
Email Policy

1. Introduction

This policy has been created to set out the standards expected of all Flashbay employees in relation to the use of the email system(s) provided by Flashbay and the legal obligations which we must abide by.

2. Scope of the Policy

This policy applies to all employees of Flashbay Ltd, Flashbay Inc, Flashbay Pty Ltd, Flashbay PH and any other entities operated as part of the Flashbay brand using hardware provided by Flashbay.

This policy applies to all email messages sent from Flashbay email systems to both internal employees and external parties. This includes email messages initiated by a Flashbay employee and emails sent in reply to both external parties and other Flashbay employees.

'Flashbay' refers to all global Flashbay entities for the purposes of this document including Flashbay Ltd, Flashbay Inc, Flashbay Pty Ltd and Flashbay PH.

3. Acceptance of Policies and Regulations

It is a requirement that employees of Flashbay accept the regulations set out in this policy before using the email system(s) provided by Flashbay.

4. Standards of Acceptable Use

Email access is provisioned to Flashbay employees and authorized external parties for business purposes only and should not be used for:

- Distributing or storing images, text and materials that maybe considered discriminatory, offensive or abusive in that the context, is a personal attack, sexist, racist or might be construed as harassment
- Forwarding of Flashbay emails to external mailing systems
- Transmitting unauthorized sales material or any other material that would breach employee confidentiality obligations
- For publishing of materials that breach copyright

5. Malware

Emails carrying malware are a common occurrence and reasonable steps must be taken to ensure that Flashbay systems are not infected. Employees should not download or open attachments without first checking with IT Support regardless of who the sender of the email is. If in doubt please immediately contact IT Support for clarification.

6. Disclaimer

Flashbay includes a disclaimer in all emails sent to provide legal protection.

7. Contravention of the Rules

Employees who contravene the rules set out in the Email Policy may be subject to Flashbay disciplinary procedures.

8. Monitoring

Flashbay reserve the right to, without further notice, monitor communications and usage of computer hardware and software and any activity via our network for the purposes of ensuring compliance with the law, company regulations and to enable workflow continuity. This includes but is not limited to email communication, instant messaging services, third party applications and internet activity whether for the purposes of business use or otherwise. Contravention of the law and/or company regulations may result in disciplinary and/or legal action. By using our network, hardware and / or software to access any file, service, or website a user explicitly consents to the monitoring of such activity and to cooperate in any subsequent or arising audit, investigation, disciplinary action or

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legal procedure to the fullest extent possible, including by providing the company with access to all files, services and websites so accessed upon request.

9. Disclosure

Flashbay will disclose the contents of any logs, records or stored information to third parties if so required or ordered by law

10. Revision of the policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the HR Manager or nominated deputy. You will be notified of any changes.

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Email Policy Consent form

I _____ hereby state that I have read the Email Policy and fully understand what is expected from me when using the email system (s) provided by Flashbay, Hardware. I understand that any contravention of the rules set out in the Email policy could result in disciplinary action.

I consent to Flashbay monitoring my activity when using a Flashbay device. This includes but is not limited to internet browsing, email, instant messaging, streaming of any kind, data downloading, network communication and software use.

Please review the equipment list below and tick the boxes for equipment you have been issued.

Name (Print)

Signature

Date
