

Internet, Email & Social Media Policy

**1. Purpose of the policy/
Policy Statement**

To ensure appropriate use of internet and CI email systems by all staff members.

2. Detailed Policy Statement:

Business Use

CI provides computer systems that allow access to the internet and electronic communications systems and are the property of CI and are provided to facilitate the effective and efficient conduct of CI business. Users are permitted access to the internet and electronic communications systems to assist in the performance of their jobs.

Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, CI can be held responsible for the contents of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines:

- Email should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information. Formal memos, documents and letters for which signatures are important, should be issued on company letterhead regardless of whether a physical or electronic delivery method is used
- If electronic messages need to be preserved, they should be printed out and filed
- Limited private use of email is permitted, provided that such does not interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to determine whether staff usage or involvement is excessive or inappropriate
- Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion
- All emails sent should include the approved company disclaimer

In order to protect CI from the potential effects of the misuse and abuse of email, the following instructions are to be observed by all users.

- No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial

to the good standing of CI in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.

- Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
- The email records of other persons are not to be accessed except by management (or persons authorised by management) engaged in ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum required to complete the task.
- When using email a person must not pretend to be another person or use another person's computer without permission.
- Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be continually aware some forms of email conduct may also be open to criminal prosecution.

Internet:

The internet is a facility provided by CI for business use. Access is authorised by managers on the basis of business needs. Limited private use is permitted provided the private use does not interfere with or distract from a person's work. Management has the right to access the system to determine whether private use is excessive or inappropriate.

The following activities, using CI's internet access are not permitted:

- attending to personal activities of a business nature
- viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material and material that could cause CI to be in breach of equal opportunity or anti-discrimination legislation, verbally, in writing or pictorially
- downloading or printing material as described above
- showing to others, or allowing to be seen by others, items as described above
- repeated or prolonged use that is not directly relevant to the user's work
- introducing computer viruses by failing to follow company IT procedures
- downloading software from the internet or from unauthorised disks and CD ROMs on to the internal network

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be continually aware some forms of internet conduct may also be open to criminal prosecution.

Any passwords being developed for webpages or new groups being developed must be sent to the office manager and IT manager

Personal Use (Not job Related)

In general, incidental and occasional personal use of CI internet access or electronic communications systems is permitted; however, personal use prohibited if it:

- Interferes with the user's productivity or work performance, or with any other team members productivity or work performance
- Adversely affects the efficient operation of the computer system
- Violates any provision of this policy, any supplement policy adopted by CI supplying the internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, state or federal law.

Social Media/ Blogging

As a staff member of CI, we request all staff members to act in good faith towards CI, both inside and outside of the workplace. You should not use any internet, email or social media facilities to undermine the goodwill, reputation, development and/or operation of CI and our employees

Unacceptable conduct includes posting of negative or derogatory words or images about the organization on a social media platform or blog. This may cause for disciplinary action.

Under no circumstances are Facebook pages or groups that involve Cultural Infusions name are to be developed without written authorization from management.

3. Applicability

This Policy applies to permanent and part-time paid employees and to volunteer workers.

4. Definitions

Computer Network:	Two or more computers that can share information, typically connected by cable, data line or satellite link
Internet:	An international network of independent computer systems. The World Wide Web is one of the most recognized means of using internet
Users:	All staff members of CI who use the internet and/or electronic communications systems

**5. Cognizant
Office(s)/
Getting Help**

If you require any assistance in regards to this policy, please contact:

- Cultural Infusion HR/ Administration department;
- Or, CEO Peter Mousaferiadis

**6. Related Policies/
Reference for
more
Information**

Related Policies	<ol style="list-style-type: none">1. 'Sexual Harassment, Discrimination & Workplace Bullying Policy & Procedure'2. 'Misconduct & Disciplinary Action Policy & Procedure'3. 'Information Technology Policy'
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