

Global Mill Relines (GMR) ICT Policy sets out the standard of behaviour expected of employees when using ICT services and outlines appropriate behaviour when referring to the company or where employees are identifiable as being associated with the company on external sites.

GMR is committed to:

- professional, ethical, and responsible use of ICT at all locations including client premises and afterhours use.
- providing a safe workplace for management, staff, contractors, and others using the company's ICT facilities.
- safeguarding the privacy and confidentiality of information received, transmitted, or stored electronically.
- ensuring that the use of the company's ICT facilities complies with all policies and relevant government legislation.
- providing management, staff, contractors and others with online information, resources, and communication tools to support the effective operation of the service.

This policy applies to all aspects of the use of ICT including, but not limited to:

- internet usage.
- electronic mail (email);
- electronic bulletins/notice boards/discussion/news groups.
- weblogs (blogs) / social networking / chat boards.
- file transfer, file sharing and file storage including the use of end-point data storage devices (devices capable of storing information/data i.e., usb sticks, hard drives, laptops etc.).
- video conferencing.
- streaming media.
- instant messaging.
- portable communication devices including mobile and cordless phones.

Users must comply with all requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment. Other action that may be taken by the company include, but are not limited to, issuing a warning, suspension, or disconnection of access to all or part of the company's computer network, whether permanently or on a temporary basis. Breaches of this policy occurring outside of the usual hours of employment may also be subject to disciplinary action.



**Laurie Ralph**  
**Managing Director**  
**24<sup>th</sup> June 2020**

Global / Local ID:	Org Code:	Local Code:	Document Type:	Running No:	Revision:	Sheet of Sheets:
POL 0012	GMR		POLICY		2	1 (1)