



INTERNET & EMAIL USE POLICY & CODE OF CONDUCT

CCGT employees, including apprentices and trainees, may be provided with internet access and email for legitimate business purposes. Recreational use during work periods is strictly prohibited however reasonable personal use in non-work time is permitted subject to the limitations set out below.

This Code of Conduct sets out the appropriate standard of behaviour for all employees accessing on-line services, including internet and email.

Breach of the Code will result in disciplinary proceedings. In cases of serious breaches, such as sexually explicit material from the internet, the employee(s) involved will be dismissed.

This Code of Conduct is designed to protect CCGT and its employees, from legal liability arising from breaches of anti discrimination and other laws. Email correspondence and internet histories can be subject to Court Orders for production as evidence in the course of litigation.

As far as is reasonably possible, CCGT will respect the privacy of individuals in the application and enforcement of this code.

The Code:

1. Only use the Internet and Email for legitimate business purposes related to your job. However, permission from CCGT Senior Management or your Host Employer may be sought to use the Internet in non-work time for study, research or other reasonable purposes. "Legitimate business purposes" does not include social, trade union or employment relations matters unless the specific permission of CCGT Management or your Host Employer has been obtained.
2. Do not use company time and resources for personal gain.
3. Do not use the Internet or Email to send defamatory, threatening or obscene messages to anyone.
4. Do not use the Internet or Email to send racially or sexually harassing messages or other illegal communications to anyone.
5. Do not download, retrieve or send sexually explicit, racist or otherwise discriminatory or illegal material from the Internet or from Email at any time while you are on work premises, or while using CCGT's/Host Employer's computers, phones and/or other electronic devices. This behaviour is considered serious misconduct and will result in the instant dismissal of the employee(s) involved unless the employee is able to reasonably explain the occurrence as accidental or unintended.
6. Do not send chain mail in any format, including email.
7. Do not, without express authority, access (hack) any computer, phone or other electronic device, whether owned by CCGT, Host Employers or by any other organisation. This behaviour is illegal, leaving employees liable to criminal prosecution as well as disciplinary action by CCGT.
8. Do not use another employee's computer, phone or other electronic device to gain





unauthorised access to the Internet or online services.

- 9. When you send mail on the Internet, do not include confidential information.
- 10. Do not use the Internet for the creation of legal or contractual obligations unless specifically authorised by Management.
- 11. Do not connect to personal (i.e. employee subscribed accounts) Internet or online services during working hours using personal, CCGT or host employer equipment.
- 12. Obey Copyright laws.

Remember that Internet and Email access and all of the programs and files used in these functions are the property of CCGT and/or your host employer, and should be dealt with accordingly.

CCGT and host employers reserve the right to monitor (log) Email and Internet use in order to maintain the standards set out in this Code of Conduct and the security of computer systems. The Senior Management of CCGT and host employers have the right to access information so logged.

Endorsed by the Board of Directors on 11/04/2017

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[Signature]

CCGT Chairman

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[Signature]

CCGT Senior Manager

