
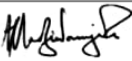


RAINBOW TOURISM GROUP (RTG)	
POLICY #: HR029	REVISION: 4
DEPARTMENT: HUMAN RESOURCES	
EFFECTIVE DATE: 1 JULY 2024	PREPARED BY: 
	AUTHORISED BY: 
TITLE:– ACCEPTABLE INTERNET USAGE POLICY	
Policy/ Standard	RTG provides an adequate framework of guidelines to assure uniform practices that result in achieving the goals and objectives of the organization through the establishment of appropriate policies.
Purpose	The primary purpose of this policy is to set forth the expectations and guidelines for internet usage within the Rainbow Tourism Group Limited (RTG) workplace as well as its related tools of trade as provided to employees from time to time. It aims to maintain a professional environment and ensure associates can perform their duties efficiently all the time.
Scope	This policy applies to all RTG associates, contractors, volunteers, or members who use the internet, either on behalf of RTG or for personal use when their affiliation with RTG is identified, known, or presumed.
Definitions	<div><div>1.1</div><div>A policy is a standing decision that is applied to repetitive questions and problems of significance to the organization as a whole. A policy is a guide for making decisions so that it contributes to meeting the objectives of the organization.</div></div> <div><div>1.2</div><div>Associates refers to all RTG employees, including permanent, temporary, and contract staff.</div></div> <div><div>1.3</div><div>Pornography for the purposes of this policy refers to any material that depicts explicit sexual content, nudity, or sexually suggestive images/videos not suitable for a professional workplace.</div></div> <div><div>1.4</div><div>Inappropriate Content refers to any material that is pornographic, sexually suggestive, offensive, harassing, or otherwise unsuitable for a professional setting.</div></div> <div><div>1.5</div><div>Work Hours refer to the period you are expected to be working, including regular office hours and any additional hours on company network and premises.</div></div> <div><div>1.6</div><div>Workplace refers to all RTG locations and business units, including on-site and off-site offices, common areas, restricted areas, and public spaces.</div></div> <div><div>1.7</div><div>Company-owned devices and networks are including, but are not limited to: Computers, laptops, tablets, mobile phones, servers, software, other devices capable of displaying visual images</div></div>

POLICY STATEMENTS	
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	<p>RTG equipment and networks are for business purposes only. The Company strictly prohibits accessing, viewing, downloading, storing or distributing pornography, sexually explicit material, and other inappropriate content during work hours or on company-owned devices and networks. For the avoidance of doubt, this includes:</p> <p><b>1.1 Pornographic Material:</b> Any material, visual or textual content depicting explicit sexual content or activities, nudity intended for sexual arousal, sexually suggestive images/videos or other sexually explicit acts, whether accessed via websites, emails, social media, or downloaded files.</p> <p><b>1.2 Inappropriate or Offensive Content:</b> This includes material that may fall short of explicit pornography but is nonetheless sexually suggestive, vulgar, explicit language or or any material that can be classified as obscene or indecent under company standards, and thus unsuitable for the workplace which includes images, videos, memes, or text. This includes items that may not qualify as full pornography but still contain graphic, adult, or vulgar themes or any content that could cause discomfort, offense, or create a hostile or unprofessional atmosphere for colleagues.</p> <p><b>1.3 Unauthorized Streaming Media:</b> Watching or streaming unauthorized, non-work-related media that could be deemed inappropriate, including violent, hateful, or sexually explicit shows or videos, is strictly prohibited</p>
	<p><b>Monitoring and Enforcement</b></p> <p>To enforce this policy, the Company reserves the right to monitor internet usage, including but not limited to website visits, downloads, and communications through company networks and devices. Monitoring will be conducted within legal boundaries while ensuring adherence to professional standards.</p>
	<p><b>General Principles</b></p> <p><b>1.1</b> All associates must acknowledge and understand this policy before using company equipment or information systems.</p> <p><b>1.2 Responsibility:</b> Act responsibly and professionally, adhering to RTG's standards of behavior and respecting colleagues, volunteers, suppliers, and clients.</p> <p><b>1.3 Security:</b> Use information, systems, and equipment according to RTG's security and information management policies.</p>

	<p><b>1.4 Reporting:</b> Immediately report any policy breach to your line manager. Comply with official procedures when a breach is suspected or reported.</p> <p><b>1.5 Legal &amp; Ethical Conduct:</b> Avoid illegal activities or anything</p>
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and communications through company networks and devices. Monitoring will be conducted within legal boundaries while ensuring adherence to professional standards.

#### General Principles

- 1.1 All associates must acknowledge and understand this policy before using company equipment or information systems.
- 1.2 **Responsibility:** Act responsibly and professionally, adhering to RTG's standards of behavior and respecting colleagues, volunteers, suppliers, and clients.
- 1.3 **Security:** Use information, systems, and equipment according to RTG's security and information management policies.

- 1.4 **Reporting:** Immediately report any policy breach to your line manager. Comply with official procedures when a breach is suspected or reported.
- 1.5 **Legal & Ethical Conduct:** Avoid illegal activities or anything harmful to RTG's reputation or compromising staff/client data.
- 1.6 **Security Awareness:** Participate in security awareness programs to understand, recognize, and report threats, risks, and incidents.
- 1.7 **Sexual Harassment:** Viewing inappropriate content on company property or at events may disrupt the work environment and constitute sexual harassment as outlined in Section 1.2.37 of the RTG Limited Code of Conduct.

#### User IDs and Passwords

- 1.1 **Safeguard Credentials:** Protect usernames, staff numbers, smart cards, and passwords appropriately.
- 1.2 **Strong Passwords:** Create secure passwords following best practice guidance.
- 1.3 **Avoid Sharing Logins:** Do not log onto any system using another user's credentials.
- 1.4 **Log Out:** Log out of all devices connected to the internal network during non-working hours.

#### Personal Use of IT

Associates are personally responsible for their online activities when using company equipment or networks.

#### Consequences of Violation

Any associate found in violation of this policy may face disciplinary action, which may include:

- 1.1 A verbal or written warning or;
- 1.2 Mandatory training on appropriate internet usage or;
- 1.3 Suspension or termination of employment

The disciplinary action provided for in this clause shall be in accordance with the Company's registered Code of Conduct.

#### Exceptions

This policy does not apply to associates who require access to certain sites for legitimate business purposes, provided they obtain prior approval from their supervisor and/or line manager



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	<b>Resources</b>  The Company offers training programs and resources to help associates understand and comply with this policy.	
	<b>Review</b> This policy will be reviewed and updated periodically to reflect changes in technology and business practices.	