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Acceptable IT use policy

Description: This is a precedent workplace policy for acceptable IT use.

Author: Brooke Pendlebury
Principal Lawyer, Pendlebury Workplace Law

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1. Email

All email is the property of the Co authorised Company personnel. A (but not exclusively) those that r *misuse of company resources, information and data security and d*

Email content must not be detrim the Company, its employees or c their use of email, and for the form

At times you may receive emails w Company email standards. Such reasonable steps must be taken to

2. Internet

As a business tool, the internet re networking, software and storage i purposes. Unnecessary or unauthd so the Company reserves the rig activity of all of its employees while

All existing Company policies als those that relate to [*insert, eg in resources, harassment, discrimina and confidentiality*].

Internet activity must not be detrin of the Company, its employees or c

3. Prohibited email and internet

Employees are not to use, or allow following:

- harassment of any group or ind
- accessing, downloading or distr
- trafficking in confidential custom
- broadcasting emails of a defam
- hacking or entering into any em
- propagation of SPAM (unsolite
- distribution of material that is illegal under legislation where tr
- transmission of unsolicited mail or indecent or otherwise contr
- unauthorised copy or distribut information;
- commission of a crime, activit purpose;
- activities carried out in a manne it conducts business, to loss or
- actions that may damage the r integrity; and

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- activity that does not comply with behavioural standards.

Any employee found to have breached the Code of Conduct will be subject to disciplinary action, which may include termination.

If you have any questions, please contact your manager.

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