

## Email and internet use policy

### **Purpose**

IT and communication play an essential role in the conduct of our business. The IT infrastructure including e-mail and internet access have therefore significantly improved business operations and efficiencies.

This policy applies to all members of the Organisation who use our or our clients' communications facilities, whether directors or consultants, full or part-time employees, contract staff or temporary staff. The parameters and restrictions are outlined below and you are required to read them carefully. The purpose of this policy is to define acceptable email and internet use within working time.

### **General principles**

You must use our information technology and communications facilities sensibly, professionally, lawfully, consistently with your duties and in accordance with this policy and other Organisation rules and procedures.

At all times employees must behave with honesty and integrity and respect the rights and privacy of others in relation to electronic communication and information.

Every employee will be given access to the intranet and/or internet as appropriate to their job needs. For those who do not have daily PC access occasional access will be arranged, as necessary, by management.

All PC/network access will be through passwords, and no individual is permitted onto the system using another employee's password. Employees are not permitted to share their password with anyone inside or outside the organisation. Individuals will be allowed to set their own passwords and must change them as frequently as requested by the system set-up requirements.

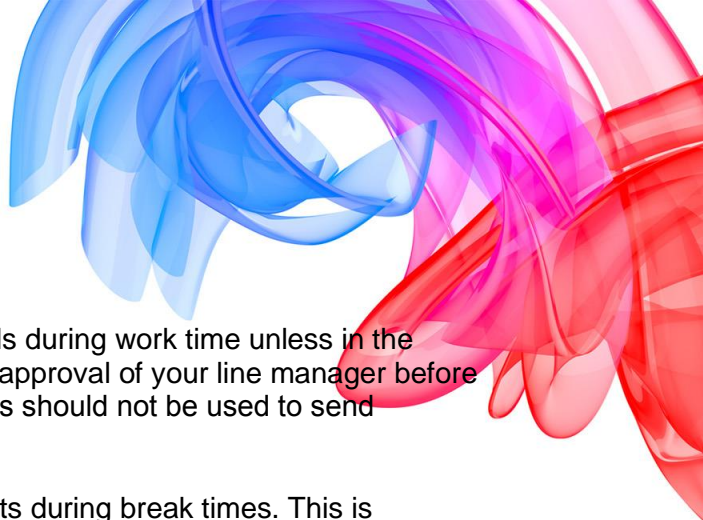
All information relating to our clients/customers and our business operations is confidential. You must treat our paper-based and electronic information with utmost care.

Many aspects of communication are protected by intellectual property rights which can be infringed in a number of ways. Downloading, copying, possessing and distributing material from the internet may be an infringement of copyright or of other intellectual property rights.

Particular care must be taken when using e-mail as a means of communication because all expressions of fact, intention and opinion in an e-mail may bind you and/or the Organisation and can be produced in court in the same way as other kinds of written statements.

### **Email use for personal purposes**

Although our e-mail facilities are provided for the purposes of our business, we accept that you may occasionally want to use them for your own personal purposes.



Employees are not permitted to send personal emails during work time unless in the case of an urgent matter when you should seek the approval of your line manager before sending the email. Employees' work email addresses should not be used to send personal emails.

Employees may access their personal email accounts during break times. This is permitted on condition that all the procedures and rules set out in this policy, and the Organisation's code of conduct, are complied with.

#### **Internet use for personal purposes**

Employees are not permitted to use the internet during work time unless in the case of an urgent matter when you should seek the approval of your line manager before use.

Employees may use the internet during break times. This is permitted on condition that all the procedures and rules set out in this policy, and the Organisation's code of conduct, are complied with.

#### **Unauthorised use of email and internet**

The Organisation will not tolerate use of email and internet unofficial or inappropriate purposes, including:

- any messages that could constitute bullying, harassment or other detriment
- accessing social networking sites such as Facebook using Organisation equipment or during work time
- on-line gambling
- accessing or transmitting pornography
- accessing other offensive, obscene or otherwise unacceptable material
- transmitting copyright information and/or any software available to the user
- posting confidential information about other employees, the Organisation or its customers or suppliers.

#### **Downloading of material**

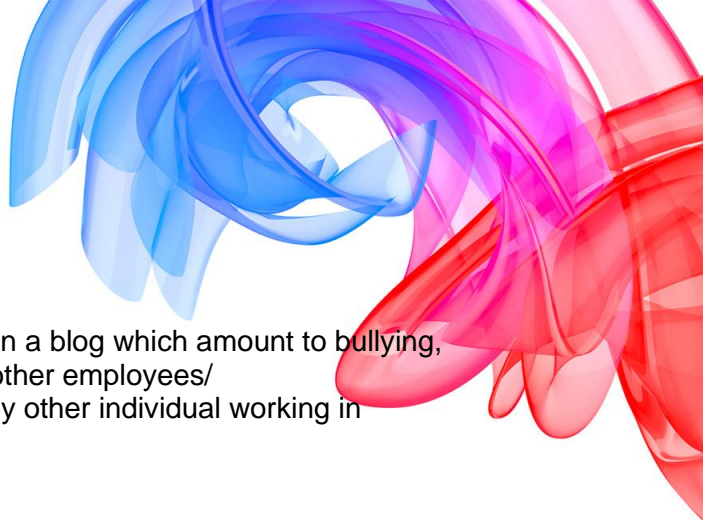
In order to prevent the introduction of virus contamination into the software system the following must be observed:

- unauthorised software including public domain software, magazine cover disks/CDs or Internet downloads must not be used and
- all software must be virus checked by management using standard testing procedures before being used.

#### **On-line blogs**

It is not permitted for employees to contribute to on-line blogs during working hours, or using a computer belonging to the organisation. The following rules apply:

- personal blogs should contain a disclaimer that the views expressed on it are personal views of the author only
- you should not at any time make comments in a blog which bring the Organisation into disrepute
- you should not reveal confidential Organisation information, or information on clients/customers/suppliers etc



- you should not at any time make comments in a blog which amount to bullying, harassment or any other detriment towards other employees/contractors/suppliers/clients/customers or any other individual working in connection with us.

#### **Storage of emails**

Employees should ensure they regularly audit their emails in order to archive or delete those that contain information that is no longer required in order for the Organisation to comply with its obligations under current data protection legislation.

#### **Organisation's website**

Unless you are responsible for the upkeep of the Organisation's website as part of your role, you are not permitted to add anything to the website without express permission of a manager.

#### **Monitoring**

The Organisation is ultimately responsible for all business communications but subject to that will, so far as possible and appropriate, respect your privacy and autonomy. The Organisation may monitor your business communications for business reasons.

#### **Enforcement**

Failure to comply with this policy may result in disciplinary action being taken against you. If there is anything in this policy that you do not understand, please discuss it with a member of management.