DEPARTMENT: HUMAN RESOURCES
DATE: 4TH SEPTEMBER 2025
OFFICE ADDRESS: WATERFALL POINT OFFICE PARK,
BUILDING 1, CNR WATERFALL & WOODMEAD DRIVE. MIDRAND.

TO: ALL STAFF

INTERNAL COMMUNICATION

SUBJECT: MISUSE OF INTERNET AND DATA – ZERO TOLERANCE REMINDER

Dear team,
This is a formal reminder about the company's expectations regarding the responsible use of internet and digital resources.

From a recent IT risk assessment done, we've noticed increasing concerns of:

- **Abuse of internet during work hours**: Browsing unrelated sites reduces productivity and distracts from our core responsibilities.
- **Accessing external websites**: Many sites pose security risks, exposing our systems to malware, phishing, or data breaches.
- **Sharing company information on unstable or unauthorized platforms**: This creates vulnerabilities that could compromise sensitive data and damage our reputation.

Specifically, there has been excessive use of sites like Disney Plus, Netflix, AppleTV, Tiktok, RTCP, Snapchat, Facebook, DSTV and Youtube.

These practices are unacceptable. They affect bandwidth for business-critical activities and platforms. They reduce productivity, expose the company to security risks, and put sensitive data at risk.

We ask **all** staff to:

1. Use the internet primarily for work-related purposes.
2. Be mindful of the security risks when accessing external platforms.
3. Avoid sharing company data on personal or insecure channels.
4. Stay focused on being productive and professional during work hours and when working remotely.
5. Data provided by the company for remote work needs to be used for that purpose only.

Although we have the option to drill down into individual usage, we are choosing not to for now. We hope that this communication will serve as a warning around responsible usage. Going forward, non-compliance will be treated as a serious breach of company policy and may result in disciplinary action.

Thank you for your cooperation.

Best regards,
Yakshini Naidoo
MANAGING EXECUTIVE: CORPORATE SERVICES