



E-MAIL USAGE POLICY

AIM

While Work Structures Pty Ltd appreciates the convenience and efficacy that Electronic Mail (Email) provides our aim is to protect against its misuse. This policy in conjunction with all existing company policies applies to the email system, in particular the confidentiality, harassment, and privacy policies.

Work Structures Pty Ltd reserves the right to monitor, log and/or restrict employee email usage with or without notice.

POLICY

It is the policy of Work Structures Pty Ltd that:

- All documents created and sent via the companies email system remain the property of the company.
- The downloading of software via email is prohibited.
- The size of attachments in an email is to be kept to a minimum for efficient message delivery.
- No messages of a harassing nature are to be sent. Harassment is ANY unwelcome or offensive behaviour, which has no workplace function and intimidates, offends or humiliates the person or persons being harassed.
- No personal business is to be conducted using the companies email system.
- Only goods and services required for company business are to be purchased via email and only with the Managers consent.
- Only business files are to be downloaded.
- Employees are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive, discriminatory or contains profanities.
- Only persons authorized by the General Manager may contact the media regarding Company matters.
- No employee may criticize work done by the Company or make any comments that may damage the Companies reputation.
- Any employee who is aware of unauthorized or inappropriate email usage by another employee is to contact the General Manager.
- Any employee who does not comply with this policy will be subject to disciplinary action.