

EMAIL AND INTERNET USAGE POLICY

Purpose and Scope

Email and the Internet have become powerful and widespread communication tools for the exchange of information and knowledge. However, it is essential that all Ryan Wilks Pty Ltd. users of email and the Internet adhere to certain guidelines for the use of email. This policy sets out:

- The rights and responsibilities of Ryan Wilks users of email and the Internet; and
- Ryan Wilks policy for acceptable and unacceptable use of email and the Internet.

In this policy the phrase "employee" includes a contractor (or a contractor's employees) given access to Ryan Wilks email and Internet facilities.

Email

It is important to realise that when an employee uses email, **there is potential for legal action both against the company and against the individual employee.** In addition, it is in the interests of both the company and the employee that personal use of email for non-business related activity is not excessive. As such, employees are required to adhere to this policy when using email.

Email may be used for the following purposes:

- Communications for work-related purposes within the Ryan Wilks Group.
- Communications for work-related purposes with people outside the Ryan Wilks Group.
- Incidental and occasional personal use of email. Excessive use of email for personal and non-business related communications is discouraged.

It should be remembered that employees are required to use professional and courteous language in email transmissions at all times.

Ryan Wilks maximum recipients limit for one email is set at 50, if your role requires you to email more than 50 recipients, approval is required from the General Manager.

Unacceptable use of email includes:

- Excessive distribution of jokes, gossip and rumours.
- Email which would be likely to harass, insult or discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, political beliefs, disability or other criteria. Users need to be aware that email may render them and/or the company liable for harassment or discrimination claims, and possibly defamation actions.
- Junk or chain mail.
- The distribution of information which infringes copyright laws.
- As a means to further personal business activities, or excess use for personal non-business activities.
- To further any illegal activity.

- To further any activity in breach of the employee's terms and conditions of employment.
- Sending emails so they appear to be from another person.
- Distribution of confidential information to third parties without authorisation.

Any users that have material on their computers which may be in conflict with the above guidelines should remove such material immediately.

Users should regularly purge mail boxes and deleted items.

The email system and email transmissions are the property of Ryan Wilks and as such, Ryan Wilks is responsible for the administration of the system. Under normal circumstances, an employee's email account is private and strictly confidential. However, if Ryan Wilks considers that inappropriate and/or illegal use of the email account may be occurring, it reserves the right to monitor email accounts and take appropriate action. Users should be aware that deleted emails are recoverable through the computer back-up systems that are in place.

Ryan Wilks has the right to grant or remove email access to an employee at its discretion. If, subsequent to an investigation, it can be demonstrated that an employee has breached the email policy, a formal discipline interview will be conducted. If deemed necessary, the employee will have his or her email access removed. Their ability to function effectively will then be assessed. Subsequent breaches will lead to further disciplinary action and, potentially dismissal.

Internet

Use of the Internet by employees should follow the same guidelines as the email policy. In particular, users should be aware that:

- The viewing of pornographic material through the Ryan Wilks Group Internet is totally inappropriate and is prohibited.
- Material which is defamatory, vilifying or harassing must not be posted, accessed, transmitted or requested via the Internet.
- Excessive use of the Internet for personal and non-business related purposes is discouraged.
- The Internet offers many opportunities to download software to your computer. Under no circumstances should you download software from the Internet unless you have the appropriate virus protection in place and approval to do so has been granted by the General Manager.

Ryan Wilks reserves the right to monitor Internet sites which are accessed by employees and may take appropriate action if it considers that inappropriate and/or illegal use of the Internet may be occurring.

This policy will be reviewed in May 2027



Ron Ryan

General Manager

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