



Policy Name.:	Internet, Email and Computer Usage Policy
Attention:	LSH Group Australia Employees
Version:	1.2
Last Reviewed:	1 st April 2026
Effective From:	1 st April 2026
Approved By:	GCEO / Corp Review / MD

Internet, Email and Computer Usage Policy

1. Purpose

This policy governs the use of LSH Group Australia's electronic systems, including computers, email, networks, mobile devices, and internet access. It ensures systems are used responsibly, securely, and in compliance with:

- *Privacy Act 1988 (Cth)* and the *Australian Privacy Principles (APPs)*
- *Fair Work Act 2009 (Cth)*
- Applicable State Workplace Surveillance legislation (e.g., *NSW Workplace Surveillance Act 2005*)
- Copyright and cyber security laws

2. Scope

This policy applies to all employees, contractors, and any person authorised to access Company systems.

3. Acceptable Use

Company systems are provided primarily for business purposes. Limited personal use is permitted if it:

- Does not interfere with work duties.
- Does not incur cost or risk to the Company.
- Complies with this and all related policies.

4. Prohibited Use

The following activities are strictly prohibited:

- Accessing, creating, storing, or distributing offensive, discriminatory, pornographic, or unlawful material.
- Harassment, bullying, or inappropriate communications.
- Sending spam, chain emails, or unauthorised mass communications.
- Operating personal businesses or engaging in non-approved political activity.
- Downloading or installing unauthorised software or files.
- Introducing malware, viruses, or bypassing security controls.
- Excessive personal use, gaming, or streaming that impacts systems or productivity.
- Any unlawful activity, including breaches of copyright or privacy laws.



5. Passwords, Access & Security

- Passwords and login credentials must be kept strictly confidential and never shared.
- Users are responsible for all activity under their accounts.
- Any suspected breach or unauthorised access must be reported immediately.
- Multi-factor authentication and security protocols must be followed where implemented.

6. Privacy & Monitoring

- The Company collects, uses, and manages personal information in accordance with the *Privacy Act 1988 (Cth)* and APPs.
- Company systems and data remain the property of LSH Group Australia.
- Systems may be monitored, accessed, or audited where reasonably necessary, and in accordance with applicable surveillance laws.
- Employees will be notified of monitoring practices where required by law.
- Access to emails or files must only occur for legitimate business purposes and with appropriate authorisation.

Employees must not access or use information (including emails or files) for personal curiosity or unauthorised purposes, as this may breach privacy laws..

7. Confidentiality & Data Protection

- Confidential and sensitive information must only be accessed and shared where authorised.
- Personal information must be handled in accordance with privacy obligations.
- Data must not be altered, deleted, or disclosed without proper authority.
- Secure methods (e.g., encryption) must be used where required.

8. Software & Intellectual Property

- Only Company-approved and licensed software may be used.
- Unauthorised copying, downloading, or distribution of software or materials is prohibited and may breach copyright laws.

9. Personal Devices (BYOD)

- Personal devices may only connect to Company systems with prior approval.
- Approved devices must comply with Company security requirements.
- The Company may restrict or remove access where security risks arise.

10. Breaches and Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Serious breaches may also result in civil or criminal liability.

11. Policy Status

This Policy does not form part of any employee's contract of employment. It is a lawful and reasonable direction of the Company with which compliance is required. Any statement in this Policy about what the Company will or will not do does not create a legally binding obligation on the Company.



This Policy may be amended from time to time to reflect changes in legislation, regulatory requirements or organisational needs.