



INTERNET (ACCEPTABLE USE) POLICY

Policy Reference Number:

Policy Implementation Date:
Policy Review Date:

September 2009
August 2011



Haines Business Systems Ltd
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INTERNET (ACCEPTABLE USE) POLICY

Introduction

The company provides Internet access for employees across its offices primarily for business use. It's acceptable for employees to access the Internet for private purposes subject to the provisions set out in this policy. Company reserves the right to conduct periodic audits of Internet usage, to access computer hard drives monitor Internet histories for all computers owned by the company and connected to the company's system.

The broad principle is that personal Internet access is granted on the basis that:

- It is not abused;
- Its use is reasonable;
- Its use does not adversely affect the workings of the company;
- No illegal activities are conducted via the Internet;
- Its use does not bring the company into disrepute

Conducting Private Business Using Company Internet

The broad principle is that the company does not permit staff to use the company's equipment – including its Internet connection – to carry out private business transactions, unless prior consent has been obtained from the chief executive, or other relevant manager.

Downloading Files

The broad principle is that the company permits the downloading of legal files from the Internet providing such activities do not affect the workings of the organisation. No files that are illegal, or could potentially bring the company into disrepute, or potentially lead to legal action against either the employee or the company may ...