

MEMO: ACCEPTABLE USE OF IT SYSTEMS

To: All Staff

From: Leadership Team

Date: 20/7/26

Effective From: Immediately

Summary

This memo is a reminder to all staff of the requirements for the acceptable use of assemblyNOW IT systems, accounts, and logins. These requirements support secure day-to-day operations and help protect customer data, retailer information, internal systems, and staff access controls in line with the assemblyNOW IT Infrastructure Acceptable Use Policy.

Key Points:

- **Personal devices must not be logged in to assemblyNOW systems** including TeamUp, RADARO, Gmail, Gsuite services, Esendex, or any other assemblyNOW platform unless there is written permission to do so. The only stated exception is RADARO driver accounts used through the RADARO app for completing deliveries.
- **Staff must never share logins, passwords, access links, or account access** with any other person, including other assemblyNOW staff members.
- Every staff member must use their own login details, and all logins and access links are to be managed and issued by IT.
- assemblyNOW IT systems are to be used primarily for legitimate business activities - personal use of IT systems is not permitted during company time.
- Security and data privacy are everyone's responsibility, and all staff are required to uphold these standards at all times under the IT policy.
- The full IT Infrastructure & Acceptable Use Policy is available via the Employee Dashboard [HERE](#)
- Any breaches of this policy – even minor breaches – are considered serious and may result in disciplinary action being taken.
- For any questions regarding this policy, please contact itsupport@assemblynow.com.au