

# TRANSPORTATION YOU CAN RELY ON

P33 – Internet and Email Policy

01.08.2023



## **P-33 Internet and Email Policy**

This policy covers the acceptable use of the internet when using company provided equipment or when using own equipment during the working day. This policy also covers all email communications on behalf of the business as well as the sending of any other emails during the working day.

Internet and email facilities are provided to workers where it is necessary or useful for them to make use of such facilities to complete their operational activities and the following guidance must be followed when using these facilities.

### **Use of Communication Facilities**

All company staff with access to information technology and communications facilities are required to use these facilities sensibly, professionally, lawfully and with respect for the company and interested parties and in accordance with this policy and other company rules and procedures.

The company is ultimately responsible for all business communications and although privacy of employees will be respected as far as possible we may need to monitor business communications and internet traffic data for various reasons:

- Review of transactions / orders;
- Compliance with legal regulations / requests from enforcement agencies;
- Monitoring standards of service;
- Preventing or detecting unauthorised use of communications systems or criminal activities and the maintenance of communication systems.

### **Use of the Internet**

The internet should only be used for business purposes although some occasional use for personal purposes is acceptable if it does not interfere with normal operational duties and is used in accordance with the following guidelines;

- Users should never share their account login details as all internet use is monitored and logs are retained of sites visited by each user account;
- Personal use must be in own time and must not interfere with network performance;
- Internet must be used in an acceptable way and in compliance with legal regulations;
- Any IT security incidents including accidental clicking of a link in a spam email or accidental accessing of inappropriate content should be logged and reported.



### **The following is not permitted:**

- Visiting any web sites that contain offensive, obscene or inappropriate content;
- Posting any comments that are offensive, obscene or inappropriate;
- Posting any images, videos or comments about the company, customers, suppliers, other workers or any other interested party associated with the business;
- Disclosing any personal, confidential or business related information online;
- Using company equipment to access any social media accounts;
- Download, upload or sharing of any software or copyrighted materials;
- Using any IT equipment where another user is logged in;
- Removal or alteration of any software including firewalls and other internet security software installed on company equipment.

### **Emails**

It is important that emails sent on behalf of the company are always polite, courteous and professional at all times. Emails should be sent using company email accounts and equipment and all users should be aware emails are not secure and no personal or confidential information should ever be sent via email without additional security. Extreme care should be taken when dealing with any attachments received with emails as they may contain viruses.

Personal use is permitted but staff must ensure personal email use:

- does not interfere with the performance of your duties;
- does not affect server performance by leading to large numbers of files or bulky files being sent / received;
- does not have a negative impact on the company in any way.

Under no circumstances may the company communication facilities be used in connection with the operation or management of any other business unless express permission has been obtained.

If you copy an email to others, it may breach data protection laws if it reveals all the recipients' email addresses to each recipient. Accordingly, it may be appropriate to use the 'Bcc' (blind carbon copy) field instead of the 'Cc' (carbon copy) field when addressing an email to more than one recipient.

If company rules and procedures are not adhered to, then use of our facilities may be curtailed or withdrawn and disciplinary action may thereafter follow.



**Approved by:**

Damian McLanachan

Managing Director

McLanachan Transport

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