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TITLE: INTERNET & EMAIL POLICY

Authorised by:
Russell Prince
Chief Executive

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Internet Policy

The company Policy on the Internet is as follows:

- (1) Learners/employees are allowed to use the Internet for limited private use, but this must not be carried out during working hours and downloading of material for private use is not permitted.
- (2) Software must not be downloaded or distributed to others
- (3) Mobile Internet dongles and devices are strictly prohibited to be used whilst at SETA
- (4) Sites offering sexually oriented material, or racist or other offensive material, gambling or on-line games should not be accessed.
- (5) It is forbidden to use the internet for carrying out business on a private or freelance basis.
- (6) Learners/employees must not allow anyone else to use the Internet installed on their PC unless authorised by their manager to do so.
- (7) Learners/employees should not divulge power on passwords, screen saver passwords, or network passwords to anyone without their instructors/manager's permission.
- (8) Learners/employees should be aware that all Web sites accessed from their PC are logged, and they can be questioned about this at any time.
- (9) Misuse of the Internet could lead to disciplinary action: in serious cases this could mean dismissal.
- (10) Internet sites that are cost related or have cost implication terms of access must not be subscribed to without prior authority.
- (11) SETA retains the copyright to any material posted to the World Wide Web by any employee in the course of his or her duties. It is inappropriate to reveal confidential information. Any employee releasing protected information via e-

mail or the internet (whether or not inadvertent) will be subject to disciplinary investigations under the normal disciplinary procedure.

1 Guidelines on the use of E-mail

Although e-mail is a useful and efficient medium for internal and external communication, misuse of the system can have serious repercussions.

Employees and learners may use e-mail for some limited private use but this must be kept to a minimum. Excessive personal use during working hours and transmission of large files (such as those containing photographs) is not permitted. Employees and learners should avoid communicating any personally sensitive information in this way. It is the responsibility of each employee and learner to ensure that this technology is used for proper business purposes and in a manner that does not compromise the Company or any of its employees/learners.

The SETA's e-mail system should not be used for sending e-mails of a sexually explicit nature, or discriminatory material. Do not send messages or attach files whose content is of an obscene, pornographic, lewd or distasteful nature. Sending or the possible storage of such material may be an offence under section 43 of the Obscene Publications Act 1984. A single act infringing this regulation may lead to summary dismissal and prosecution.

If an employee/learner sends an e-mail in work which constitutes harassment, SETA can be held vicariously liable for this. In addition, under current legislation, harassment is a criminal offence as well as a civil wrong and could result in legal proceedings. You should be aware that e-mails which some may consider humorous could offend others and be held to be material causing harassment, as could unwanted communications or explicit language.

Learners and employees are warned not to indulge in certain activities via the Company's e-mail facilities such as:

- (1) Posting information that insults or harasses others on the basis of their sex, marital status, race, colour, nationality, age, disability or religion.
- (2) Downloading or distributing copyright information.
- (3) Posting confidential information about their employer, its customers or suppliers.
- (4) Engaging in on-line gambling.
- (5) Do not send or forward any e-mails or attachments which are defamatory (those which attack the reputation or good name of a company or individual).
- (6) All negotiation and commitments made via e-mail should be carefully checked and authorised. Care must be taken to ensure that contractual arrangements are not made without express intention to do so.

In considering the dangers of misuse please remember that:

- (1) E-mails can be read by third parties.
- (2) E-mails can be used in evidence.
- (3) E-mails can create binding contracts.
- (4) All statements made should be factually correct and non-defamatory of others.
- (5) **E-mail misuse can amount to gross misconduct and lead to summary dismissal.**

2 General Points:

SETA reserves the right to intercept any e-mail for monitoring purposes, preventing or detecting crime, investigating or detecting the unauthorised use of SETA's telecommunications system or ascertaining compliance with the SETA's practice or procedures.

The company reserves the right to take disciplinary action regarding any material considered inappropriate in the workplace.

The company reserves the right to check an employee's/learners computer in the case of absence from work.

It is vitally important that the guidelines above are followed to avoid any misuse.

These guidelines also apply to faxes, letters and any other written material.

If during the performance of their work any employee/learner encounters obscene or inappropriate material, unauthorised software or the misuse of company information systems this should be reported directly to the Senior Instructor or the Human Resources Manager.