

INTERNET AND E-MAIL USAGE POLICY

1. INTRODUCTION

- 1.1. The allocation and use of electronic mail to employees is intended as a productivity tool to aid and assist employees in the performance of their duties.
- 1.2. The Employer encourages the use of Internet and e-mail to increase efficiency and effectiveness.
- 1.3. The Internet and e-mail services are Employer property and the sole purpose is to facilitate Employer business.

2. SCOPE

- 2.1. This Policy applies to all employees and any users (remote or local) authorized to access the Employer's e-mail and internet system.
- 2.2. This policy also applies to all electronic mail originating through the Employer's e-mail lists accessed through the use of the e-mail system.

3. POLICY GUIDELINES

- 3.1. The Employer makes this electronic mail/Internet system available to employees for conducting of official business.
- 3.2. This use of this system is a privilege, not a right.
- 3.3. The records including all e-mail and logs through the use of this system are the property of the Employer and not the employee.
- 3.4. The organization reserves the right to monitor the operation of this system.

4. BROADCAST MAIL

- 4.1. The use of broadcast mail (sending the same note to groups of employees), places stress on the e-mail system and generates undesirable volumes of junk mail; it should be used for compelling business-related reasons only.
- 4.2. Broadcast messages should only be sent to a large group when they have work-related benefit to many members of the group.
- 4.3. It is recommended that employees are to get approval from Management before sending out a broadcast message.
- 4.4. No chain mail will be tolerated. (mail with any innuendo or direct instruction and or request that it should be send to a number of people in order for some or other event to occur / or not occur)

5. SOFTWARE

- 5.1. To prevent computer viruses from being transmitted through the Employer's e-mail/Internet system, there will be no unauthorized downloading of any unauthorized software.
- 5.2. All software downloaded must be registered to the Employer. Employees should contact the IT Department should they have any questions.

6. PERSONAL USE OF EMAIL/INTERNET

- 6.1.** The electronic mail/Internet system should be used for official Employer business only.
- 6.2.** Incidental and occasional personal use of e-mail/Internet usage is permitted, but these messages will be treated the same as other messages.
- 6.3.** The Employer reserves the right to access and disclose as necessary all messages sent over its e-mail system, without regard to content.
- 6.4.** Since your personal messages can be accessed without prior notice, you should not use e-mail to transmit any messages you would not want read by a third party.

7. FORBIDDEN CONTENT OF E-MAIL/INTERNET COMMUNICATIONS

- 7.1.** Employees may not use the Employer's e-mail/Internet system in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale.
- 7.2.** Examples of forbidden transmissions include sexually-explicit messages, cartoon, or jokes, unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on, inter alia, their sex, race, sexual orientation, age, national origin, or religious or political beliefs.

8. SECURITY

- 8.1.** The Employer routinely monitors usage patterns for its e-mail/Internet communications.
- 8.2.** The reasons for this monitoring are many, including cost analysis/allocation and the management of the Employer's gateway to the Internet.
- 8.3.** All messages created, sent or retrieved over the Employer's e-mail/Internet are the property of the Employer and should be considered public information.
- 8.4.** The Employer reserves the right to access and monitor all messages and files on the Employer's e-mail/Internet system.
- 8.5.** Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

9. COPYRIGHT ISSUES

- 9.1.** Copyright materials belonging to entities other than this Employer, may not be transmitted by employees on the Employer's e-mail/Internet system.
- 9.2.** All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, Retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only.

10. E-MAIL DISCLAIMER

- 10.1.** The official e-mail disclaimer (below) should always appear at the bottom of all e-mail messages sent out by the Employer's employees:

DISCLAIMER:

This email is private and confidential and is solely for the named addressee.

Any unauthorised use or interception of this email, or the review, retransmission, dissemination or other use of, or taking of any action in reliance upon the contents of this email, by persons or entities other than the intended recipient, is prohibited.

If you are not the named addressee please notify us immediately by reply email or by telephone (South Africa _____), and you must delete this email and any attached files. You must scan this email and any attached files for viruses and/or any other defects.

_____, accepts no liability for any loss, damage or consequence, whether direct, indirect, consequential or economic, however caused, and whether by negligence or otherwise, which may result directly or indirectly from this communication or of any attached files. The _____ does not accept any responsibility for any opinions expressed in this email.

11. VIOLATIONS

11.1. Any employee who abuses the privilege of Employer facilitated access to e-mail or Internet will be subject to disciplinary action up to and including termination of service. If necessary, the Employer also reserves the right to advise appropriate legal officials of any violations.

12. DISCIPLINARY MEASURES

12.1. Any transgression / deviation from this policy will be dealt with in terms of the Employer's Disciplinary Code and Procedure and may result in dismissal.

