



## Email, Internet & Software Policy

Sustainability Pty Ltd's email and Internet usage is for the purpose of conducting Sustainability business only. Email is to be used for Sustainability business. Sustainability's confidential information must not be shared outside of Sustainability, without the appropriate authorisation.

Conducting personal business whilst using Sustainability Information Technology is not acceptable unless authorised. Viewing pornography, sending pornographic jokes or stories via email, may be considered sexual harassment and will be addressed according to our policy. Emails that discriminate against employees or consultants by virtue of any protected classification including race, gender, nationality, religion and so forth will not be accepted.

Sustainability is responsible for all communication sent via email or stored on Sustainability equipment and communication servers. Data belonging to Sustainability will be provided to Management and other appropriate staff from all consultants or employees on leaving the company.

Internet usage on Sustainability time is authorised to conduct Sustainability business only. Under no circumstances may Sustainability 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 which could result in termination of employment.

Software needed in addition to the Microsoft Office suite of products must be authorised by Management and downloaded by the IT department.

**Signed:** .....  
**CHIEF EXECUTIVE OFFICER**  
**Date: January 2016**

