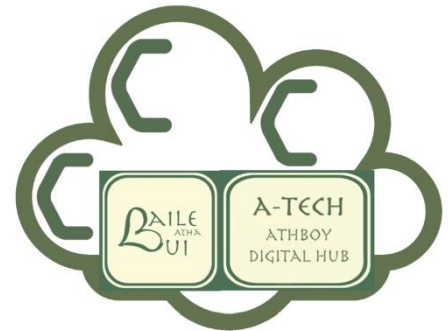


# A-Tech

## Athboy Digital Hub

### Usage Policy



- Please familiarise yourself with all emergency exit doors and fire procedures, as per the Health & Safety Handbook available at reception.
- For your own safety please follow the instruction of any staff on the premises in the event of an emergency
- Respect the privacy of other clients using our facilities; avoid direct communication within others within the Digital Hub desk space. If you wish to converse with other clients you are welcome to use any available adjacent available room or open area or the kitchen to converse.
- Only one person permitted per desk
- Open use of any media player to broadcast audio or visual entertainment is prohibited inside the Digital Hub. Instead please connect headphones to the device so that other users cannot hear the incoming stream. We recommend using headphones for incoming calls. Please practice discretion whilst on a call to minimise interruption to other users. If other users are present you may want to consider leaving the room to discuss sensitive topics.
- Please do not interfere or attempt to configure any equipment that might be in the room belonging to the Digital Hub or Clients. Please request assistance from staff on duty if required.
- Printing facilities can be requested at any time. Please advise staff on duty to request same.
- Please do not share supplied Wi-Fi passwords.
- Parking at Athboy Digital Hub is done so at the owner's risk. Athboy Digital Hub does not accept any responsibility for any loss or damage that may occur.
- Belongings are left at owner's risk. Please use the supplied locker and desk key to secure your goods when away from your assigned desk. We recommend that you bring a secure lock like a Kensington lock to secure your own device to the desk when required. Please leave the locker key in the locker lock when finished.
- Responsibility for your data lies with you. Please do not leave any personal or commercially sensitive materials unattended. Do not throw any sensitive material in waste paper bins. Bring it away with you.
- We endeavour to keep all areas clean & tidy – please use the bins provided.
- All liquids consumed outside of the kitchen area must have a lid. Inform staff on duty if any area needs attendance or of any spillage immediately.
- Food or meals must be consumed in the kitchen area only. This includes snacks, crisps etc. There are cooking, refrigeration and dish-washing facilities available in the kitchen.
- Use of internet services within Athboy Digital Hub is intended to be provided for general browsing, email and streaming / video calls. Large individual or batch file / data downloads / uploading is not permitted unless by notification or prior arrangement.
- Use of the Digital Hub WI-FI to access websites that contains or supports illegal content or content of a pornographic or explicit nature is prohibited and Athboy Development Forum will provide assistance to authorities to support any request or investigation into illegal activities reported from our internet domain.