INTERNET AND EMAIL POLICY STATEMENTS

Limited personal use of the internet and of email at work is acceptable provided it does not interfere with or impede normal duties. Such use should take place substantially outside of normal working hours, for example, lunchtime.

Employees may access non business-related sites, but are personally responsible for what they view.

Employees should not engage in any activity which is illegal, offensive or likely to have negative repercussions for the company.

Always ensure that Soumac Assembly Services is neither embarrassed nor liable in any way by your use of the internet.

Employees may not upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

- Are or might be considered to be indecent or obscene;
- Are or might be offensive or abusive in that the context is or can be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful;
- Encourage or promote activities which would, if conducted, be illegal or unlawful;
- Might affect or have the potential to affect the performance of, damage or overload Soumac Assembly Services' system, network and/or external communications in any way;

The auto-forwarding facility within the corporate email system should not be used to forward work emails to private accounts

Attachments to emails should only be used when strictly necessary. When hyperlinks are available these should be used. Large files should be compressed and key information from small files may be cut and pasted into the email itself.

Remember that a phone call or face to face discussion may often be more appropriate than an email, bearing in mind that an email may be misinterpreted or lead to a chain reaction. Also, consider carefully who really needs to be copied on emails. Unnecessary email can be a major distraction.

Access to all email Internet sites (e.g. Hotmail, Yahoo mail etc.) is restricted to your 'own time' as defined above.

The following activities are expressly prohibited:

- The introduction of network monitoring or password detecting software on any Soumac Assembly Services user machine or part of the network;
- Seeking to gain access to restricted areas of the network;
- The introduction of any form of computer virus;
- Other hacking activities;
- Knowingly seeking to access data which you know, or ought to know, to be confidential and therefore would constitute unauthorised access.