Internet And Email Policy

# Software Access Procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorised by your supervisor and downloaded by the IT department. If you need access to software, not currently on AGS’s network, talk with your supervisor and consult with the IT department.

# Internet Usage

Internet use, on company time, is authorised to conduct company business only. Internet use brings the possibility of breaches to the security of confidential company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorised people, outside the company, potential access to company passwords and other confidential information.

Removing such programs from the company network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

# Email Usage at AGE

Email is also to be used for company business only. AGE confidential information must not be shared outside of the company, without authorisation, at any time. You are also not to conduct personal business using the company computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

# Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the company. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

# AGE Owns Employee Email

Keep in mind that the company owns any communication sent via email or that is stored on company equipment. Management and other authorised staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.