

This policy sets out guidelines for acceptable use of the Internet, email and Social Media by employees, contractors and sub-contractors of Engage.

All employees, contractors and sub-contractors of Engage must comply with this policy. Any breach of this policy is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

An employee to whom a Engage mobile phone and/or laptop is allocated, on accepting responsibility for the mobile phone and/or laptop must sign a **Mobile Phone / Laptop Receipt Form** (Appendix 1.).

### Internet Use

The Internet is provided by Engage for business use. Limited private use is permitted during the employee's own time (i.e. before or after work or during lunch breaks). Employees, contractors and sub-contractors of Engage may not use the Internet access provided by Engage in such a way as to significantly interfere with the duties of their employment or to expose Engage to significant cost or risk of liability.

Internet access provided by Engage **may not** be used for:

- personal commercial purposes;
- downloading music or inappropriate files;
- any illegal purposes;
- knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- accessing inappropriate websites e.g. pornographic;
- knowingly causing any other person to view content which could render the company liable pursuant to equal opportunity or sex discrimination legislation as the suit of that person; or
- knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate.

Management has the right to access the system to check if private use is excessive or inappropriate.

### Email Use

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, Management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages should be deleted regularly from the 'Inbox', 'Sent Items' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect Engage from the potential effects of the misuse and abuse of email, the following instructions are for 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 Engage in the community or to its relationship with staff, clients, candidates, suppliers and any other person or business with whom it has a relationship;
- email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, 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) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or a similar situation. Access in each case will be limited to the minimum needed for 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.

### **Professional Use Of Social Media**

Engage expects its employees to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all employees, contractors and sub-contractors of Engage who contribute to or perform duties such as:

- maintaining a profile page for Engage on any social or business networking site (including, but not limited to LinkedIn, Facebook, MySpace, Bebo or Twitter);
- making comments on such networking sites for and on behalf of Engage;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of Engage; and/or
- posting comments for and on behalf of Engage on any public and/or private web-based forums or message boards or other internet sites.

No employee, contractor or sub-contractor of Engage is to engage in Social Media as a representative or on behalf of Engage unless they first obtain Management's written approval.

If an employee, contractor or sub-contractor of Engage is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of Engage.

All employees, contractors and sub-contractors of Engage must ensure they do not communicate any:

- confidential information relating to Engage or its clients, candidates, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or

- information, (regardless of whether it is confidential or public knowledge), about clients, candidates, business partners or suppliers of Engage without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

**Private / Personal Use Of Social Media**

Engage acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by Engage. However, inappropriate behaviour on such sites has the potential to cause damage to Engage, as well as its employees, clients, candidates, business partners and/or suppliers.

For this reason, all employees, contractors and subcontractors of Engage must agree to not publish any material, in any form, which identifies themselves as being associated with Engage or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Engage must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but no limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to Engage or its clients, candidates, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of Engage, or its clients, candidates, business partners or suppliers;
- contains any form of confidential information relating to Engage, or its clients, candidates, business partners or suppliers.

Approved by: Jordan Wilson



**Director**

Date: 14.07.2016

**DECLARATION:**

I, \_\_\_\_\_  
[Employee name]

have read and understood the Engage Internet, Email & Social Media Policy and during the course of my employment with Engage will abide by the conditions outlined in this policy.

\_\_\_\_\_  
[Signature of employee]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
[Date]

**APPENDICES**

**Mobile Phone / Laptop Receipt Form** (Appendix 1.)



**Mobile Phone / Laptop  
Receipt Form**

This form must be completed and signed by an approved employee, on accepting responsibility for an Engage Mobile Phone and/or Laptop.

**MOBILE PHONE DETAILS:**

MAKE & MODEL:	
SERIAL No.:	
IMEI No.:	
PHONE No.:	
OTHER RELEVANT INFORMATION:	

**LAPTOP DETAILS:**

MAKE & MODEL:	
SERVICE TAG No.:	
OTHER RELEVANT INFORMATION:	

**DECLARATION:**

I, \_\_\_\_\_  
[Insert the name of the approved employee]

who currently hold the position of \_\_\_\_\_  
[Insert position title]

Declare that I have received the above described      Mobile Phone / Laptop    [please circle]

I confirm that I have read, understand and agree to abide by the conditions of Engage's Internet, Email and Social Media Policy.

\_\_\_\_\_  
[Signature of approved employee]

\_\_\_\_\_  
[Date]