

## Internet, Social Media, SMS, Mobile Phone and Email Policy

Dump It policy regarding appropriate use of company email and internet facilities and personal mobile devices at work.

- Participating or engaging in any social media / chat sites E.g. (Facebook or Twitter), is expressly forbidden during work hours.
- Browsing the internet for non-business purposes is not permitted.
- The use of private mobile devices for personal calls, text messaging and access to social media sites during work time is not allowed.
- Any special circumstances such as pressing family matters awaiting calls from family, or limited private usage of the internet may be permitted subject to approval by the manager. Under normal circumstances private mobile devices should be on silent mode and in your locker.
- Acts of, or attempts at sending obscene, harassing and / or threatening emails are strictly prohibited. Browsing of certain categories of www sites is also strictly prohibited. These include sexually oriented sites; sites with racist, anarchist or violent themes, and any sites deemed illegal by local, state or federal laws.
- All email and internet access can and may be reviewed by company management. This is to ensure email use and internet access is appropriate and professional.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of the company in violation of company policy or proprietary agreements with other companies or organisations is prohibited.
- Forgery (or attempted forgery) of electronic mail messages is prohibited.
- Unauthorised acts of, or attempts to read, delete, copy, or modify the electronic mail of other users is prohibited.
- Use of systems and / or attempts to gain unauthorised access to remote systems is prohibited.
- The wilful introduction of computer "viruses" or other disruptive / destructive programs into the company network or into external networks is also strictly forbidden. As is downloading programs without management permission.

Employees are not permitted to forward any offensive, harassing obscene or threatening email received by them to others.

A handwritten signature in blue ink, appearing to read "Matthew Calleija".

*Matthew Calleija*  
Director