

Internet and email acceptable use policy

Use of the internet and email by employees of Pay4Property Ltd is permitted and encouraged where such use supports the goals and objectives of the business.

However, Pay4Property Ltd has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet and email in an acceptable professional way
- do not create unnecessary business risk to the company by their misuse of the internet or email

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- downloading, distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- accessing copyrighted information in a way that violates the copyright and/or downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Pay4Property Ltd, your colleagues and/or our tenants on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Pay4Property Ltd in a personal online posting, upload or transmission - including financial information and information relating to our tenants, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network
- use of company communications systems to set up personal businesses or send chain letters
- forwarding of company confidential messages to external locations
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources

Company-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Pay4Property Ltd. This includes such information stored in emails or on third-party websites such as webmail service providers and social networking sites.

Monitoring

Pay4Property Ltd accepts that the use of the internet and email are valuable business tools. However, misuse of these facilities can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the company's internet and email related resources are provided for business purposes. Therefore, the company maintains the right to monitor emails and the volume of internet and network traffic, together with the internet sites visited. The specific content of internet transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the company's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Agreement

All company employees, contractors or temporary staff who have been granted the right to use the company's internet access and email systems have access to this policy and continued employments indicates their agreement to abide by the terms of this policy.