

Computer Software

Policy:

Computer software installed on company owned computers is the property of National Seating & Mobility, Inc. and may not be copied or placed on employees' personal computers. Conversely, computer software owned by employees must not be installed on any company computers. This includes Internet or email add-ons such as: Upgraded windows background software, Gator Hot Bar, Bonzai Buddy, etc.

Why do we have this Policy?

Loading unauthorized software creates malfunctions in the computer systems set up by NSM, which leads to costly and time-consuming rectification.

Procedures:

A Tech Support Request Form should be completed should any additional software need to be loaded on any computer owned by NSM.