

Fair Usage Policy

Purpose:

This Fair Usage Policy for Power and Electricity is designed to ensure the responsible and efficient use of power and electricity within our Premises. It aims to promote sustainability, reduce energy waste, and maintain a comfortable and productive working environment for all Users.

Policy Guidelines:

1. General Usage:
 - All occupants are expected to use power and electricity resources responsibly and efficiently.
 - Electricity usage should be limited to what is necessary for the operation of office equipment and personal devices. Devices that consume additional power such as industrial printers, 3D printers, vending machines, heating or cooling equipment, cooking equipment etc shall not be allowed within the Premises
2. Office Equipment:
 - Use energy-efficient office equipment whenever possible.
 - Turn off computers, monitors, printers, and other non-essential office equipment when not in use.
 - Enable power-saving features on office equipment and computers.
3. Lighting:
 - Use natural light whenever possible and keep curtains or blinds open during daylight hours.
 - Turn off lights in unoccupied areas, such as conference rooms, kitchens, and bathrooms.
4. Heating and Cooling:
 - Set thermostats at reasonable temperatures for comfort, and avoid extreme settings.
 - Ensure windows and doors are closed when the heating or cooling system is in use.
 - Report any issues with heating or cooling systems promptly to maintenance.
5. Personal Devices:
 - Users and their Employees are encouraged to use personal devices, such as laptops and mobile phones, efficiently and charge them during non-peak hours.
 - Unplug chargers and power adapters when not in use.
6. Reporting Concerns:
 - Report any power or electricity-related concerns, such as flickering lights or overheating equipment, to the Cove Staff or Housekeeping team
7. Energy-Saving Initiatives:
 - Participate in energy-saving initiatives or programs implemented by the office management.
8. Review and Amendment:
 - This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary to accommodate changes in technology, energy-saving practices, or office needs. By adhering to this Fair Usage Policy for Power and Electricity, all Users contribute to a sustainable and energy-efficient office environment, benefiting the broader community.

Purpose:

This Fair Usage Policy for Bandwidth is designed to ensure fair and responsible use of the network resources at the Premises. It aims to maintain network performance, security, and equitable access for all users.

Policy Guidelines:

1. General Usage:
 - All office occupants are expected to use the office's network resources responsibly and efficiently.
 - Bandwidth usage should be limited to what is necessary for work-related activities.
2. Work-Related Activities:
 - The office's network is primarily intended for work-related activities, including email, web browsing for work-related research, and remote work tasks.
 - Non-work-related activities, such as streaming, gaming, or large downloads, should be limited during business hours.
3. Streaming and Downloads:
 - Streaming and downloading of large files, videos, or software updates should be scheduled during non-peak hours or outside of office hours.
 - Use personal devices or mobile data for personal streaming and downloading whenever possible.
4. Email Attachments:
 - Avoid sending or receiving large email attachments unless necessary for work purposes.
 - Use alternative methods or file-sharing platforms for sharing large files.
5. Cloud Services:
 - Utilize cloud-based services for storing and sharing large files to reduce network congestion.
 - Avoid simultaneous uploads or downloads of large files that may impact network performance.
6. Security Practices:
 - Follow best practices for network security, including regularly updating software, using strong passwords, and being vigilant against phishing attempts.
7. Peer-to-Peer (P2P) File Sharing:
 - P2P file-sharing applications that consume significant bandwidth are prohibited within the office network.
8. Reporting Concerns:
 - Report any network-related concerns, including slow internet access or network outages, to the IT support team promptly.