NEON

Internet, Email, and Computer Policy

This Internet, Email, and Computer Policy applies to all Employees of the business

The objective of the policy is to ensure a Internet, Email, and Computer Policy

The requirement is for all staff to comply with Internet, Email, and Computer Policy.

Procedures (not required)

Purpose

The purpose of this policy is to outline the acceptable use of company-provided technology resources, including computers, email, and internet access. This policy aims to protect the company's assets, maintain productivity, and ensure compliance with applicable laws and regulations.

Objective

- The objective of this policy is to:
  To provide clear guidelines for employees regarding the proper use of company-owned computers, email, and internet access.
- To ensure the security and integrity of the company's technology infrastructure, including its networks, devices, and data.
- To promote responsible and ethical behaviour when using the company's technology resources.
- To comply with all applicable laws, regulations, and industry best practices relating to the use of technology resources.

Policy Requirements

1. Acceptable Use:
   a. Company-provided technology resources are to be used primarily for business purposes. Incidental personal use is permitted, provided it does not interfere with work responsibilities or violate any laws or company policies.
   b. Employees must not use the company's technology resources for illegal activities, harassment, or any other inappropriate or unethical purposes.
   c. Employees must respect the rights and privacy of others when using company-provided technology resources.
2. Security:
   a. Employees must not share their login credentials (e.g., username and password) with others.
   b. Employees must lock their computer screens or log off when leaving their workstations unattended.
   c. Employees must immediately report any suspected security breaches, incidents, or vulnerabilities to the IT department.
3. Email and Communication:
   a. Employees must use their company-provided email address for all work-related correspondence.
   b. Confidential information must be sent using approved encryption methods or secure file-sharing services.
   c. Employees must not send unsolicited mass emails, spam, or engage in phishing or other malicious activities using the company's email system.

4. Internet Use:
   a. Employees must not visit websites containing offensive, illegal, or inappropriate content while using company-provided technology resources.
   b. Employees must not download, upload, or distribute copyrighted materials without appropriate permissions.
   c. Employees must not engage in excessive personal use of the internet during work hours.
5. Monitoring and Compliance:
   a. NEON reserves the right to monitor the use of its technology resources to ensure compliance with this policy.
   b. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

CEO is responsible for communicating the Internet, Email, and Computer Policy to all persons working for or on behalf of the organisation and making it available to interested parties.