

EAST BRIDGE TRAINING (EBT)

PHYSICAL RESOURCES AND INFORMATION TECHNOLOGY POLICY

Policy Reference Number: EBT-POL-001

Version: 1.0

Effective Date: 03 November 2025

Review Date: 03 November 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The purpose of this policy is to outline the standards, procedures, and responsibilities governing the management, use, security, and maintenance of East Bridge Training's (EBT) physical facilities and information technology (IT) infrastructure.

This policy ensures:

- A safe, accessible, and professional learning environment in line with **KHDA Vocational Education Standards**, particularly **A2.1–A2.11, A3, and B2**
- Compliance with international accreditation expectations (IEAC, EDU)
- Secure, ethical, and effective use of technology
- Sustainable and responsible use of physical and digital resources
- Reliable infrastructure for in-class, online, and blended learning

This policy supports EBT's mission to deliver high-quality, accredited teacher training programmes to working professionals.

2. Scope

This policy applies to:

Staff

Full-time, part-time, adjunct, visiting faculty, trainers, academic staff, administrative staff.

Learners

All individuals enrolled in KHDA-approved EBT programmes (in-class, online, blended).

External Stakeholders

Vendors, contractors, maintenance technicians, IT service providers, and visitors.

Resources Covered

- Physical premises (classrooms, offices, reception areas)
 - Training equipment (projectors, smart screens, classroom technology)
 - Furniture and instructional tools
 - IT systems (LMS, CRM, email, servers, cloud storage)
 - Software, hardware, and communication platforms
 - Data, digital records, and cybersecurity systems
-

3. Policy Statement

East Bridge Training is committed to maintaining a high-quality, safe, secure, and accessible learning and working environment. To achieve this, EBT ensures:

Resource Adequacy

All physical and digital resources meet KHDA, IEAC, and EDU requirements for programme delivery.

Safety & Compliance

EBT adheres to Dubai Municipality, Dubai Civil Defence, and KHDA health and safety requirements.

Security & Data Integrity

IT systems are protected through strong cybersecurity standards ensuring confidentiality, integrity, and availability of learner/staff data.

Responsible Use

All staff and learners must use EBT resources ethically, professionally, and legally.

Accessibility

EBT ensures facilities and digital platforms are accessible to learners of determination, following KHDA inclusion standards.

Sustainability

Resource usage and procurement follow environmentally responsible and cost-efficient practices.

4. Procedures

5.1 Physical Resource Management

1. Maintenance & Safety

- Quarterly safety inspections are conducted for classrooms, furniture, equipment, and common areas.
- Compliance with **Dubai Civil Defence**, KHDA facility requirements, and building safety regulations is mandatory.
- Emergency equipment (fire extinguishers, exits, alarms) must remain unobstructed and functional.

2. Reporting Defects

- Any damages, hazards, or maintenance needs must be reported immediately to Administrative Staff via the official reporting form or helpdesk.
- High-risk hazards require immediate escalation to the Director.

3. Asset Management & Inventory

- An asset register is maintained and reviewed twice yearly.
- All equipment issued to staff or learners must be logged and returned in proper condition.

4. Asset Disposal

- Disposal follows EBT's financial controls and sustainability guidelines.
 - Electronic waste disposal complies with UAE environmental laws.
 - Any devices containing data must undergo **secure data wiping** before disposal.
-

5.2 Information Technology (IT) Management

1. Access Control

- All system access (LMS, CRM, email, cloud storage) requires individual login credentials.
- User access operates on a **least-privilege** basis.
- Passwords must meet EBT security standards and be updated regularly.

2. Data Security & Backup

- All learner and staff data must be stored securely on approved systems.
- Daily automated backups and weekly offsite/cloud backups are mandatory.
- Data handling follows UAE data protection expectations and EBT's Data Privacy Policy.

3. Software Licensing

- Unauthorized or pirated software is strictly prohibited.
- Only IT-approved and licensed software may be installed.

4. Acceptable Use Requirements

Prohibited activities include:

- Accessing illegal or inappropriate content
- Attempting to bypass security controls
- Unauthorized system scanning
- Sharing sensitive data without authorization
- Using EBT devices for unapproved commercial activity

5. Remote Access Rules

- Remote access requires VPN or secure two-factor authentication.
- Staff may only store EBT data on EBT-approved cloud storage systems.

6. Cybersecurity Safeguards

- Antivirus and firewall protections must remain enabled at all times
 - Suspected breaches must be reported immediately
 - IT staff conduct periodic vulnerability checks & log audits
-

5. Roles and Responsibilities

Role	Physical Resources Responsibilities	IT Responsibilities
Director – Shivanjan Chakraborty	Approves major acquisitions; ensures adequate budget; ensures safety compliance	Oversees IT strategy; ensures alignment with KHDA, data security laws
Academic Staff	Maintain classrooms; report resource issues; ensure equipment care	Enforce Acceptable Use Policy; integrate technology responsibly
Administrative Staff	Manage inventory; coordinate maintenance; ensure premises safety	Manage accounts; monitor backups; provide IT helpdesk support
Learners	Respect facilities; report damages; follow safety rules	Use systems responsibly; protect credentials; report breaches

6. Monitoring and Compliance

Monitoring

- **Monthly** physical resource inspections
- **Quarterly** IT audit logs and security assessments
- Compliance reviewed in quarterly management meetings

Non-Compliance

Staff Violations

May result in:

- Written warnings
- Restricted access
- Termination (for severe breaches)

Learner Violations

May result in:

- Suspension of access to physical/IT resources
- Disciplinary action
- Expulsion for severe or repeated misuse

Legal Action

EBT may pursue legal action for malicious damage or illegal IT activity.

7. Review and Renewal

This policy will be reviewed annually or earlier if required due to:

- KHDA updates
- IEAC/EDU accreditation requirements
- New technologies or security risks
- Facility expansion
- Feedback from stakeholders

Updates will be published with a new version number.

8. Related Policies and Documents

- EBT Learner Code of Conduct
 - EBT Data Protection & Privacy Policy
 - EBT Health & Safety Policy
 - EBT Staff Handbook
 - KHDA Facility and Resource Standards
-

9. Approval and Signature

Approved by:

Shivanjan Chakraborty

Shivam Chakraborty

Director, East Bridge Training (EBT)

Date: 03 November 2025