



Intimate Knowledge - Invaluable Partners

WELCOME TO SLADE GROUP *Use of Company Electronic Resources and Software Protection*

The use of a Company's hardware, software, e-mail and internet facility are for business purposes only. The use of e-mail or internet must not interfere with an on-hired employee's work obligations.

Email and internet must not be used:

- In a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person or contravene Trade Practices laws.
- To access, view, download, print or send messages or attachments (including to home e-mail address), which include 'inappropriate material' to friends or work colleagues. Inappropriate material includes but is not limited to any material of a sexual nature.
- To access other people's e-mail account without prior authorisation of a General Manager
- For intentional dissemination of any computer viruses.
- Disclosing Company confidential information
- Sending chain-mail, gambling, jokes, games, etc.
- Responding to external requests for company information or complaints through e-mail unless you are specifically authorised to do so
- Sending, forwarding, printing or receiving any material or data which does not comply with the Company's policies and procedures (including EEO Policy) or which is contrary to the Company's best interests.

Responding to Inappropriate Material

On occasion inappropriate material may be sent to your e-mail account. Although you may be unable to control the sending of such material, you must discourage it by responding as follows:

"Please do not send me this type of material again. The contents of this email do not comply with the Company's e-mail policy. In sending me this e-mail you are breaching the Company's Policy and put me in risk of doing so. A breach of the e-mail policy has serious consequences".

Monitoring of E-mail and Internet Usage

The use of the internet and e-mail content may be monitored by the Company's IT Department on a regular basis. Where any alleged breach of this policy has taken place, Slade Group will be informed and an investigation will be conducted.

SOFTWARE PROTECTION

Use, copying or providing illegal software while at work could expose you and the Company and Slade Group to civil and criminal prosecution.

- In order to ensure that you do not intentionally or inadvertently violate the software publisher's copyright, you should not copy any program installed on your computer for any purpose without permission from your direct manager.
- Do not install software of any kind on your PC or the network.

NON COMPLIANCE

These strict policies are necessary to avoid the serious ramifications of software piracy, defamation, sexual harassment/discrimination, which can include financial penalties and serious legal consequences. Non-compliance with this policy will be treated as a serious disciplinary matter and may result in termination of employment.