

# INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

“We are committed to providing the ICT resources and infrastructure which best support our staff in performing their duties while ensuring the safety, security and privacy of Leed and client information and meeting our regulatory obligations.”

## Core principles

- We determine, provide and maintain the ICT infrastructure needed to ensure effective operations
- We ensure that equipment, networks, data and information is secure
- We ensure that data and information is controlled and easily accessible to authorised personnel
- We ensure that our personnel exercise professional conduct at all times
- We ensure that the effectiveness of our ICT infrastructure is regularly assessed and, where necessary, improved.

## To achieve these principles we ...

- ensure that we comply with all relevant legislation, codes of practice, and Australian and industry standards
- ensure only authorised parties can access relevant technology and data
- provide protection against Leed equipment and networks being used to access, view or distribute illegal, illicit or offensive content
- provide protection against malicious content and intent
- request that employees participating in digital forums do not represent the Company unless authorised to do so
- provide our leaders and team members with relevant education and training to improve their awareness, knowledge and practices
- maintain access to professional support and advice
- maintain all relevant documentation to demonstrate compliance and facilitate process improvement
- assess our suppliers' and subcontractors' abilities to operate within the same framework.

---

## Leadership commitment

I am committed to ensuring that this policy is communicated, understood, accepted and successfully implemented.



Andrew Millar  
MANAGING DIRECTOR