



# BRADLEY DEMOLITION

## Internet, Email and Social Networking Policy

---

Introduction: Employees of Bradley Demolition LTD are expected to use the Internet responsibly and productively. The use/misuse of computers carries certain legal risks and implications which can affect the company in terms of legal liability, damage to reputation and reduction in business effectiveness.

In order to manage these risks and to protect itself and its employees from the consequences of inappropriate or illegal use of its electronic media, the business has developed standards of conduct for application to all employees.

Appropriate monitoring arrangements will help ensure that these standards of conduct are met.

Key issues in the use of email and internet:

Use of email and internet by employees must be consistent with their job duties and responsibilities. Only those internet sites necessary for employees to do their jobs may be accessed during working hours.

- All Internet data that is composed, transmitted and/or received by the business computer systems is considered to belong to the business and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. All sites and downloads may be monitored and/or blocked by the company if they are deemed to be harmful and/or not productive
- The equipment, services and technology used to access the Internet are the property of the business and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- The installation of software such as instant messaging technology is strictly prohibited
- Unacceptable use of the internet by employees includes, but is not limited to:
  - Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
  - Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the company's email service
  - Using computers to perpetrate any form of fraud, and/or software, film or music piracy
  - Stealing, using, or disclosing someone else's password without authorization
  - gaining, or attempting to gain, access to those parts of the company's network for which authorisation has not been granted
  - Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
  - Sharing confidential material, trade secrets, or proprietary information outside the company
  - Hacking into unauthorized websites
  - Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
  - Introducing malicious software onto the company network and/or jeopardizing the security of the company's electronic communications systems
  - Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

- Passing off personal views as representing those of the organization
- If an employee connects by accident to a site which contains illegal or inappropriate material, he/she should report the matter as soon as practicable to his/her line manager. Similarly, if an employee receives an email which contains such material, the matter should be reported to the employee's line manager who will initiate any necessary action.

Limited personal use the quality and standard of the company's service provision and its ability to meet customer expectations, will depend increasingly on the technological media which are the subject of this Code. The company's position on allowing employees to use its systems for personal purposes must, therefore, reflect this, as well as the need to preserve the integrity of the systems and to ensure that their effectiveness and performance as business tools are not reduced or otherwise compromised

#### Internet

Accordingly, personal use of the company's facilities to gain access to the Internet will be permitted on a limited basis only, subject to the following conditions:

- a) personal access will be permitted only in employees' own time (i.e. outwith working hours);
- b) use for personal purposes is also subject to all of the rules governing business use.

#### Email

Limited personal use of the company's Email facilities will be permitted on the following basis:

- a) wherever possible, personal email should be conducted in employees' own time (i.e. outwith working hours);
- b) when conducting personal email, employees must indicate that the email is not work-related and that they are representing themselves in a personal capacity;
- c) content of personal email must be kept to an absolute minimum (generally up to ten lines of text);
- d) large, incoming personal email must be discouraged, particularly those with attachments;
- e) personal use of email facilities is also subject to the rules governing business use.

The company reserves the right to charge for personal use of email and internet facilities.

If an employee is unsure about what constitutes acceptable internet usage, then he/she should ask his/her manager for further guidance and clarification.



Signed:  
Andrew Hill - Director  
Date: 07/12/2022





