TO: Staff

FROM: Management

DATE: 14/10/2014

SUBJECT: Improper use of Internet

It has recently come to our attention that members of staff are using the internet during work hours for non-work related browsing. We would like to remind staff that going on Facebook, Twitter and YouTube during work hours is strictly against protocol. However, you may access these sites during your own time and while on lunch.

Further use of these websites during work hours will result in them being blocked for the foreseeable future.