
Internet Acceptable Use Policy

1. Introduction

This policy has been created to set out the acceptable use of the internet when accessed using the Flashbay network and/or when using the internet on a PC provided by Flashbay.

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.

'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 accessing the internet when using the Flashbay network and/or when using the internet on a PC provided by Flashbay.

4. Standards of Acceptable Use

Internet access is provisioned to Flashbay employees and authorized external parties for business purposes only. Users should not:

- Access websites containing content that contravenes the laws in the jurisdiction in which your office resides and/or Flashbay regulations
- Access non-work-related websites or internet resources other than to a reasonable extent during official breaks
- Post material to any blog, news group, website or internet location without the written permission of the Management
- Access offensive or pornographic material (even if not illegal in nature)
- Download software or executable files other than customer data unless authorized in writing by IT Support

5. Blocked Websites

Flashbay implements a web blocking facility that prohibits employees from accessing websites deemed unsuitable and/or unnecessary for work purposes. If an employee requires access to a blocked website for work purposes they must contact IT Support. If deemed appropriate and required, IT Support will issue a bypass code allowing access to the website required for a predetermined period of time, based on the individual circumstances. Employees must not share bypass codes with each other. Employees must not attempt to bypass or circumvent the web blocking facility.

6. Contravention of the Rules

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

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

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8. **Disclosure**

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

9. **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.