

E-mail & Internet Policy

The company encourages employees to use e-mail and the internet for efficiency but requires compliance with the following rules, integral to the employment contract. Serious breaches may lead to dismissal. Employees unsure about compliance should seek advice from their manager.

E-mail usage

- e-mails should be checked for appropriateness, and misuse may lead to misconduct or gross misconduct.
- Employees should exercise care not to copy e-mails automatically to all those copied into the original message to which they are replying. Doing so may result in disclosure of confidential information to the wrong person.
- employees should not send defamatory, obscene, or inappropriate messages.
- personal e-mails, although allowed, should be treated with the same care as work-related ones.
- Employees should not attach any files that may contain a virus to e-mails, as the Company could be liable to the recipient for loss suffered.
- the company reserves the right to monitor e-mails, considering valid reasons such as absence, offensive material suspicion, excessive personal communications, or actions detrimental to the company.
- employees must mark personal e-mails and refrain from copying messages to unintended recipients.

Internet usage

- Internet access should be used sensibly without disrupting business efficiency.
- the company may ask employees to justify internet usage.
- registering on websites for work purposes should be done with manager approval.
- downloading files and software should be done on pcs with virus checking software, and employees must consult relevant authorities if unsure.
- the company may deny internet access with reasons provided.
- personal internet use is allowed for up to 20 minutes daily, without accessing offensive or illegal material or making commitments on behalf of the company.
- the company reserves the right to monitor internet usage for valid reasons, such as viewing offensive material or excessive non-work-related website visits.

Employees should not use the internet for personal purposes before working hours begin or after they end. The Company has security concerns about employees arriving early and leaving late and it is harder to monitor use of the internet at such times.

General

- the policy aims to provide guidelines for the smooth running of the business.
- employees are responsible for understanding and adhering to the rules.
- temporary workers should also be made aware of these rules.