



CONTRACTING PTY LTD

Employee IT and Communications Policy

Hall Contracting Pty Ltd and its subsidiary companies have computer equipment, systems, applications and communications in order to conduct business in a timely, effective and efficient manner.

Employees have computer access to assist them in performing their assigned tasks and are permitted limited email, intranet and internet access for the own personal use. However the email and intranet messages composed, sent and received remain the property of the companies, and the companies reserve the right to review, audit, intercept, access and disclose all messages created, received and sent via these systems.

All computer information is considered company records and it is an employee's responsibility to ensure that these documents and emails are retained in appropriate folders. Employees are also to keep their passwords secure and not to access other staff members email account without their prior consent or managerial authorisation.

There is also a no tolerance code regarding an employee's ethical use of emails, the internet or mobile phones.

Employees are not authorised to make comment to the media. All media enquiries are directed to the General Manager.

Employees may be dismissed and face possible prosecution if they are found to have:

- Sent sexual, racial, defamatory, harassing, threatening, libellous, offending or other unacceptable messages and jokes; (those received should immediately be deleted from the systems or reported to management for appropriate action)
- Accessed sexual explicit, racial, or other unacceptable internet sites:
- Stored unacceptable graphics, photos, drawings and cartoons;
- Transmitted confidential information to unauthorised recipients

Continual breaches of other minor misdemeanour may result in warnings and, after three warnings possible dismissal, if the employee continues to:

- Receive and send explicit emails or text messages;
- Access the internet during work time for their own personal use;
- Engage in chat groups, chain mail, online gaming or other computer games.
- Solicit or indorse any non-job-related commercial ventures, outside organisations, or religious and/or political causes;
- Send information to any media outlet – newspaper, TV, radio – without managerial authorisation.

Employees are to notify their managers of any misdemeanours or breaches of this guideline that they observe. Lastly, information, software and other materials protected by copyright laws must not be copies or transmitted.

Brian Hall
Director
February 2010

Peter Hall
Director
February 2010

