

INTEXCLEAN

CLEANING SPECIALIST SERVICES

COMPUTER POLICY

Document	Computer Policy
Policy reference	POL-IT-001
Version	1.0
Effective date	17 August 2026
Review	At least annually and following material legal or operational change
Approved by	Intexclean Management

Professional Cleaning. Specialist Expertise. Dependable Results.

1. Purpose and Scope

This policy sets the standards for the secure, professional and responsible use of Intexclean computers, mobile devices, email, internet access, cloud services, software and company information. It applies to employees, workers, contractors and any other person given access to Intexclean systems or data.

2. Acceptable Use

- Company systems are provided primarily for legitimate Intexclean business activities. Limited personal use may be permitted where it is reasonable, lawful, does not interfere with work and does not create cost, security or reputational risk.
- Users must protect passwords, passcodes and authentication methods and must not share credentials or allow unauthorised persons to use company accounts or devices.
- Only authorised software, applications, browser extensions and storage services may be installed or used for company information.
- Company information must be stored in approved locations and must not be transferred to personal email accounts, unapproved cloud storage or removable media without permission.

3. Email and Messaging

- Business communications must be professional, accurate and appropriate. Users must not send material that is discriminatory, harassing, obscene, defamatory, malicious, unlawful or likely to damage Intexclean's reputation.
- Confidential client, employee or supplier information must only be shared with authorised recipients and for a legitimate business purpose.
- Users must take reasonable care with links, attachments, payment requests and unexpected messages and report suspected phishing, fraud or malware promptly.

4. Internet, Social Media and AI Tools

- Internet access must be used responsibly. Illegal, offensive or unsafe content must not be deliberately accessed, downloaded or distributed using company systems.
- Employees must not present personal opinions as those of Intexclean or disclose confidential information about clients, colleagues, sites or contracts on social media.
- Confidential, personal or client information must not be entered into unapproved artificial intelligence or online tools. Any business use of such tools must comply with Intexclean's confidentiality, data protection and client obligations.

5. Security and Devices

- Devices must be locked when unattended and protected by appropriate security controls. Lost or stolen devices must be reported immediately.
- Security updates must not be disabled. Users must not attempt to bypass access controls, monitoring, antivirus, device-management or other security measures.
- Where personal devices are authorised for work, company information must remain appropriately protected and must be removed when access is withdrawn.

6. Monitoring, Ownership and Return of Information

Subject to applicable law, Intexclean may access or review company systems and business communications where reasonably necessary for security, continuity, investigation, legal compliance or protection of company interests. Users should not assume that business systems are private.

Information, documents, records and work products created or held for Intexclean in the course of work remain company property, subject to applicable law and contractual rights.

- On request or when employment/engagement ends, users must return company equipment and information and must not retain unauthorised copies.

7. Breaches

Suspected security incidents, data loss, unauthorised access or misuse must be reported promptly to management. Breaches of this policy may result in withdrawal of access, investigation and, where appropriate, disciplinary or contractual action.

Policy owner: Intexclean Management

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This policy is intended as an internal company policy and website document. It should be reviewed alongside current UK legislation and official guidance as the business grows or its processing, workforce or supply-chain arrangements change.