

IT & Communication Policy

Ever Stone Building Contracting LLC

Ever Stone Building Contracting LLC relies on secure, efficient IT systems and communication channels to support daily operations, collaboration, and client engagement. This policy defines acceptable use, security standards, and responsibilities related to company IT and communication resources.

All hardware, software, and network access are company property and must be used solely for legitimate business purposes. Personal use of IT assets should be minimal and comply with applicable laws and company guidelines.

Users are responsible for protecting passwords, sensitive data, and access credentials. Sharing login details or unauthorized access to systems is strictly prohibited. Installation of unauthorized software, downloads from unverified sources, or connecting personal devices without approval is forbidden to prevent security risks.

Email, messaging, and internet usage should be professional, respectful, and not violate confidentiality or intellectual property rights. Offensive, discriminatory, or illegal content is strictly banned.

Ever Stone implements firewalls, antivirus software, data encryption, and backup protocols to protect against cyber threats and data loss. Employees are trained to recognize phishing attempts and other security risks.

In the event of suspected breaches, data loss, or technical issues, users must report immediately to the IT department. Unauthorized attempts to bypass security controls will result in disciplinary action.

Regular audits and updates ensure ongoing compliance with evolving technology standards and regulatory requirements.

This policy helps maintain the integrity, availability, and confidentiality of company information, enabling Ever Stone to operate efficiently and securely in a digital world.