

**COMMUNICATIONS POLICY**

During the Employee’s employment with the Company, the Employee shall be supplied with a computer that may be connected to the Company’s computer network. The Employee may also have access to a number of internal computer systems and software which the company may specify the manner in which these facilities may be utilised.

This policy document is intended to protect the company’s information, domain name and/or reputation, to ensure that the Company’s communication systems operate at optimal levels.

This policy applies to all Employees and any users authorised to access the Company’s communications facilities. The Company, in its sole discretion, may change this policy from time to time provided such changes are communicated to Employees in writing.

**1. Communications Facilities**

The Company makes its communications facilities, telephones (including cellular phones), printers, scanners, email and Internet access available to its Employees for conducting official business. As a rule the use of telephones, email and Internet must therefore be for business purposes only.

The Company shall be entitled to monitor, listen to, record, view, examine or inspect (as the case may be) Employees emails, correspondence, SMS’s, Internet use, telephone and other conversations. Employees can therefore not expect any privacy or confidentiality in relation to communications they make through the company’s communications facilities.

## **2. Computers**

The Employee shall:

- 2.1 utilise the computer, the software and access to the Company's internal computer system solely in pursuance of the Company's business activities;
- 2.2 not copy any software whatsoever, for whatever purpose, from one computer to another, whether within or external to the Company, unless both the software licence and the Company permit this;
- 2.3 not load onto the computer any software, nor attach any hardware, without prior approval in writing from the Company; and
- 2.4 at all times comply with the requirements of the Company policy with respect to the use of computers.

All information of whatever nature stored on any company computer is the property of the Company and the Company shall be entitled at all times to access and monitor such information and use it for Company purposes.

## **3. Breach**

Should any Employee breach any of the principles of the policy, such transgression will constitute misconduct on the part of the Employee and will be subject to disciplinary action, including the possibility of dismissal in appropriate circumstances.

Should any Employee become aware of any breach or attempted breach of the communications policy, s/he will inform the IT Manager without delay.

## **4. Signature**

In terms of Section 5 and 6 of the Regulation of Interception of Communications and Provision of Communication-related Information Act, No. 70 of 2002 (a copy of which is available on request), the Employee hereby consents to the Company intercepting and/or monitoring any direct or indirect communication to which the Employee is a party and:

- 4.1 which occurs at the Company's premises or on Company time; or

- 4.2 which involves the use of property/facilities owned by or used for the Company's business; or
- 4.3 which relates to the Company's business.

Please sign below to indicate you have both read and understood the terms of the above policy and that you consent to the terms stated above.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20...

Signature: \_\_\_\_\_

Name: \_\_\_\_\_