

# INTERNET AND EMAIL POLICY

Internet, Email and Voice Mail usage assigned to an employee's computer or telephone extensions are permitted and encouraged by the Winslow Group to the extent they are meant primarily for the purpose of conducting Company business. Certain job responsibilities at the Company require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Employees appropriately authorized for Company purposes, may use the Internet or access additional software.

However, all employees must ensure they comply with current legislation, use the Internet in an acceptable way and not create any business risk in using the Internet.

## Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- Visiting Internet sites and downloading material that contains obscene, racist, pornographic or otherwise illegal material.
- Using the Internet to spread any viruses or perpetrate any form of fraud, or software, film or music piracy.
- Undertaking deliberate activities that waste staff effort or network resources e.g. streaming music or radio stations.
- Downloading commercial software or any copyrighted materials belonging to third parties
- Introducing any form of malicious software onto the corporate network, eliminating such programs from the Company network requires IT staff to invest time and labour that is better devoted to progress in technology. For this reason, and to ensure the utilisation of work related time appropriately, we ask employees to limit their Internet use.
- Publishing defamatory and/or knowingly false material about Winslow Group, publishing or sharing information about your colleagues and/or clients on social networking sites "blogs" (please read Social Media Policy).

## Unacceptable use of Social Media

Unless prior written permission is obtained, when using various social media platforms under the following circumstances:

- While performing work for this organisation, regardless of where it is performed
- When utilising the organisation's IT systems or equipment for professional or personal use
- When conveying information about the organisation to a client, contractor, supplier or any other stakeholder as identified, an **employee must not:**
- Disclose or use information that is privy and confidential to the organisation
- Post anything in which this organisation or any other person has intellectual property rights
- Convey information that would allow a reasonable person to ascertain the works being performed for this organisation or the identity of a stakeholder and their relationship with the organisation.
- When using IT systems, use any other person's ID or logon details or otherwise impersonate any other person
- Disparage, criticise or show disrespect for any stakeholder or this organisation
- Discriminate, harass, bully or victimise any stakeholder

This policy must be read in conjunction with Winslow's Social Media Policy and cross referenced with other related policies highlighted in this policy.

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## Usage of company provided Email addresses

Email addresses are to be used primarily for conducting company business only. Confidential information relating to the Winslow Group must not be shared externally unless authorised by the company. Employees must not engage in conducting any personal business by using company provided computers and email addresses.

Employees must be diligent while forwarding non-business related emails to associates, family or friends from company provided email addresses. Non-business related emails results in loss of time and productivity.

Viewing pornography, receiving or sending pornographic jokes or stories using company provided email addresses is considered sexual harassment and will be addressed in accordance with the Sexual Harassment Policy.

## Monitoring

Winslow Group accepts the use of the Internet and Email as a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

The company's entire Internet and Email related resources are provided for business purposes and remain as the property owned by the Winslow Group. Therefore the company reserves the right to access and monitor the volume of Internet and network traffic, together with the Internet sites being visited by employees.

Authorised personnel will conduct audits from time to time that may be reviewed by the Senior Management and any non-compliance with this policy may result in termination of employment and recovery of any costs associated with such non compliances.

## Further Cross References may be made to the following Winslow Policies

Social Media Policy  
Complaint Resolution Policy,  
Workplace Bullying Policy,  
and Health and Safety Policy.



**TREVOR LOCKWOOD**  
**Chief Executive Officer**

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