



Workplace Policy

IT and Social Media

Why we have this policy

We understand that using information technology (IT) at work can help to do your job and balance your work and life. But it should not interfere with your work duties or harm the business.

The policy sets out what is acceptable use of IT and applies to:

- All employees, contractors and subcontractors who use our technology and systems.
- Wherever and whenever our IT and systems are used — on site or away from work.
- During work time and out of work time.

What our policy is

You must use IT and systems responsibly and reasonably. Your use must not interfere with your work duties, harm our business or other people, or be illegal.

This means you can't:

- harm our business or its reputation
- infringe rights or the law
- cause legal problems for the business, e.g. defaming someone or making false claims
- harass, bully or offend anyone
- disclose any confidential information about our business, customers, clients or other private or confidential information except as is lawfully required by your job
- risk the security, safety or ability of our systems, e.g. by downloading, streaming or storing music, video or images or by opening suspicious or unexpected attachments except as is lawfully required by your job.

You are also responsible for:

Keeping all work information, e.g. contact information, files and emails, secure.

Keeping any work devices safe and secure when they are outside the workplace.

Hardware and software

You can use our hardware and software — including PCs, tablets, data sticks, compact discs, digital files and information, operating systems, programs, apps and social media.

You can use our internet access, including Wi-Fi, if you:

- use software and hardware we've approved
- keep passwords recorded secret and hard to guess
- keep our Wi-Fi user names, access codes and passwords confidential.

You can't view or download material, or visit websites that could be thought offensive, inappropriate or illegal.

You can use our computers and internet connection:

- For personal use, as long as it's at a reasonable level and doesn't make you less productive.
- Outside the workplace if you have permission from the General Manager.

Email

If you use our work email account(s), you must meet the house rules set out at the start of this policy. You must:

- only use email accounts you have permission to.
- meet New Zealand's anti-spam rules when sending emails to numerous addresses, e.g. marketing messages to customer lists.
- get permission before you send unsolicited electronic messages to people, e.g. marketing or promotional material.

You can use work email for:

- Work.
- Personal use at work as long as it is at a reasonable level.
- Personal use outside work as long as it is at a reasonable level.

Social media

Use of our work social media account(s) must meet the house rules set out at the start of this policy. You can:

- Access and use social media using our IT for personal purposes as long as it is reasonable.
- Access and use social media using our IT for personal use outside work as long as it is reasonable.

Mobile devices

We may lend you a mobile phone and/or tablet. Your use of our devices must meet the rules set out at the start of this policy. You cannot use our mobile devices for personal use unless we have agreed to this. Your mobile is for your use only, except for emergency situations.

You cannot view or download material or visit websites that could be thought offensive, inappropriate or illegal.

You must keep the phone/mobile device safe and secure. It must have a password that is secret and hard to guess.

You may have to pay to replace a device you lost or damaged either on purpose or because you were careless.

Never let other people use your device unless we allow you to.

You must return the phone or tablet to us if we ask you to or when you stop working for us. We will keep ownership of the device — and its number if it's a phone — unless we agree otherwise.

If you are allowed personal use of a work-owned mobile device, you must not:

- Download data without permission.

If you are allowed personal use of a work-owned mobile device and you make calls or texts that are in breach of this policy, you may be expected to pay for their cost.

Photos and videos

- You can only take photos or videos in the workplace for lawful and work-related purposes.
- You can post, publish or distribute photos or videos taken in the workplace with our permission or if it's for a lawful work-related purpose.

Media Interactions

- All media interactions are to be passed through the General Manager
- Employees and Directors need to represent the company with integrity and with a collective stance.
- Employees and Directors need to consider their interactions and the effect of these when engaging in verbal and written publications i.e. Newspaper, Emails, Facebook etc.