

W O R K P L A C E T E C H N O L O G Y A G R E E M E N T

Best practice # 1

Limit distractions and stay focused on work related tasks



Best practice #2

Keep your passwords private and please do not write them down



Best practice #3

Be cautious with opening attachments and links in emails



Best practice #4

Seek support where necessary rather than make undisclosed changes



Best practice #5

Take care when consuming food and drink around your tech



Best practice #6

Stay informed with the utilisation and security of your technology



Best practice #7

Clean your tech with the right products, in the correct manor

