



MineworksGroup

INFORMATION SYSTEMS USE POLICY

BACKGROUND

Mineworks Group's information systems (computers, servers, databases, email accounts, administration and workshop software systems etc.) contain important and sensitive information that is critical to the administration and operational effectiveness of the company and its future. These systems **MUST** be used carefully and with vigilance to avoid misuse or loss of information. This policy, like all Mineworks Group policies, applies to ALL staff.

REQUIREMENTS

- ❖ Company computing resources, either leased or owned, are to be used only for company-related purposes. Non-company related activities or any illegal or deceptive practices are not permitted.
- ❖ All employees must take reasonable and appropriate steps to see that all hardware and software license agreements are complied with.
- ❖ Misuse of computing and information resources includes, but is not restricted to, the following:
 - Attempting to modify or remove computer equipment, software, or peripherals without proper authorisation.
 - Accessing computers, computer software, computer data or information, or networks without proper authorisation.
 - Circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations.
 - Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading someone else's electronic mail without his or her permission.
 - Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper recorded authorisation.
 - Using Mineworks Group's computing resources to harass or threaten other users.

Mineworks Group reserves the right to limit, restrict or extend computing privileges and access to its information resources. Failure to comply with this policy may result in dismissal.

POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Staff Training and Development
Review by: Group HR Manager

Review date: before 30 Dec 2011