
Southern Rock Adventures Ltd

IT and communications policy

Effective from 17 October 2008

1 Introduction

The telephone, Internet and e-mail facilities are provided by Southern Rock Adventures Ltd ("Southern Rock Adventures Ltd") for business use to enable you to work efficiently and communicate effectively.

You may be able to use the Internet not only for sending and receiving e-mail, but also in some cases for accessing the World Wide Web, newsgroups and other facilities. This policy explains how these facilities should be used. You must comply with these rules at all times, and any breach of them will be regarded as a disciplinary matter. This policy also deals with use of Southern Rock Adventures Ltd's telephones and informs you of any permitted monitoring that may be carried out.

The reasons for introducing this policy are to ensure that:

- You make efficient and proper use of IT and communication facilities;
- You do not put Southern Rock Adventures Ltd's computer systems at risk;
- Southern Rock Adventures Ltd is protected from external intrusion;
- Southern Rock Adventures Ltd's image is properly protected;
- You are aware of what constitutes abuse of these facilities.

This policy statement will be reviewed and updated.

2 E-mail

- 2.1 Where you have access to e-mail facilities, this should be used by you to send and receive messages and attachments related to work. The policy on personal e-mail is that the e-mail facility may only be used by you out of work hours, i.e. prior to commencing work, after work or during a lunch break, so long as this does not affect your ability to carry out your work.
- 2.2 You should be aware that e-mails are not sent on a secure network, and it is possible for others to read them as they pass through the network.
- 2.3 E-mail messages often carry viruses, particularly within attachments. All PCs within Southern Rock Adventures Ltd are loaded with anti-virus software that continuously monitors for viruses (though occasionally a new virus may not be identified by the software). If your PC shows a virus warning, you should contact The Director immediately. You must not open any suspect e-mail or attachments.

2.4 E-mail messages are classified as documents which Southern Rock Adventures Ltd may have to disclose as evidence in future legal proceedings. If you are sending e-mail, you should ensure that you have saved a copy of the e-mail, either electronically or on paper.

2.5 When composing and sending e-mail, you must consider the consequences. In particular, you must consider whether you are likely to cause offence, enter Southern Rock Adventures Ltd into any contract (intentionally or otherwise) or to commit Southern Rock Adventures Ltd to any legal action. These considerations are important because e-mails are often drafted and sent more quickly than letters and faxes. E-mails should be drafted with the same care and attention as all other correspondence. If in any doubt, you should refer to The Director before sending the e-mail. Inappropriate use of e-mail may lead to legal action against Southern Rock Adventures Ltd and may lead to disciplinary action and/or personal liability for you. In communicating with anyone via e-mail you should not make or forward anything which could be interpreted as:

2.5.1 defamatory;

2.5.2 sexist or racist in nature;

2.5.3 derogatory, whether about an individual or a generalisation, relating to disability, age, religious or cultural beliefs of others;

2.5.4 for criminal purposes; or

2.5.5 offensive or obscene.

2.6 Client or customer information may only be sent with the express approval of the client or customer. Information which is sensitive to Southern Rock Adventures Ltd or its clients or customers may not be sent via e-mail.

3 Security

3.1 If you are given access to Southern Rock Adventures Ltd's IT systems, you are responsible for the security of your computer and must not allow it to be used by an unauthorised person.

3.2 You should keep your passwords confidential and change them regularly. When leaving your computer unattended, or on leaving the office, you should make sure that you log off to prevent access in your absence.

4 The Internet

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- 4.1 If you have access to the Internet (including the World Wide Web), you must use the Internet in a manner consistent with professional business conduct. In particular, accessing or importing any of the following material is strictly forbidden and doing so will be regarded as a disciplinary matter and may lead to your dismissal:
- 4.1.1 games
 - 4.1.2 pornographic, obscene or other sexually explicit material
 - 4.1.3 information which is or could reasonably be construed as indecent or offensive
 - 4.1.4 illegal material or material for a criminal purpose
 - 4.1.5 material intended or likely to incite racial or religious hatred
 - 4.1.6 material to gain unauthorised access to or for the corruption of the systems, data, networks or computer equipment of Southern Rock Adventures Ltd or other individuals and organisations
 - 4.1.7 gambling or soliciting for personal gain or profit.
- 4.2 Personal use of the Internet is permitted but only outside of work hours, i.e. prior to commencing work, after work or during a lunch break, so long as this does not affect your ability to carry out your work. All Internet use, whether work-related or otherwise, must be in strict compliance with this policy.
- 4.3 The Internet must not be used for downloading software without documented authorisation from The Director.
- 4.4 These guidelines apply at all times, not only during working hours.

5 Telephones

- 5.1 Southern Rock Adventures Ltd provides telephones for its business. You may use Southern Rock Adventures Ltd's telephones for a reasonable level of short personal calls. The following may result in disciplinary action and/or you being required to reimburse Southern Rock Adventures Ltd:
- 5.1.1 long telephone conversations (over five minutes) except in exceptional circumstances. If you think you may need to make an urgent long telephone call, you should get permission first;
 - 5.1.2 frequent excessive use of the Southern Rock Adventures Ltd's telephones even for short calls;
 - 5.1.3 overseas calls, other than for Southern Rock Adventures Ltd's business;

5.1.4 calls to premium rate numbers.

5.2 Customers, suppliers and other contacts expect to be able to contact Southern Rock Adventures Ltd easily, so the telephone lines should be kept clear for business calls. Personal calls should be kept to a minimum.

6 Monitoring

6.1 Southern Rock Adventures Ltd may monitor your use of the IT and communications facilities to:

6.1.1 ensure that you comply with Southern Rock Adventures Ltd's practices and procedures (including to this policy);

6.1.2 ensure that you achieve acceptable standards in relation to the performance of your duties and observance of Southern Rock Adventures Ltd's policy;

6.1.3 prevent or detect crime;

6.1.4 investigate or detect the unauthorised use of Southern Rock Adventures Ltd's IT and communications facilities (as explained in this policy or as prescribed by law);

6.1.5 ensure the effective operation of the Internet and e-mail systems, e.g. virus checking.

6.2 Southern Rock Adventures Ltd uses a 'traffic monitoring' software which tracks the sites and pages visited, the time of day sites are visited and the length of stay at sites. Traffic monitoring is used to analyse the sites people use so that Southern Rock Adventures Ltd can plan for providing additional services if needed. Traffic monitoring will also be used to detect unauthorised or excessive use of the Internet.

6.3 E-mail traffic will also be randomly monitored. If Southern Rock Adventures Ltd believes that e-mail facilities are being abused or used inappropriately, Southern Rock Adventures Ltd may monitor e-mail traffic more specifically, which may include opening any e-mails received to monitor its contents.

7 General

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- 7.1 You are bound by this policy, and breaches of it will be treated as misconduct and will be dealt with within the framework of Southern Rock Adventures Ltd's disciplinary policy. The level of misconduct will be dependent upon the severity or persistence of the breach. For the avoidance of doubt, any activities which are identified in this policy as 'prohibited' will be treated as misconduct. If you have a grievance associated with the use of the Internet or e-mail, you should refer to the Southern Rock Adventures Ltd's grievance policy for guidance on how to handle your grievance.
- 7.2 If you have any questions about this policy or do not understand any part of it, you should contact The Director.