

INTERNET, EMAIL AND SOCIAL MEDIA POLICY

Saltbush Contracting provides internet access and electronic communications services in order for employees to fulfill their job responsibilities. These services are for the purpose of increasing productivity and not non-business activities.

Occasional and reasonable use of the Saltbush Contracting internet and e-mail services is permitted provided that it does not interfere with work performance. These services may be used outside of scheduled hours of work, provided that such use is consistent with professional conduct.

Users should have no expectation of privacy while using company-owned or company leased equipment. Information passing through or stored on company equipment can and will be monitored.

Violations of internet and e-mail use include, but are not limited to:

- Accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language.
- Use of chat lines such as windows messaging and Facebook.
- Gambling or illegal activities conducted on company resources.
- Installing screen savers and hot bars from the internet are strongly discouraged as it often leads to creation of pop-ups, data miners and viruses which may be difficult to eradicate.
- Downloading and/or installing software without prior approval from management or the IT department is prohibited.

Users of company resources have a responsibility to:

- Honour acceptable use policies of networks accessed through company Internet and e-mail services.
- Abide by existing federal and state laws and regulations.
- Not infringe copyright laws regarding protected commercial software or intellectual property.
- Not overload networks with excessive data or wasting company technical resources.

Saltbush Contracting acknowledges its employees and contractors have the right to contribute to public communications on websites, blogs and business or social networking sites not operated by Saltbush Contracting however, inappropriate behavior on such sites has the potential to bring Saltbush Contracting into disrepute. For this reason, all employees and contractors of Saltbush Contracting shall not publish any material, in any form, which identifies themselves as being associated with Saltbush Contracting or its clients without prior authorisation from the Directors.

All employees and contractors of Saltbush Contracting must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material which:

- Is intended to (or could possibly) cause insult, offence, intimidate or humiliate Saltbush Contracting or our clients, business partners or suppliers.
- Is defamatory or could adversely affect the image, reputation, viability or profitability of Saltbush Contracting, or our clients, business partner or suppliers.
- Contains any form of confidential information relating to Saltbush Contracting, or our clients, business partners or suppliers.

All employees and contractors of Saltbush Contracting must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action or termination of employment and the termination or non-renewal of contractual arrangements for contractors.


Brendan Jones
Director
Janie Jones
Director

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SAFETY IS NOT SIMPLY A STATISTIC BUT A VALUE THAT IS INSTILLED IN EVERYTHING WE DO