



**KENT TOP TEMPS**

another perfect fit from Kent Top Temps

## **Electronic Communications Use Policy**

This policy covers the use of all electronic communications equipment and accessories used by Kent Top Temps (KTT).

The policy is designed to protect your rights, the rights of others and to ensure integrity, confidentiality and availability of electronic communications.

### **Policy Statement**

Electronic Communications in terms of this policy means but is not restricted to Personal Computers, Laptops, fax machines, telephones (including mobile phones) & voicemail, software, internet, intranet and email use.

### **KTT Responsibilities**

KTT's primary responsibility is to provide electronic communications equipment that assists you in working effectively in your role, supporting the business and the public. Every effort is made to ensure the equipment you use is maintained and you are trained and supported in its use.

### **Your Responsibilities**

Users of KTT's electronic facilities and equipment must respect and abide by the Company's policy on use at all times. Misuse of equipment will result in disciplinary action.

Your access to electronic facilities is personalised to you through logins and passwords and must not be shared with colleagues, other employees or anyone else.

Access to the internet is permitted only through the official service provided by your employer.

### **Using Electronic Communications Equipment**

KTT expects employees to act professionally at all times when using electronic communications equipment. Participation in activities that bring KTT into disrepute or contravene any of KTT's policies or the law will result in disciplinary action being taken against an individual or individuals. Serious cases will result in dismissal for gross misconduct. The list below indicates the type of use or behaviour that is unacceptable. The list is not exhaustive but is an indication of the standards expected from users.

KTT does not tolerate:-

- The access, downloading or transmitting via internet or email of any pornographic material or material which could cause offence to any other employee. This includes pictures, jokes, chain-letters, personal comments.
- The deliberate passing-on of viruses.
- The communication of confidential or sensitive information about the Company to external agencies.
- The use of equipment to generate negative publicity about the Company, its policies or procedures or to engage in any political activity.
- The use or distribution of any unauthorised or illegal software on personal computers, laptops or other computing equipment supplied by the Company. This includes screensavers, games and any software you own personally.
- The unauthorised use of global and local address lists for personal messages.
- The unauthorised use of global and local address lists for business messages. Permission should be sought from Corporate Communications for messages intended for global listings.
- The use of electronic communications facilities to conduct any personal business activities
- Extensive personal use
- Any illegal activity.

**Personal Use**

Staff may only use electronic communications equipment for personal use to make domestic arrangements that cannot be made out of office hours. If, due to extenuating personal circumstances, you need to make further use of electronic communication equipment, you should discuss and agree with your line manager.

You are responsible for your behaviour with respect to the use of electronic communications and will be held accountable for your actions. Your manager also has a responsibility for monitoring the use of electronic communications.

Name.....

Signed ..... Date.....