



## Home, Mobile and Remote Working Policy

### Introduction

Home, mobile working and remote access extends the transit and storage of information outside of SlimDril's infrastructure, typically over the internet. This is a great benefit to SlimDril in the terms of allowing employees the flexibility to work from home or other location. To meet the company's responsibility for staff wellbeing, also sales and marketing strategies. It also comes with some risks that must be managed effectively.

### Scope

This policy applies to all SlimDril staff members and all third parties accessing SlimDril's server remotely.

The policy covers all SlimDril's information being accessed electronically from remote locations, or via mobile devices or tablets.

For the purpose of this policy, the terms 'mobile' and 'remote' are used interchangeably and should be taken to cover any scenario where SlimDril related business is carried out away from SlimDril's office and warehouse.

### Risks

Loss or theft of the mobile: Mobile devices are highly vulnerable to being lost or stolen, potentially offering access to sensitive information. They are often used in open view in locations that cannot offer the same level of physical security as SlimDril's Building.

Being overlooked: Some users may work in public open spaces, such as trains, planes and other public transport where they are vulnerable to being observed when working. This can potentially compromise sensitive information or authentication credentials, including passwords.

Loss of credentials: If user credentials, such as username and password are stored with the device for remote working, and it is lost or stolen. The perpetrator could use those credentials to gain access to information stored on the device.

---

SlimDril USA office

Sunset Ln. 34275  
77423 Brookshire  
Texas, United States

Tel 001 281 391 5800

**SlimDril International**

[www.slimdril.com](http://www.slimdril.com)  
[enquiries@slimdril.co.uk](mailto:enquiries@slimdril.co.uk)

SlimDril UK office

Units 3&4 Leyland Court  
Lowestoft, Suffolk, NR32 2EP  
United Kingdom

Tel +44 1493 656145

Unauthorised access to the server: If the device is lost or stolen, and the perpetrator has the operators credential. This could allow access to sensitive company data.

### **Policy**

SlimDril's managers should ensure that processes are in place to authorise remote access and mobile working.

Where third parties have been permitted to access SlimDril's systems remotely, they should ensure that appropriate contracts are in place to cover such access. In addition, that said contracts are regularly reviewed to ensure compliance with this and other information security policies.

SlimDril staff members working on mobile devices should ensure that they are authorised to do so, and that access is in accordance with this policy.

In order to assure the confidentiality and integrity of SlimDril's systems and information, only approved technologies may be used for home or mobile working.

### **Working from home**

All SlimDril policies on data protection apply when a member of staff takes work containing personal information away from the office to their home.

### **Using mobile devices**

Some SlimDril staff have laptops, which are convenient to use when working from home or when travelling, however measures should be taken to protect the individual and SlimDril's security. To conform with SlimDril's policy the following basic principles should be followed:

Laptops should be password protected

Protect your logins and passwords

Take extra care about the physical security of the laptop

Make sure that copies of all important files on the laptop are backed up onto SlimDril's server

For the purpose of ensuring appropriate security and anti-virus protection, SlimDril purchased and maintain IT equipment is the preferred means of operating from home or whilst travelling.

---

SlimDril USA office

Sunset Ln. 34275  
77423 Brookshire  
Texas, United States

Tel 001 281 391 5800

**SlimDril International**

[www.slimdril.com](http://www.slimdril.com)  
[enquiries@slimdril.co.uk](mailto:enquiries@slimdril.co.uk)

SlimDril UK office

Units 3&4 Leyland Court  
Lowestoft, Suffolk, NR32 2EP  
United Kingdom

Tel +44 1493 656145

## **Health & Safety and Welfare when working from home**

SlimDril have a duty to protect the health, safety and welfare of their employees and this includes those who work from home, be it occasionally or regularly. It is the responsibility of SlimDril to ensure that appropriate risk assessments are carried out for home workers. Any equipment provided to an employee to use at home remains the responsibility of SlimDril. This might include laptops, power packs, chargers etc. The domestic electrical supply is the responsibility of the employee, as is any equipment owned by them.

Working from home and the use of IT will be the same as if you are working within the workplace, and therefore can be assessed as suitable and reviewed by the homeworker. Regular and prolonged use of IT equipment and office furniture should be subject to a Display Screen Assessment (DSE). These can be done by the homeworker. The employee should ensure that the home work environment, is to an appropriate work and ergonomic standard.

---

SlimDril USA office

Sunset Ln. 34275  
77423 Brookshire  
Texas, United States

Tel 001 281 391 5800

**SlimDril International**

[www.slimdril.com](http://www.slimdril.com)  
[enquiries@slimdril.co.uk](mailto:enquiries@slimdril.co.uk)

SlimDril UK office

Units 3&4 Leyland Court  
Lowestoft, Suffolk, NR32 2EP  
United Kingdom

Tel +44 1493 656145