

Internet, Email & Mobile Phone Use

Internet & Email Use

Internet and email use should be for work related purposes in the majority of circumstances.

Limited personal use is allowed under the following guidelines:

- **It is infrequent and brief**
- **It does not interfere with your duties**
- **It does not compromise the security of our systems**
- **It does not interfere with our network performance**
- **It does not violate any laws**
- **It does not compromise our confidentiality requirements**

Unacceptable use would be anything that:

- **Could be considered offensive, harassing, obscene or threatening**
- **Contains objectionable or criminal material**
- **Is in violation of copyright laws**

If you are unsure about the content of any internet or email usage you should discuss it with your manager.

Mobile Phones

Company supplied mobile phones should only be used for business purposes unless otherwise stipulated in your letter of offer.

Limited personal mobile phone use is allowed under the following guidelines:

- **It is infrequent and brief;**
- **It does not disrupt the workplace environment.**