

**COMPUTER POLICY**

BETWEEN

[Registered Company Name] (the Employer)

AND

[Employee Name & Surname] (the Employee)

**COMPUTER POLICY**

1. Computers, computer files, computer software and the email system are the property of the Company and, subject to the following exception, are intended to be used only for company business.

2. Whilst the occasional use of computers for personal purposes will be tolerated (provided this is not otherwise a breach of this Policy), you must not do so excessively or allow such conduct to interfere with your normal duties.

3. The computer and email system must not be used in a manner that is disruptive or offensive to others.

4. It will be a breach of this policy to access, download or send objectionable material including:

* Pornography, including child pornography. You should be aware that accessing, downloading or sending child pornography is a criminal offence;
* Material involving the instructions or promotion of crime, violence or hate;
* Material involving an offensive description of violence to compel sexual conduct;
* Material involving sexually degrading acts;
* Material that is defamatory.

5. You must not download, view or send spam, junk mail or pop-ups because they may contain viruses, worms or “Trojan horses”.

6. If you receive any pornographic, junk email or spam, then it must be deleted immediately.

7. You must do a virus check prior to opening any emails from unknown sources.

8. You are prohibited from intentionally creating or sending viruses, worms or “Trojan horses”.

9. If you see another employee breaching this Policy you must immediately inform management.

10. If you violate this policy you may be terminated. You may also face immediate dismissal (depending upon the seriousness of your breach) for serious misconduct.

11. If you use any computer for an unlawful purpose you will be reported to the Police and any other appropriate authority and your employment with us will be terminated on the grounds of misconduct.

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

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_