

Company website-A, if applicable

Staff member are encouraged to use our website for purposes for relating to instruction and research under certain circumstances, when work loads permit, the company will arrange for the availability training programme on the website, with limited access and pass-word protected. Because this approach requires a significant commitment of time and resources, it should be pursued only when the exist resources, especially finances. In any case, the IT administrator should be notified at least 90 days in advance of such a solution being desired, in order to assure that resources are available, and there be time to reconfigure the course, or reconsider offering the course.

Under no circumstances can a server that is not managed by or with the approval of the company placed on our data network.

Signed at: _____ on this ____ day of _____ 2025

Management signature
signature

Board of Directors' representative