



## Email / Internet Policy

An employee of APMS Engineering may be allocated a computer to assist in the performance of his / her duties.

The Company information technology system (the system) is the property of APMS Engineering.

Any messages composed, sent or received on the system are, and will remain at all times company property. APMS Engineering reserves the right to review, audit, intercept, access and disclose all messages created, received or sent via the company's email system. This policy applies to all employees who have use of the system, through internal and external use as well as any other person who may be associated with the company's network, website or blog.

### The system includes but is not limited to:

- all internet, email and computer facilities;
- desktop computers;
- Blackberries, iPhones, PDAs and any other handheld electronic device;
- computer usage inside and outside working hours (includes personal home computer access to the Company's IT system); and
- any other means of accessing email, internet and computer facilities.

### Employee usage

Reasonable personal use of APMS Engineering email and Internet system is permitted during business hours.

An employee is not permitted to access another staff member's email account without prior consent or managerial authorisation.

### Transmitting and receiving information and other materials

An employee is not permitted to use the system to view, transmit, or store any prohibited material as defined by this policy. An employee should not include in any email any form of communication that would not be acceptable if communicated in a public forum. Further, an employee is strictly forbidden from accessing internet sites that may be offensive if viewed by other staff or any external party.

### Examples of email communication that are not acceptable include:

- Sexually or racially offensive messages and jokes;
- Sexually or racially offensive graphics, photos, drawings and cartoons and;
- Defamatory communication.

If an employee receives inappropriate material from any source, such as that outlined above, the employee is strictly forbidden from forwarding the material to other employees and is instructed to immediately delete the offending material from the system.

Continued on next page >

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# Email / Internet Policy (continued)

An employee must not use the system to:

- solicit or endorse any non-job-related commercial ventures, outside organisations, or religious and/or political causes;
- send chain mail;
- store or transmit information of a sensitive, confidential or personal nature;
- send information to any media outlet – newspapers, TV, radio – without managerial authorisation or;
- send, store or download offensive or defamatory material.

To maintain the professional presentation of all Company documentation, all emails should be checked for spelling and grammatical errors. An employee should sign-off any email correspondence by including their name, organisation, phone and fax numbers, email address and web-site address.

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## Internet and social networking

No employee should upload, download, use, retrieve or access any material on the system that:

- is offensive or inappropriate including text, images, sounds or any other material that may be of a sexual nature, indecent or pornographic material;
- insults, offends, intimidates or humiliates another person
- is illegal and unlawful;
- violates copyright and intellectual property rights;
- is defamatory or could adversely affect company's reputation.

An employee is to refrain from inappropriate behaviour on any form of social networking sites. Inappropriate behaviour includes but is not limited to where an employee engages in wilful or deliberate behaviour that is inconsistent with the continuation of their contract of employment and/or conduct that causes an imminent and/or serious risk to the reputation, viability or profitability of the Company. Any such behaviour may be considered serious misconduct.

## Copyright

Information, software and other materials protected by copyright laws must not be copied or transmitted.

## Consequences

Misuse or overuse of the system as outlined in this policy will not be tolerated by APMS Engineering. An employee found to be in breach of this policy may face disciplinary action including the termination of employment.

## Variation

APMS Engineering reserves the right to vary this policy from time to time.

## Acknowledgement

I acknowledge that I have read this policy and will comply where applicable with any of the policy content and procedures. Further, I acknowledge that I may be subject to disciplinary action including termination where I fail to comply with this policy.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**David Osman** General Manager

Date: 1.2.2020

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