[redacted] [redacted]

RE: Inquiry About Part-Time Opportunities

[redacted] 9 October 2024 at 09:34

To: Jak Kirkland [redacted]

Dear Jak

Thanks for getting back to me so quickly. The initial projects that I have in mind are:

1. We are currently working towards obtaining the cyber essentials accreditation. Part of this requires us to go around each computer in the office and:

   i. Ensure everything is up to date.

   ii. Install anti-virus software (would be keen for you to look into our options with this and advise us on which software to go with considering any differences and price).

   iii. Add 'user' account on each computer as currently everyone just logs in as admin.

[redacted]

To answer your queries, I'd expect this to be a temporary position perhaps for a couple of months initially but if things go well and there are ways you can continue to assist, there may be some on-going work. We aren't generally a big fan of them but the best way might be a zero hour contract with the expectation that you will do two days a week at first and see how we go.

I think meeting in person might be for the best so I can show you what I am looking at. If you are available this week I could do tomorrow (10/10/2024) at 11:00 or 12:00. Failing that, I could do next week 15/10/2024, 16/10/24 or 17/10/2024 in the afternoon (between 14:00 and 16:30). Your autism isn't a factor in offering the

[redacted]

position and we will try to make any adjustments but I will rely on your judgement as to whether you think you are a good fit.

Yours sincerely

[redacted]

[redacted]

Jak Kirkland [redacted]

RE: Inquiry About Part-Time Opportunities

[redacted]

10 October 2024 at 12:52

To: Jak Kirkland [redacted]

Afternoon Jak

Further to our meeting this morning, I'm delighted to offer you a position in the terms we discussed.

I will get an employment contract drawn up but in basic terms, [redacted]

[redacted]

Was very nice to meet you.

Kind regards

[redacted]

INSPECTION COPY

CYBER ESSENTIALS

CERTIFICATE OF ASSURANCE

[redacted]

[redacted]

COMPLIES WITH THE REQUIREMENTS OF THE CYBER ESSENTIALS SCHEME

NAME OF ASSESSOR : [redacted]

CERTIFICATE NUMBER : [redacted]

PROFILE VERSION : 3.2 (Willow)

SCOPE : Whole Organisation

DATE OF CERTIFICATION : 2025-12-22

RECERTIFICATION DUE : 2026-12-22

[redacted]

SCAN QR CODE TO VERIFY THE AUTHENTICITY OF THIS CERTIFICATE

CERTIFICATION MARK

CERTIFICATION BODY

CYBER ESSENTIALS PARTNER

CYBER ESSENTIALS CERTIFIED

iasme

The Certificate certifies that the organisation was assessed as meeting the Cyber Essentials implementation profile and thus that, at the time of testing, the organisation's ICT defences were assessed as satisfactory against commodity based cyber attacks. However, this Certificate does not in any way guarantee that the organisation's defences will remain satisfactory against a cyber attack.