



E-MAIL AND INTERNET USAGE POLICY

1 Application of this policy

This policy will apply you when you use Internet and email supplied by Modern Medical (the Company) regardless of whether the usage is in the office of the Business or off-site.

2 Business use

E-mail and Internet facilities may only be used for business-related communications and purposes. If you view or download material from the Internet other than for business purposes, or deemed appropriate in a professional environment the Company may discipline you. You will be liable to be dismissed in cases of serious or repeated misuse.

3 Privacy

E-mail is not private and may be reviewed by the Company. While there is no intention to “snoop”, the Company is legally responsible for all e-mail communications and will review internal e-mail as necessary. In addition, all e-mail, which remains unopened during periods of leave or for other reasons for periods greater than 48 hours, may be redirected to administration for action.

4 Legal issues

It must be remembered that e-mail, unlike internal telephone calls, creates a permanent written record of the communication. E-mails containing commercially sensitive material to customers, suppliers and government agencies must be approved by the General Manager. If in doubt, please don't send it.

You should never download material subject to copyright from the Internet, such as computer software. If in doubt ask your supervisor.

5 Authorship

No person may, in any circumstances, send an e-mail in the name of another person without the other person's express permission.

If you access or attempt to access another employee's e-mail or other computerised records on the Company's system without authority, you will breach the Company's security and privacy policies. The Company may dismiss you instantly for that conduct.

6 Personal and trivial use

Staff must not use e-mail for inappropriate or excessive personal or private communications. The Company's e mail and Internet system is a business tool intended to be used for work related purposes. The Company will discipline employees for inappropriate or excessive private use including sending unsolicited junk e-mail or advertising or copying e-mails to others. Repeated inappropriate private use will result in dismissal.

7 Attachments

You must not send pictures, movie clips, programs etc, except for business-related communications and purposes. You should also discourage others from sending these kinds of attachments.

8 Housekeeping

Please check your e-mail regularly. Once you have dealt with the message and unless there is a reason to keep it, they should be deleted. Transaction related e-mails must be printed and the hard copy kept on file.

9 Confirmation

Ensure that you seek confirmation of receipt for important messages.

10 E-Mail not meant for you

Do not read, delete, copy or modify e-mail owned by other users without permission. Do not forge electronic mail messages to make them look as though they are coming from another person.

11 Respect for others

Do not send obscene, abusive, sexist, racist, or threatening e-mails. Obviously, the e-mail system must not be used for defamatory, offensive or otherwise unwelcome communication, or any communication which is discriminatory or harasses any person.

12 Companywide messages

Unless it is absolutely essential, do not send company-wide e-mail messages. It tends to waste time, clog and congest the e-mail system.

13 In your absence

- a) Advise reception that the person is absent and confirm that their messages are to be sent to a different operator;
- b) Make sure that another operator is given "proxy rights" so that they can be responsible for checking messages;
- c) Create a "rule" before you go on leave so that the receptionist (and anyone else who contacts you) is aware of the dates that you are absent, and if necessary advise them to redirect e-mails to someone else in your absence.

14 Internet e-mail

- a) Never send confidential or sensitive information through the Internet e-mail (e.g. Gmail, Outlook, yahoo).
- b) Please do not send certain types of attachments (pictures, movie clips, programs etc) and discourage others from sending these attachments to you.