



P0.1 Email, Computer and Internet Policy

The Angel Hotel and Star & Garter Hotel has a policy to ensure the use of email and internet complies with current legislation, does not create unnecessary risk to the company and ensures systems are used in an acceptable way. Use of email and internet by employees of The Angel Hotel and Star & Garter Hotel is permitted where such use supports the goals and objectives of the business. It is not for personal use.

Unacceptable behaviour:

- Accessing, creating, downloading, communicating, disseminating, or storing images, text or materials that might be considered illegal, indecent, pornographic, obscene, discriminatory, offensive, or abusive and could be taken as being discriminatory, or considered as harassment or could bring the company into disrepute.
- Forwarding of company confidential messages and information to external locations.
- Undertaking activities that waste staff effort and time or networked resources.
- Using the computer systems to perpetrate any form of fraud.
- Using the computer to access commercial software, pictures, information, films or music in a way that violates a copyright. New software may only be loaded with permission from Avtar Sahota.
- Communicating internally or to publicly accessible sites, personal comments, videos, pictures or photographs about the company, current or past employees, customers or suppliers that could be taken in context of a personal attack, sexist or racist, or might be considered as harassment or bringing the company into disrepute.
- Trying to break into or access the company's or other organisation's systems, unauthorised use of a password or mailbox or hacking into unauthorised areas.
- Communicating unsolicited personal views on social, religious, political, or other non-business-related matters or transmitting unsolicited commercial or advertising material.



- Using the company communications systems for personal use during or outside of working hours eg: MSN, Facebook or any other personal social networking site, internet searches, ordering personal goods or products or to set up a personal business eg: ebay.
- Introducing any form of computer virus or malware into the corporate network using other computer software, downloads, or deliberate action.

Monitoring

Misuse of the computer email and internet systems can have a negative impact on employee productivity and the reputation of the business therefore the company maintains the right to examine email communications, computer use and uses monitoring software to check on internet use.

Result of misuse

Failure to comply with these guidelines will result in disciplinary action being taken by the company.