Electronic Communication Policy

## 1.0 Purpose

To ensure employees use company computers for business related purposes only.

**1.1 Privacy Issues - Computer**

Any documents generated and/or information stored on computers remain the property of the business. Such information is strictly confidential and must not be copied, duplicated or distributed to any third person, unless authorised by management.

Management reserves the right to periodically access computer generated documents, computer logs and the content of staff email and web browsing activities to ensure compliance.

**1.2 Electronic Transaction**

All employees are strictly prohibited from entering into any contract, terms and conditions or other purchase arrangement, either by print or by electronic means without authority from management. Any employee authorised to make electronic payments or internet banking on behalf of the company via the internet must ensure that payment details are only provided when on a secure web page.

**1.3 Internet Usage**

Employees are only to access the Internet for the purpose of conducting company business. Use of the Internet will be recorded on the business’s “Server” and logged. Periodically, this log will bemonitored by management to ensure compliance.

Employees who are privy to company passwords and/or username login information are prohibited from disclosing this information to any other source and must ensure that such detailed information is kept secure.

Employees are not to downloadand/or installany material from the Internet unless directed by management to do so.

The business reserves the right to block access to any website that is of an offensive or harassing nature or that poses potential harm to the company computer system and/or network or other such sites that are not of a business or industrial related nature.

Display or distribution of inappropriate, harassing or offensive material (including pornographic) upon computer monitors or elsewhere within the work environment is not acceptable.

Employees’ are not permitted to access social media sites for personal use during work hours.

**1.4 Electronic Mail**

The use of the business email facility will be continually monitored. The business reserves the right to block any email that is not of a business related nature. The employee will be advised in the event that an email is blocked (if the recipient can be identified).

**1.5 Failure to follow procedure**

Failure to follow this policy has the potential to injure the business, its reputation and/or the reputation of staff or clients and any such breach is unacceptable.

Breach of this policy will result in disciplinary action. The business reserves the right to:

* Read, print, review any document created and stored on the company computer system.
* Monitor, read, print out emails sent and/or received.
* Monitor, record and review internet sites accessed.
* Review back up of hard drive.
* Use software or other equipment that monitors or records information of computer usage.

**1.6 Confirmation of policy**

By signing this policy, I agree that I have read and understood the provisions outlined and explained to me. I understand that any questions relating to this policy can be forwarded to my manager for clarification and any failure to abide by this policy may lead to Disciplinary action including summary dismissal.

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| --- | --- |
| Employee name |  |
| Employee signature |  |
| Date |  |