

not private and the company reserves the right to monitor and audit these on ongoing basis and during or after any security incident.

- ✓ 8.1.6 Users must be aware that RRA accepts no liability for their exposure to offensive material that they may access via the Internet.
- ✓ 8.1.7 Users should ensure that security is enabled on the Internet browser by configuring minimum browser security settings.
- ✓ 8.1.8 RRA reserves the right to monitor and review Internet usage of users to ensure compliance to this policy.

8.2 Email Usage Statement

- ✓ 8.2.1 Use of email by employees is permitted and encouraged where such use supports the goals and objectives of RRA. Personal use of emails may be permitted on a limited basis, but non-related commercial uses are prohibited.
- ✓ 8.2.2 Any company information including attachments, contained in emails shall not be disclosed to any unauthorized persons.
- ✓ 8.2.3 Emails with questions concerning other units or departments within RRA shall not be replied to but shall be forwarded to the appropriate destination.
- ✓ 8.2.4 A message intended to another person or department, shall be forwarded to the appropriate person or department by the user receiving the message.
- ✓ 8.2.5 Employees shall be able to attach to their email up to 50MB of data. Emails with attachments of size greater than 50MB shall not be circulated among the staff.
- ✓ 8.2.6 All use of RRA emails must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- ✓ 8.2.7 All data contained within RRA emails and attachments must be secured appropriately.
- ✓ 8.2.8 Emails shall be retained only if they qualify as a business record. An email is a business record if there exists a legitimate and ongoing business reason at RRA to preserve the information contained in the email. This shall be done in accordance with the Data Retention and Archival policy.
- ✓ 8.2.9 Emails containing files or macros attachments sent by unknown, suspicious or untrustworthy sources shall not be opened and shall be deleted immediately.
- ✓ 8.2.10 The RRA email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair colour, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. An employee who receives an email with this content from any other employee should report the matter to their supervisor immediately.
- ✓ 8.2.11 "Out of Office" notifications should be enabled by users whenever they go on leave.
- ✓ 8.2.12 Maintenance of individual mailboxes shall be performed by users on a periodic basis. Emails shall be archived regularly and emails that are no longer required shall be detected.