



INTERNET ACCESS POLICY

AIM

Work Structures Pty Ltd appreciates that the internet can be a valuable workplace tool. To protect against its misuse, this policy in conjunction with all existing company policies apply to internet usage.

POLICY

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

It is the policy of Work Structures Pty Ltd that:

- Internet access is permitted to authorised employees only.
- Internet browsing must only be conducted for activities that directly relate to company business.
- All results of network activity conducted while doing company business and being conducted with company resources remain the property of the companies.
- Use of the Internet for any illegal purpose is strictly prohibited.
- Employees are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive, discriminatory or contains profanities.
- Information relevant to company business may be downloaded.
- The downloading of software is prohibited.
- Any employee who is aware of unauthorized or inappropriate Internet usage by another employee is to contact the General Manager.
- Any employee found to be breaching this policy will be subject to the companies' Disciplinary Action and Dismissal Policy.