

## IT Policy Declaration

Viberts has put in place the following IT policies which aim to control and support the use of IT facilities and services within the firm.

These can be found in the [Staff Handbook](#).

- Electronic Information and Communication Systems Policy (Viberts Handbook section 34)
- Social Media Policy (Viberts Handbook section 35)
- Mobile Device Usage Policy (Viberts Handbook section 36)

The individual policies explain to employees what actions are allowed and/or restricted within the firm in relation to IT and are designed to protect the business from potential security risks.

It is therefore important that every employee reads and understands each policy, and what action, if any, it requires them to take.

Within your first week of employment please confirm that you have read and understood each policy, by signing and returning this form to the People and Culture team.

Please note that failure to read the policies and to return this form may delay confirmation of your probation.

If any employee has questions regarding the policies, please direct them to the Head of Operations.

### DECLARATION

I confirm that I have read and understood each one of the above policies.

Name: .....

Signature: ..... Date: .....