



INTERNET ACCESS POLICY

AIM

QSD appreciates that the internet can be a valuable workplace tool. To protect against its misuse, this policy in conjunction with all existing company policies apply to internet usage.

POLICY

QSD reserves the right to monitor, log and/or restrict employee internet access with or without notice.

It is the policy of QSD that:

- Internet access is permitted to authorised employees only.
- Internet browsing must only be conducted for activities that directly relate to company business.
- All results of network activity conducted while doing company business and being conducted with company resources remain the property of the companies.
- Use of the Internet for any illegal purpose is strictly prohibited.
- Employees are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive, discriminatory or contains profanities.
- Information relevant to company business may be downloaded.
- The downloading of software is prohibited.
- Any employee who is aware of unauthorized or inappropriate Internet usage by another employee is to contact the General Manager.
- Any employee found to be breaching this policy will be subject to the companies' Disciplinary Action and Dismissal Policy.

Internet Access Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.