



KONICA MINOLTA

ACCEPTABLE USE POLICY

Version 1.2

1.0 Purpose

The purpose of this policy is to provide guidance on the acceptable use of Information Technology (IT) systems utilised by Konica Minolta, its employees, contractors and Third-Party Service Providers.

2.0 Scope

This policy applies to all directors, officers, senior managers, employees and independent contractors of Konica Minolta Business Solutions Australia Pty Limited (ABN 50 001 065 096) and Konica Minolta Business Solutions New Zealand Limited (NZBN 942 9048 705 110). Each a “Company Representative” and collectively “Company Representatives” and any other person(s) authorised at any time to use the services provided by the company. In this policy, the individuals referenced above are called “users”. In this policy when we say “we”, “Konica Minolta” or “the company”, that’s who we mean. We are also committed to working with third parties whose standards that are consistent with our own. This includes dealers, authorized resellers, accredited representatives, partners, sub-contractors and suppliers.

This policy applies to all information assets owned or leased by Konica Minolta, or to devices that connect to the Konica Minolta network or reside at Konica Minolta sites.

This policy is designed to be read in conjunction with the suite of policies known as the “Information Security Policy Management System”.

3.0 Roles and Responsibilities

For roles and responsibilities refer to the Information Security Policy:

Document Name	Information Security Policy
Document Reference	A.5.1.1 - Policies for Information Security
Intranet Location	Legal/Policy Hub-Information Technology

Policy Acceptable Use of IT

Owner IT

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4.0 Policy

4.1 General Use and Ownership

Personal use of Konica Minolta laptops, desktops, tablets, and mobile phones is permitted to the extent that it:

- Does not interfere with business activity or productivity;
- Does not create security risks;
- Does not add to enterprise costs;
- Does not violate laws/regulations; and
- Does not access (or attempt to access) company-prohibited content.

Any Konica Minolta information stored on Konica Minolta's information systems or a third-party system, whether owned or leased, remains the sole property of Konica Minolta.

All users must promptly report any theft, loss or unauthorised access or disclosure of Konica Minolta proprietary information and/or devices or IT equipment issued by Konica Minolta IT Department.

- During business hours, this should be reported to the IT Department on 1300 554 441 (Option 8) or support@konicaminolta.com.au
- Outside business hours, this should be reported to IT Department via email to support@konicaminolta.com.au

5.0 Internet Usage

Internet connectivity should be used for official work-related purposes and usage shall be driven by business needs.

Users should not download/install any unauthorised software from the internet. The IT Department will download any software/tool required to be installed for evaluation and its usage period will be tracked.

Unless expressly permitted by the Konica Minolta IT Department, users shall be restricted from accessing any hacking, proxy avoidance, peer-to-peer file sharing and restricted sites, as well as

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Owner IT

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KONICA MINOLTA

instant messengers, downloading of wallpapers, screensavers, software applications and other websites that fall outside the scope of acceptable use.

Users should use the Konica Minolta-provided messenger services for instant messaging.

Users must not use Konica Minolta's internet resources for soliciting business, selling personal products or otherwise engaging in commercial business activities other than those expressly permitted by Konica Minolta.

Downloading excessive amounts of data has the potential to compromise or disrupt Konica Minolta resources. If a data download in excess of 1GB is required for business purposes, it should be downloaded outside of busy periods as not to impact other users on the network.

6.0 Social Media Use

While social networking sites may contain legitimate business or personal content, they can also contain inappropriate content such as violence, abuse, drugs, nudity, and gambling. Inappropriate content must not be accessed by employees while at work or while using Konica Minolta company resources.

Employees are responsible for the content they publish on social networking sites and can be held personally liable for content published. Disciplinary action can be taken against the employee if deemed necessary.

While posting any comments on social networking sites, forums or internet bulletin boards, all employees of Konica Minolta must act appropriately to protect both users and the company.

- Do not post online comments that may bring Konica Minolta into disrepute or negatively affect Konica Minolta's reputation.
- Not criticise Konica Minolta, your colleagues or clients via online tools;
- Always make it clear that online comments are purely your own personal view, ensuring that you do not disclose any information that identifies your connection with Konica Minolta.

Do not Use your personal email address for all personal affairs. ***Do not use your work email address for social media or online shopping.***

If you need further clarification, please refer to the Social Media Policy and Guidelines on the Intranet under Legal/Policy Hub/IT.



KONICA MINOLTA

7.0 Multimedia Use

Illegal activity such as the ones below can be a serious offence and could result in the termination of your employment. It could also result in serious legal action against yourself and Konica Minolta.

- Downloading, copying, saving, sending or forwarding music, films, software, pictures or photographs without permission of the relevant copyright owner;
- Transferring, converting or copying media files (e.g. music or videos) onto portable storage devices (e.g. mobile phones) to give to friends;
- Forwarding an email containing material that has already been involved in infringement of copyright.

8.0 Email Security

Konica Minolta email services must not be used for the creation or transmission of:

- Any unlawful or offensive material, or material that is defamatory, abusive or threatening.
- Any material which promotes discrimination based on age, race, gender, religion or belief and disability.
- Any material that infringes the intellectual property rights of any entity or that is in breach of a legal duty owed to another party.
- Junk or unsolicited email received from any other users or external networks.
- Any material to any place if that transmission is illegal under the laws of the jurisdiction to which you transmit it.

Users should not:

- Attempt unauthorised access to email or breach the security measure on any email system.
- Forward or send emails to all or groups of employees that are malicious and not directly associated with business needs.
- Indulge in “snooping”, i.e. obtaining access to the files or emails of others.
- Indulge in “spoofing”, i.e. constructing an email communication such that it appears to be from someone else.



KONICA MINOLTA

- Send copies of documents/software in violation of copyright laws.

9.0 Network Security

Port scanning or security scanning of the Konica Minolta infrastructure is prohibited, with the exception of the IT Department, or Third-Party Service Providers with formal authorisation from the CIO or delegated deputy.

Executing any form of network monitoring which shall intercept data not intended for the employee's workstation is prohibited, unless this activity is a part of the employee's normal job/duty.

Providing information about, or lists of, Konica Minolta employees to parties outside of the organisation without authorisation is prohibited.

Users should not:

- Allow another person to obtain unauthorised access to an information asset by using his/her right of access.
- Reveal their assigned Konica Minolta account information to others or allow the use of this personally assigned account by others. This includes family and other household members when work is being done at home.
- Connect any external media devices, such as USBs, CDs/DVDs, etc. to Konica Minolta hardware without authorisation from the IT Department. If there are any questions please contact the IT Department via email Konica Minolta IT Support.
- Make unauthorised copies of software purchased by Konica Minolta or copyrighted material.
- Install any copyrighted software for which Konica Minolta or the end user does not have an active license.
- Introduce any malicious programs into the network or server (e.g. viruses, worms, Trojan horses, email bombs, etc.). Port scanning or security scanning of the Konica Minolta infrastructure is prohibited, except for by the IT Department, or by Third-Party Service Providers with formal authorisation from the CIO.



KONICA MINOLTA

10.0 Acceptable Behaviour

You can use Konica Minolta's systems for personal use when it is carried out at a place and time that does not impact on the execution of your work responsibilities and duties. The following behaviour by an employee is considered acceptable:

Sending emails to family and friends regarding personal domestic arrangements.

- Conducting online banking to pay bills.
- Using the internet for approved but non-work related study purposes.
- The brief use of social networking and media such as Facebook, YouTube, LinkedIn or Skype.
- Using media playing programs in the computer operating environment.
- Storing personal media files (within copyright laws).

11.0 Unacceptable Behaviour

The following behaviour by an employee is considered unacceptable:

- Use of Konica Minolta information systems to set up personal businesses or send chain letters.
- Forwarding Konica Minolta confidential messages to external parties such as competitors or vendors.
- Distributing, disseminating or storing content that might be considered inappropriate, such as material that depicts violence, abuse, bullying, pornographic or other obscene or illegal material.
- Accessing copyrighted information without proper authorisation from the designated authority within Konica Minolta.
- Breaking into Konica Minolta or another organisation's system or unauthorised use of user accounts.
- Transmitting unsolicited commercial or advertising material.
- Undertaking activities that waste staff effort or network resources.
- Introducing any form of computer virus or malware into the corporate network.

Policy Acceptable Use of IT

Owner IT

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12.0 Disciplinary Action

Users must comply with the requirements of this policy. Breach of this policy may result in disciplinary action, including:

- suspension or permanent disconnection to all or part of the company's IT systems;
- formal warning;
- termination of employment or contracting arrangements; or
- recovery of costs incurred by the company as a result of non-compliance with this policy.

13.0 Version Control Table

This table is used to track the changes that were made to each version.

Version	Date	Author	Description of Changes
1.0	10/02/2021	Kim Blackerby	Creation of Policy
1.1	06/10/2021	Kim Blackerby	Addition of Footer Language Confidential- Internal Use Only & Version Control Table
1.1	21/04/2022	Kim Blackerby	Annual Policy Review; No changes per Antoniette de Marco
1.2	24/05/2022	Kim Blackerby	Per Legal changed the Title from Acceptable Use of IT to Acceptable Use Policy