



## **USE OF THE INTERNET, E-MAIL & DATA POLICY STATEMENT**

Groupbridge accepts that the use of the internet and e-mail is a valuable business tool. However, misuse of this facility can have a negative impact upon the reputation of the business and employee productivity.

Use of the internet, e-mail and company data by employees is permitted and encouraged where such use supports the goals and objectives of the business and in doing so employees shall ensure:

- compliance with current legislation
- use of the internet, e-mail and Groupbridge data in an acceptable manner and do not breach confidentiality by copying and issuing Groupbridge data to others without consent from the Managing Director.
- risk to the company is not created by misuse of the internet, e-mail and data

The following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material and / or distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal, discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Groupbridge, other employees and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format, including broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- introducing any form of malicious software into the company computer network
- use of company communications systems to set up personal businesses or send chain letters
- forwarding of company confidential messages to external locations
- accessing copyrighted information in a way that violates the copyright

- breaking into the company's or another organisation's system or unauthorised use of a password/mailbox
- transmitting unsolicited commercial or advertising material

All business-related information produced remains the property of Groupbridge. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

The company's internet-related resources are provided for business purposes. Therefore, Groupbridge maintains the right to monitor the volume of internet and network traffic, including the internet sites visited, particularly where unacceptable use or behaviour is suspected, in which case, disciplinary action shall be taken, which may result in dismissal.

S Gibbons  
(Managing Director)

Date: 30<sup>th</sup> November 2011

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