

Policy Name:	Electronic Communications
Policy Number:	4.07
Date:	February 2023

POLICY STATEMENT:

Telephone, email and internet services are essential tools for company employees in communicating with third parties for the efficient and effective conduct of the business. Occasional and incidental personal use of these company facilities may occur, and this is acceptable provided it is kept to a minimum and does not interfere with the completion of required business activities.

PROCEDURES:

- a. Employees are expected to keep personal phones calls at work to an absolute minimum. Personal phone calls overseas are not to be made using company telephones. Employees wishing to make such phone calls should do so on their breaks using their own personal mobile phones.
- b. Employees with company provided mobile phones are expected to keep personal phone calls to a minimum and are to be conscious of the time spent on mobile phones.
- c. In the interests of safety, JC Steele expects all employees to refrain from making or receiving phone calls when driving, unless using a hands-free application (and even then, only if absolutely necessary). JC Steele expects all employees to adhere to relevant state road rules with regards to the use of mobile phones while driving.
- d. Unlimited, but fair, personal use of the internet and email facilities of JC Steele is permitted on an employee's own time which includes after hours and while on approved breaks.
- e. Personal use of the internet during work time must be limited in time and only for reasonable purposes. You have an obligation to engage in productive work tasks while at work.
- f. Employees are not to use JC Steele internet facilities for social networking while at work. This includes, but is not limited to, sites and applications such as Facebook, Instagram, SnapChat, Messenger and Twitter, except while on authorised break times, before and after work or if it is a bona fide part of your work responsibilities. All employees must adhere to our Social Networking Policy when social networking regardless of whether on work time or personal time.

- g. Employees who are provided with a phone, laptop or electronic tablet for work purposes should be aware that they are responsible for the safety, security and care of these items. Employees may be liable for any costs associated with the damage or loss of these items, especially if due to recklessness or negligence by the employee.
- h. JC Steele will provide an international data pack for any employee who is required to travel overseas for work related purposes.
- i. JC Steele reminds all employees that the use of JC Steele electronic resources such as phone, email and internet are not private. JC Steele computers, software, internet and email are monitored.
- j. The following use of internet or email facilities is prohibited:
 - i. Access, storing, transmitting or requesting material that is illegal, defamatory, obscene or otherwise inappropriate, e.g., material that is racist, inflammatory, sexist or pornographic. If such material is received without solicitation, it should be deleted immediately.
 - ii. Violating laws, copyrights, ownership rights, licence agreements or other contracts.
 - iii. Reproducing or republishing information obtained from web sites for business purposes without the written permission of the copyright owner.
 - iv. Undertaking any malicious act: e.g., computer "hacking" or the creation, distribution or deliberate activity of a computer virus.
 - v. Stealing, using, or disclosing someone else's password without authorisation.
 - vi. Sharing confidential material, trade secrets, or proprietary information outside of the organisation.

Employees found to have engaged in any of the above activities will be considered to have engaged in serious misconduct and will be subject to disciplinary action up to and including termination of employment.