



EDMONTON SOCCER FACILITIES

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Computer Policy

There are various computers located throughout the facilities that you will come into contact with on a regular basis. These include, but are not limited to, the computers used to run the schedules (“Primary” computers), the tills, debit terminals and ATMs. **Please keep in mind that when using a computer, it should be for work purposes only.**

- Employees may use the computer with appropriate permission (from your facility supervisor or higher) to conduct ESA work.
 - If you are not certain how to use the till or computer, please ask for help. Management is able to walk you through procedures over the phone, or come in to fix complex issues – we would rather spend the time to ensure it is done properly than risk a larger error.
 - If the equipment that you are using does not appear to be working correctly, please let your facility supervisor know (via a general report or phone call) right away. The supervisor will determine if it requires immediate attention, and act accordingly.
- Passwords assigned to the computers and tills should be kept confidential. If you feel that another colleague knows what your password is, or if you have accidentally used another person’s password, please see your facilities supervisor.
- Computers are available for business purposes only – employees should not be surfing the web, checking their personal email, listening to and/or downloading videos, music or programs. Employees should also not plug any personal electronic devices into the computer. These personal electronic devices (ex. cell phones, iPods etc.) are not to be used during work time.
- Staff should not attempt to download any software onto the computer without prior authorization from management to do so. If you feel that there is a program or tool that you require to do your job, please speak with your supervisor to request approval.

Failure to comply with these expectations may result in disciplinary action, up to and including termination.