



Internet Usage Policy

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1. Introduction

This policy sets out guidelines for acceptable use of the internet by employees of Gelos Enterprises (Gelos). The primary purpose for which access to the internet is provided by Gelos to its employees is to assist them in carrying out the duties of their employment. They may also use the internet for reasonable private purposes that are consistent with this Acceptable Use Policy. They may not use the internet access provided by Gelos in such a way as to significantly interfere with the duties of their employment or to expose Gelos to significant cost or risk of liability. Gelos may modify this policy with 30 days' notice in writing to its employees.

2. What is acceptable use

Subject to the balance of this policy, employees may use the internet access provided by Gelos for:

- work-related purposes
- sending and receiving personal email messages, provided that if email messages are sent with a Gelos email address in the From: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Gelos
- using instant messaging software for personal purposes
- accessing the web for personal purposes
- using any other internet service or protocol, apart from those listed below, for personal purposes after obtaining permission to do so from Gelos.

This is on the proviso that in each case the personal use is moderate in time, does not incur significant cost for Gelos and does not interfere with the employment duties of the employee or their colleagues.

3. What is not acceptable use

Except in the course of an employee's duties or with the express permission of Gelos, the internet access provided by the company may not be used for:

- personal commercial purposes
- sending unsolicited bulk email
- disseminating confidential information of Gelos
- any illegal purpose
- knowingly causing interference with or disruption to any network, information service, equipment or any user thereof
- disseminating personal contact information of officers or employees of Gelos without their consent
- knowingly causing any other person to view content which could render the company liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person
- knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate
- use of the BitTorrent protocol.

4. Consequences of unacceptable use

Gelos keeps and may monitor logs of internet usage which may reveal information such as which internet servers (including websites) have been accessed by employees, and the email addresses of those with whom they have communicated. Gelos will not, however, engage in real-time surveillance of internet usage, will not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.

Responsibility for use of the internet that does not comply with this policy lies with the employee so using it, and such employee must indemnify Gelos for any direct loss and reasonably foreseeable consequential losses suffered by the company by reason of the breach of policy.

Gelos will review any alleged breach of this Acceptable Use policy on an individual basis. If the alleged breach is of a very serious nature, which breaches the employee's duty of fidelity to the company (for example, emailing confidential information of the company to a competitor), the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the company, the breach may be treated as grounds for dismissal.

Otherwise, an alleged breach shall be dealt with as follows:

1. Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from, or where applicable, to remedy the breach.
2. If the breach is not desisted from or remedied, Gelos may either withdraw the employee's access to the internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.
3. If the infringing conduct continues the employee may be given a second and third warning, to each of which he or she shall have an opportunity to respond.
4. If a breach is committed after the third warning the employee may be dismissed.

5. Version control

No	Effective	Approved by	Updates
1	3 October 20XX	Darren Cooper, Chief Technical Officer	Initial release