will inform you what to do next
- Do not allow others to use the workstation.

Legislation

Copyright, Designs and Patents Act (1988): To duplicate software protected by copyright is a criminal offence, punishable by a fine or even imprisonment. Also, the number of software applications used must correspond with licences purchased e.g. for word processing, spread sheets.

Blogging & Social Networking Policy

Blogging is defined as writing a personal online journal that is frequently updated and intended for general public consumption. Social networking is defined as sharing your interests, information and emotions in an online forum with other employees. Common social networking sites include but are not limited to Facebook, YouTube, LinkedIn, Twitter, X, LinkedIn, WhatsApp, Snapchat and Bebo.

Blogging by Calex UK Apprenticeships (and any of its brand partners) employees & learners and the use of social networking sites, whether using the Company's property and systems or personal computer systems, is subject to the terms and restrictions set out in this policy.

Employees and learners should not under any circumstances use the Company's systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information on a blog for non-business-related reasons, even in their own time. The use of the Facebook, Twitter, X and LinkedIn is acceptable if adhering to specific criteria regarding the type of information being posted.

Employees and learners of the Calex UK Apprenticeships should not under any circumstances use the programmes systems to access or participate in any social networking sites for non-business-related reasons during work hours. However, subject to your compliance with the terms of this policy on acceptable use, Calex UK Apprenticeships will grant access to certain sites which you will be able to access for work purposes.

However, Calex UK Apprenticeships reserves the right to block access to social networking sites by working with our brand partners network if considered appropriate. If you accidently connect to a social networking site outside of permitted periods, you must disconnect immediately. If you consider that you need to access such a site during break times for a business-related purpose, please contact your manager or trainer to seek assistance.

Accessing of social networking sites or blogging during your contractual hours of work or training period (other than your designated breaks) using your own equipment such as laptops, PCs or mobile phones, is not permitted.

You are reminded that your duty of confidentiality to Calex UK Apprenticeships and any of its brand partners also applies to blogging and social networking. As such, employees and learners are prohibited from revealing any brand confidential or proprietary information, trade secrets or any other material deemed as confidential by the partner brand and Calex UK Apprenticeships.

Employees and learners shall not engage, even in their own time, in any blogging or social networking that may harm or tarnish the image, reputation and/or goodwill of Calex UK Apprenticeships (and any of its brand partners) and/or any of its employees, workers, suppliers, clients or customers or which is detrimental to the Company's interests.

Employees and learners shall not engage, even in their own time, in any blogging or social networking that involves bullying, extremism views, anti britishness or harassment of, or making disparaging or derogatory comments about any of the Calex UK Apprenticeships (and any of its brand partners) employees or other learners or customers.

Employees and learners shall not engage, even in their own time, in any blogging or social networking that involves posting or misusing other employees' or learners' personal data or information, where that information has been accessed from the Calex UK Apprenticeships (and any of its brand partners) without the consent of the other employee or learner.

Employees and learners may not, even in their own time, attribute personal statements, opinions or beliefs to the Calex UK Apprenticeships (and any of its brand partners) when engaged in blogging or social networking. If an employee is expressing his or her beliefs and/or opinions in blogs or social networking sites, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Calex UK Apprenticeships (and any of its brand partners).

Apart from following all laws pertaining to the handling and disclosure of copyrighted materials, Calex UK Apprenticeships (and any of its brand partners) trademarks, logos and any other the intellectual property may not be used in connection with any blogging or social networking activity.

Calex UK Apprenticeships and its brand partners reserves the right to routinely monitor all users for the purpose of ensuring that the Company rules are being complied with, investigating wrongful acts, or complying with any legal obligation. You should have no expectation of privacy when using Calex UK Apprenticeships IT systems.

Any breach of this policy is likely to result in disciplinary action being taken.

A serious breach of this policy may be considered to amount to gross misconduct or dismissal from Calex UK Apprenticeships. The following are non-exhaustive examples of the type of behaviour which may be regarded as gross misconduct:

- Posting Company, client or supplier confidential information online.
- Any form of harassment, bullying, extremism grooming, radicalisation or discrimination against any of the Calex UK Apprenticeship employees, learners, workers, suppliers, clients or customers.
- Making derogatory, damaging or offensive comments or statements about any of the Calex UK Apprenticeships employees, learners, workers, suppliers, clients or customers
- Online posting of personal data or information which you have obtained from the Calex UK Apprenticeships about another employee or worker, without their consent
- Any activity that may bring Calex UK and any of its brand partners into disrepute or damage or lower their reputations.