

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-10) INTERNET AND EMAIL POLICY

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POLICY STATEMENT

SRWRA provides access to the Internet and electronic communications as required to fulfil the requirements of employee job responsibilities.

The SRWRA allows limited non-business related Internet and Email access for the employees, provided that it does not interfere with their responsibilities and daily requirements and the content to be of legal and professional substance and doesn't breach Equal Opportunity guidelines and legislation.

Staff shall be informed that the usage of the internet and emails is a privilege not a right. The contents of any/all information that is disbursed through the company system can and will be monitored.

Inappropriate use includes, but is not limited to:

1. Sending or forwarding emails or access internet sites containing offensive content of any kind, including pornographic material.
2. Sending or forwarding emails or accessing internet sites promoting discrimination on the basis of: race, gender, national origin, age, disability, religion, sexual orientation, marital status.
3. Sending or forwarding emails containing threats of violence or unwelcome behaviour.
4. Sending or forwarding emails containing messages of religious, political, or racial nature.
5. Accessing Internet gambling sites
6. Sending or forwarding emails for the purpose of personal financial gain (i.e share trading, private business).
7. Establishing and/or utilising spamming e-mail accounts from SRWRA's e-mail services or company machines.
8. Dispersing corporate data to SRWRA customers or clients without prior authorisation.
9. In addition, employees shall not use the SRWRA internet or email services to view, download, save or receive (without deleting immediately) or send material related to or including any of the above.

10. Sending, forwarding, downloading or saving excessive frivolous emails to staff, material protected under copyright laws, excessive emails, containing sports, entertainment, or non SRWRA job information.
11. Downloading or installing software from the internet or external software without permission of the Executive Officer.
12. Downloading files from the internet having no SRWRA business relevance.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document