

ACCEPTABLE USE POLICY

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The Acceptable Use Policy applies to all websites, digital and other online work and related services and electronic resources, intranets and extranets provided by Mr. Yahya Hautamäki and associated brandmarks (Al Haqq Society, Al Haqq Agency, Al Haqq Network), their authorised representatives hereinafter named as "the Agency" and clients, vendors, consultants, project and contract employees, freelancers and any other engaged third party affiliates hereinafter named as "Affiliates".

The Agency recognises the value of computer and other electronic resources to improve information flow and enhance the administration and operational assignments. To this end, the Agency encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Agency and the Affiliates.

Because the Internet is an unregulated, worldwide vehicle for communication, information available is impossible to control. Therefore, the Agency adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance in obtaining access to eMails, websites, intranets, extranets and other online resources on the Agency-owned equipment or through the Agency networks and online services.

THE AGENCY'S RIGHTS AND RESPONSIBILITIES

It is the policy of the Agency to maintain an environment that promotes ethical and responsible conduct in all online activities. It shall be a violation of this policy for any Agency representative or Affiliate to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Agency recognises its legal and ethical obligation to protect the well-being of the Agency's representatives and that of Affiliates. To this end, the Agency retains the following rights and recognizes the following obligations:

To log network use and to monitor fileserver space utilisation by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.

To remove a user account on the network.

To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Agency-owned equipment and Agency-provided networks and online services and, specifically, to exclude those who do not abide by the Agency's acceptable use policy or other policies governing the use of facilities, equipment, and materials. The Agency reserves the right to restrict online destinations through software or other means.

To provide guidelines and make reasonable efforts to train Agency representatives and Affiliates in acceptable use and policies governing online communications.

AGENCY REPRESENTATIVE RESPONSIBILITIES

Agency representatives who supervise the information flow, control electronic equipment, or otherwise have occasion to observe use of said equipment online shall make reasonable efforts to monitor the use of this equipment, networks and online services to assure that it conforms to the mission and goals of the Agency.

AFFILIATE RESPONSIBILITIES

Use of the electronic media provided by the Agency offers a wealth of information, resources and ease of project management and work efficiency. Where it is available, this resource is offered to Affiliates at no cost. In order to maintain this, the Affiliates agree comply with all of the provisions of this policy.

ACCEPTABLE USE

All use of the Internet must be in support of work and research objectives consistent with the mission and objectives of the Agency and Affiliates.

Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using eMail, extreme caution must always be taken in revealing any unnecessary Agency-related or personal information.

Network accounts are to be used only by the authorised owner of the account for the authorised purpose.

All communications and information accessible via the network should be assumed to be private property.

Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for the Agency representatives.

Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.

Exhibit exemplary behavior on the network as a representative of the Agency and community. Be polite.

From time to time, the Agency will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

UNACCEPTABLE USE

Giving out Agency-related or personal information about another person, including eMail address, home address and phone number, is strictly prohibited.

Excessive use of the network for personal business shall be cause for disciplinary action.

Any use of the network political lobbying is prohibited.

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

The unauthorized installation of any software, including shareware and freeware, for use on the Agency computers, networks or online services is prohibited.

Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.

The Agency networks may not be used for downloading entertainment software or other files not related to the mission and objectives of the Agency for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the business, instructional and administrative purposes of the the Agency.

Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes or Agency's internal use for business or technology related research and reference is permitted.

Use of the network for any unlawful purpose is prohibited.

Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

Playing games is prohibited unless specifically authorised by the Agency for instructional purposes.

Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorised by the system administrator.

DISCLAIMER

The Agency cannot be held accountable for the information that is retrieved via the network.

Notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The Agency will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

The Agency makes no warranties (expressed or implied) with respect to: the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

The Agency reserves the right to change its policies and rules at any time.