

Internet & Email Use Policy



**Statement from N. A. Erfanney,
Maplin Engineering Chairman**

Internet, email, telephone or any other communication services used by an employee is permitted and encouraged where such use supports the goals and objectives of the business. However, we have a policy for the use of internet, email, telephone and communication services whereby the employee must ensure that they:

- comply with current legislation;
- use the service in an acceptable way;
- do not create unnecessary business risk to the Company by the misuse of the facility.

Unacceptable Behaviour

The following behaviour by an employee is considered unacceptable:

- use of Company communication systems to set up personal businesses or send chain letters;
- forwarding of Company confidential messages to external locations;
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
- accessing copyrighted information in a way that violates the copyright;
- breaking into the Company's or another organisation's system or unauthorised use of a password/mailbox;
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- transmitting unsolicited commercial or advertising material;
- undertaking deliberate activities that waste staff effort or networked resources;
- introducing any form of computer virus or malware into the corporate network.

Monitoring

We consider the use of internet & email as a valuable business tool. However, misuse of this facility may have a negative impact upon employee productivity and the reputation of the business.

All these Company's internet & email resources are provided for business purposes. Therefore, the Company maintains the right to examine any systems and inspect any data recorded in those systems.


Such examination is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the Company's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on the seriousness of the breach.

Agreement

All Company employees, contractors or temporary staffs who have been granted the right to use the Company's internet, email, telephone or any other communication services are required to abide by this policy agreement.

N. A. Erfanney, Chairman 

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