



## PODIUM 4 SPORT LTD ELECTRONIC COMMUNICATIONS POLICY

This policy sets out rules relating to the use of the Company's computer, telephone and facsimile facilities, including Company laptops and mobile telephones. It applies to all users of the Company's telecommunications systems. Any breach of this policy will be taken seriously and may lead to disciplinary action, which could include summary dismissal, under the Company's Disciplinary Procedure. If you are unclear about the effect or meaning of any part of this policy, you should seek clarification from The Managing Director before you use the computer or telephone system. This policy may be changed from time to time.

### **Purposes of this policy**

The purposes of this policy are:

- to ensure that computer and telephone resources are used properly;
- to set out rules on the personal use of computer and telephone resources; and
- to inform employees of the way in which communications may be monitored.

### **Computer use**

#### **1. Introduction**

The use of the Internet, e-mail (both internal and external) and the computer system carry serious risks for the Company. E-mail, although often seen as an informal method of communication, should be seen as equivalent to writing a letter on Company paper. Careless use of the Company's e-mail and Internet system can have serious consequences. For example, it is possible to create a legally binding contract by exchange of e-mail and confidential information may be deliberately or accidentally sent to the wrong people. In addition, misuse of the Internet and e-mails can introduce viruses into the network, infringe copyright laws and result in the harassment or defamation of others. For these reasons, the Company imposes strict limits on Internet and e-mail use in relation to both business and personal use.

#### **2. Viruses**

The introduction of viruses into the Company's computer system is potentially devastating. Although the Company has installed anti-virus software, this does not guard against all viruses. Users should be aware that viruses can be introduced via e-mail attachments, CD ROMs, floppy disks and the Internet.

It is the user's responsibility to take care when opening e-mail attachments especially when they are not expected or they are from unknown sources. If in any doubt, please contact The Managing Director who will check whether it is safe to open the attachment. You should never open attachments ending with '.exe'.

You should not install any software that has not been approved or purchased by the Company.

You should not download any material, including games and screen savers from the Internet, CD ROMs or floppy disks without clearance from The Managing Director.

### **3. Security**

The system may require users to change their password(s) from time to time, when requested to do so by the company. You should not tell anyone else your password. You should not use another person's password or workstation without authorisation. You must log out of your terminal overnight.

It is very easy to send an e-mail to the wrong person. You should be very careful to ensure that the e-mails you send are correctly addressed.

E-mail is not a secure way of sending information. E-mails can be intercepted by third parties and intended recipients can alter and/or forward e-mails without your knowledge. For these reasons, personal information about employees and commercially sensitive information should never be sent by email unless it is suitably password protected.

### **4. E-mail content**

When sending e-mails, internally or externally, you should exercise the same care as if you were sending a letter on Company paper.

You must not send, forward, distribute or retain e-mail messages that contain language that is abusive, aggressive or offensive. You must not make any improper or discriminatory reference to a person's race, colour, religion, sex, age, national origin, disabilities or physique when writing e-mails and must not forward or distribute any material which does so.

If you receive any such messages, you must immediately contact The Managing Director who will tell you what you should do.

The effective operation of the network can be hindered when large attachments, such as video clips or pictures, junk mail, hoax virus warnings and e-chain letters are sent and received. You must not send and should ask others not to send such information to you for non-business purposes other than standard text, short messages.

It is possible to create legally binding contracts without intending to via e-mail correspondence. E-mail must not be used for communications that could lead to a binding contract being formed or which would have the effect of obligating the Company in any way beyond the authority you would have to agree something by letter on Company paper.

### **5. Copyright**

Most information and software that is accessible on the Internet is subject to copyright or other intellectual property protection. Nothing should be copied or downloaded from the Internet for use within the Company unless the material owner has given express permission.

## **Personal use of Company computers**

### **1. Use**

The Company's computers, including laptops, are to be used solely for business purposes, subject to the following exceptions:

- you may make reasonable use of the Company's computer system for sending personal e-mails in accordance with the terms of this policy;
- you may use the Internet for reasonable personal use (during your breaks or outside of working hours) in accordance with the terms of this policy.

The Company reserves the right to withdraw permission for personal use in individual cases without giving reasons.

### **2. Inappropriate websites**

You must not under any circumstances access inappropriate or offensive websites or distribute or obtain similar material through the Internet or e-mail when using Company equipment, even if you are doing so in your own time. Examples of inappropriate or offensive material include racist material, pornography, sexually explicit images, text and related material, the promotion of illegal activity or intolerance of others, gambling sites or chat rooms. You should remember that although one person does not find certain material offensive, another might.

The Company has the final decision as to whether it considers particular material to be inappropriate under this policy. Any user who is unsure whether particular material would be considered appropriate by the Company should seek clarification from The Managing Director before accessing or distributing such material. If in any doubt as to whether the Company would consider certain material inappropriate, do not access or distribute it.

If you receive material which contains or you suspect contains inappropriate material or you access such material on the Internet inadvertently, you must immediately report this to The Managing Director who will tell you what to do. You must not under any circumstances forward, show to anyone else or otherwise distribute the material.

## **Personal use of the telephone**

This policy applies to land lines and to Company mobile telephones.

You are permitted to make occasional/reasonable private telephone calls. The following types of personal calls are never permitted: calls to premium lines, calls to chat lines, overseas calls.

The Company reserves the right to withdraw permission for personal use in individual cases without giving reasons.

Use of personal mobile phones should be avoided during working hours except in emergencies.

## **Monitoring communications**

### **1. How does the Company monitor communications?**

The Company logs and audits use of Company telephones, including mobile telephones, fax machines and computers, including e-mail, Internet and other computer use. In particular, all calls from all extensions and from Company mobiles are logged and regularly audited. Our IT system logs e-mails being sent and received and any Internet sites visited. The Company keeps back-up tapes that may record all computer usage.

With good cause, the Company may monitor and record the contents of telephone calls, voice mail messages, facsimiles, computer files and Internet use and e-mails sent, received and stored.

Given this, you should not regard either business or personal communications on the Company's facilities as private.

### **2. Purpose of monitoring**

The purposes of such logging, auditing, monitoring and recording are to:

- protect both employees and the Company,
- ensure the effective operation of the Company's telecommunications systems and to maintain system security,
- investigate and detect unauthorised use of the systems that may be in breach of any legal obligations we have, or Company policies such as excessive personal use or distribution of inappropriate material,
- monitor standards of performance,
- check whether matters need to be dealt with in your absence,
- investigate allegations of misconduct, breach of contract, a criminal offence or fraud by the user or a third party,
- pursue any other legitimate reason relating to the operation of the business.