

This policy sets out conditions applicable to the use of the internet, emails and IT software.

The full content of the policy is available for download to your shopping cart.

Example content:

[Insert Company name]'s electronic communication devices are for authorised business use only. To protect the integrity of information and to ensure the proper use of electronic communications employees are to adhere to this policy.

Electronic communication systems include but are not limited to: electronic mail, voice mail, internet, intranet and other computerised information systems.

Personal use is prohibited unless the employee has prior approval of the manager or supervisor who is authorised to give such approval.