

<b>SERVICE AREA</b>	Human Resources
<b>POLICY NAME</b>	Internet, Email & Computer Use Policy and Procedure
<b>BOARD ENDORSEMENT DATES</b>	28 June 2016
<b>EFFECTIVE DATE</b>	27 February 2017
<b>DATE FOR REVIEW</b>	28 June 2019
<b>VERSION NUMBER</b>	4

## PURPOSE OF THE POLICY

This Internet, Email and Computer Use Policy sets out the standards of behavior expected of persons using Sunshine's computer facilities, internet and email supplied, regardless of whether the use is in the office, off-site or out of regular working hours.

## POLICY

Sunshine recognises that whilst computer equipment, systems and networks are vital sources of information and means of communication, responsible use of computer equipment, systems and networks is necessary to manage corporate risks specific to information technology.

## SCOPE

This Policy applies to all Sunshine employees, Board members, volunteers, contractors and consultants and any other user of Sunshine's IT equipment and/ or computer network. It also applies to users who contribute to social media, external blogs and sites that identify themselves as associated with Sunshine whether using Sunshine or personal devices to do so.

## RELATED POLICY

Social Media

Code of Conduct

## DEFINITIONS

**'Blogging'** means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

**'Confidential information'** includes but is not limited to Sunshine's commercial in confidence non-public information about the business and affairs of Sunshine such as: client's information, pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third

parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Sunshine or obtained in the course of working or providing services to Sunshine that is by its nature confidential

**‘Computer surveillance’** means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of Sunshine’s computer network (including, but not limited to, the sending and receipt of emails and the accessing of websites).

**‘Computer network’** includes all Sunshine’s internet, email and computer facilities which are used by users, inside and outside working hours, in the workplace of Sunshine or at any other place while performing work for Sunshine. It includes, but is not limited to, desktop computers, laptop computers, tablets, smart phones and other handheld electronic devices, and any other means of accessing Sunshine’s email, internet and computer facilities, (including, but not limited to, a personal home computer or personal electronic devices such as iPads, Tablets and other personal handheld electronic devices, smart phones and similar products which have access to Sunshine’s IT systems).

**‘Intellectual property’** means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all confidential information and including know-how and trade secrets

**‘Person’** includes any person, company, partnership, association, trust, business, or other organisation or entity of any description and a person’s legal personal representative(s), successors, assigns or substitutes.

## PROCEDURE

### Use of Internet, Email and Computers

No	Procedure	Due Date	Person Accountable
1.	Where use is allowed, users are entitled to use Sunshine computer network only for legitimate business purposes	Ongoing	All users
2.	Users are permitted to use Sunshine’s computer network for limited and reasonable personal use. However any such personal use must not impact upon the user’s work performance or Sunshine resources or violate this Policy or any other Sunshine Policy	Ongoing	All users
3.	A user must not use Sunshine’s computer network for personal use if that use interferes with the efficient business operations of Sunshine or relates to a personal business of the user	Ongoing	All users
4.	Sunshine gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any user in the course of using the computer network for the user’s personal purposes	Ongoing	All users

### Prohibited Conduct

No	Procedure	Due Date	Person Accountable
1.	<p>Users must not send (or cause to be sent), upload download, use, retrieve or access any email or material on Sunshine's computer network that:</p> <ul style="list-style-type: none"> <li>a) Is obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL). For example, material of a sexual nature, indecent or pornographic material;</li> <li>b) causes (or could cause) insult, offence, intimidation or humiliation;</li> <li>c) may be defamatory or could adversely impact the image or reputation of Sunshine. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;</li> <li>d) is illegal, unlawful or inappropriate;</li> <li>e) affects the performance of, or causes damage to Sunshine's computer system in any way;</li> <li>f) gives the impression of or is representing, giving opinions or making statements on behalf of Sunshine without the express authority of Sunshine. Further, users must not transmit or send Sunshine's documents or emails (in any format) to any external parties or organisations unless expressly authorised to do so.</li> </ul> <p>"Material" includes text, images, sound or any other material, on a site or sent either in an email, an attachment to an email, or as a link to a site.</p>	Ongoing	All users
2.	<p>Users must not use Sunshine's computer network:</p> <ul style="list-style-type: none"> <li>a) to violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using Sunshine's computing facilities, except as permitted by law or by contract with the owner of the copyright;</li> <li>b) to disclose any confidential information of Sunshine, its customers and suppliers unless expressly authorised by Sunshine;</li> <li>c) to install software or run unknown or unapproved programs on Sunshine's computer network. Under no circumstances should users modify the software or hardware environments on Sunshine's computer network;</li> <li>d) to gain unauthorised access (hacking) into any other computer within or outside Sunshine, or attempt to deprive other users of access to or use of any Sunshine's computer network;</li> <li>e) to send or cause to be sent chain or SPAM emails in any format;</li> </ul>	Ongoing	All users

	f) to use Sunshine's computer facilities for personal gain.		
3.	If a user receives an email which contains material (including an image, text, software or other material) that they think may be in breach of this Policy, the user must immediately report the matter to their immediate supervisor. The user must not forward the email to any other person	Ongoing	All users
4.	Users must not use another user's computer network facilities (including passwords and usernames/login codes) for any reason without the express permission of the user.	Ongoing	All users

### Computer Network Surveillance

No	Procedure	Due Date	Person Accountable
1.	On a continuous and ongoing basis during the period of this Policy, Sunshine will carry out computer network surveillance of any user at Sunshine's complete discretion.	Ongoing	GM Corp Services
2.	Computer surveillance of an employee may be carried out: <ul style="list-style-type: none"> <li>(a) in accordance with this policy;</li> <li>(b) if the employee has been notified of this policy in such a way that it is reasonable to assume that the employee is aware of and understands the policy;</li> <li>(c) when an employee is "at work" for Sunshine, meaning when the employee is: <ul style="list-style-type: none"> <li>(a) at a workplace of Sunshine, whether or not the employee is actually performing work at the time; or</li> <li>(b) at any other place while performing work for Sunshine; or</li> <li>(c) using equipment or resources provided by or at the expense of Sunshine.</li> </ul> </li> </ul>	Ongoing	Coordinator, IT
3.	Computer network surveillance includes: <ul style="list-style-type: none"> <li>a) storage volumes and files, including those marked as 'personal' or 'confidential';</li> <li>b) internet sites – including recording every website visited, the time of access, volume downloaded and the duration of access;</li> <li>c) download volumes;</li> <li>d) suspected malicious code, malware, viruses or other harmful files;</li> <li>e) emails – including the content of all emails</li> </ul>	Ongoing	GM Corp Services

	received, sent and stored on Sunshine's Computer Equipment or Network (which also includes emails deleted from the Inbox);  f) computer equipment hard drives – (Sunshine may access any hard drive on the computer network).		
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#### **Blocking email and/ or internet access**

No	Procedure	Due Date	Person Accountable
1.	Sunshine reserves the right to prevent or block the delivery of an email sent to or from a user, or access to an internet website by a user, if the content or context falls within any of the above described.	Ongoing	GM Corp Services
2.	Sunshine reserves the right to suspend employees' accounts that are stood down during disciplinary process and to cancel email addresses after leaving the organisation.	As arising	GM Corp Services

#### **BREACH OF THIS POLICY**

Breach of this policy or procedures may result in disciplinary and/or legal action leading up to and including termination of employment. Users may also be held personally liable for damages and any consequential loss caused by their actions

#### **LEGISLATION / REGULATIONS / STANDARDS**

<b>ASSOCIATED FORMS</b>

#### **AUTHORITY FOR APPROVING AMENDMENTS:**

- 1. All amendments to the policy statement are to be approved by the persons responsible for policies from HR, WHS and Finance and Administration, the Policy Committee and the Board.**
- 2. All amendments to the format and procedures are to be approved by the persons responsible for policies from HR, WHS and Finance and Administration and the Policy Committee.**