GROUPBRIDGE
CIVIL ENGINEERING & BUILDING CONTRACTORS

USE OF INTERNET POLICY STATEMENT

Use of internet, social media, e-mail and company data by employees is permitted in connection with operation of the business provided that it is in compliance with current legislation, is in an acceptable manner and does not pose risk to the company or breach confidentiality by copying and issuing Groupbridge data to others without consent from the Managing Director.

The following is deemed as 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, 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
- Sending offensive or harassing material to others
- Downloading or accessing 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
- The gaining of unauthorized access (hacking) to data in a system or computer
- Publishing / posting defamatory and/or knowingly false material about Groupbridge, other employees and/or our customers including 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 for personal enterprise
- Transmitting unsolicited commercial or advertising material

All business-related information produced remains the property of Groupbridge.

The company's internet-related resources are provided for business purposes. Therefore, Groupbridge maintains the right to monitor the volume and type of use, 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: 16th January 2026

Review Date: January 2027