



Internet, Email and Computer Usage Policy

This is a high-level summary for all staff. Full details are set out in the Internet, Email and Computer Usage Policy.

Purpose

This policy outlines the acceptable use of company-provided technology, including internet, email, systems, and devices. It ensures security, productivity, and compliance with legal and business obligations.

Acceptable Use

Employees are expected to:

- Use company systems primarily for legitimate work purposes.
- Communicate professionally and respectfully via email and messaging platforms.
- Protect company information, systems, and passwords at all times.
- Use the internet responsibly and in a way that does not disrupt work or systems.

Limited personal use is permitted where it is reasonable, does not interfere with work duties, and complies with this policy.

Unacceptable Use

Employees must not:

- Access, download, or distribute inappropriate, offensive, or illegal material.
- Use company systems for personal business, commercial gain, or outside employment.
- Send or forward discriminatory, harassing, or inappropriate messages.
- Share confidential company or customer information without authorisation.
- Introduce security risks (e.g. downloading unauthorised software or opening suspicious links).
- Misuse company systems in any way that may damage reputation, systems, or operations.

Email & Communication Standards

All electronic communications must:

- Be professional, accurate, and aligned with company values.
- Not misrepresent the company or the sender.
- Include only appropriate recipients and maintain confidentiality.

Emails and messages sent using company systems may be considered official business records.

System Security & Confidentiality

Employees must:

- Keep passwords secure and not share login details.
- Lock devices when unattended.
- Immediately report any suspected security breaches or phishing attempts.
- Handle all company and customer data in accordance with privacy obligations.

Monitoring & Privacy

The company may monitor, access, and review use of its systems, including internet and email activity, to ensure compliance, security, and operational integrity. This is conducted in line with applicable Australian laws.

Compliance with Law & Policy

All use of company systems must comply with:

- *The Fair Work Act 2009 (Cth)*
- Applicable privacy and anti-discrimination laws.
- Company policies and procedures.

Breach of Policy

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Employee Responsibility

All employees are responsible for understanding and complying with this policy. If unsure, seek guidance from your manager or HR.

Acknowledgement

I acknowledge that:

- I have read and understood the Internet, Email and Computer Usage Policy – One Page Summary;



- I understand this summary does not replace the full **Internet, Email and Computer Usage Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand that non-compliance may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **D Internet, Email and Computer Usage Policy** which is available on the intranet.