



Flashbay Pty Ltd
Level 6 257 Clarence Street
Sydney NSW 2000
T (02) 8072 4110
F +61-28-0886-026

Personal Communications Policy

Mobile Phone Policy

The use of mobile telephones during work hours is limited.

Flashbay Pty Ltd acknowledges that emergencies come into account however frequent texting and phone calls is strictly prohibited. Where able, emergency calls are to be received through the main office number.

All mobile telephones whilst on company property are to be switched off or turned on silent. Please ensure the vibration is turned off so as not to disturb staff or interrupt landline connections.

Email policy

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information.
3. Private use of email is not permitted.
4. All emails sent must include the approved business disclaimer.

To protect Flashbay Pty Ltd from the potential effects of the misuse and abuse of email, the following instructions are for all users.

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of Flashbay Pty Ltd in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.

Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

Internet Use Policy

The internet is provided by Flashbay Pty Ltd for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be aware that some forms of internet conduct may lead to criminal prosecution.