
Internet Acceptable Use Policy

1. Introduction

- This policy has been created to detail the acceptable use of the internet as accessed using the Flashbay Ltd network
- This policy applies to **ALL** employees at Flashbay Ltd
- The policy will be distributed to users of Flashbay Ltd systems

2. Purpose of the Policy

- This policy sets out the standards expected of all Flashbay Ltd employees in relation to the use of the internet when accessed using the Flashbay Ltd network
- The policy also details the actions Flashbay Ltd will take upon the contravention of company regulations and/or contravention of the laws of the jurisdiction in which your place of employment resides

3. Policy Statement

3.1 Scope of the Policy

- This policy applies to all employees of Flashbay Ltd and any external parties who have authorisation to use the Flashbay Ltd network

3.2 Acceptance of Policies and Regulations

- It is a requirement that employees of Flashbay Ltd and any authorised external parties accept the regulations set out in this policy before using the network

3.3 Contravention of the Rules

- Employees who contravene the rules set out in the IT policy will be subject to Flashbay Ltd disciplinary procedures

4. Standards of Acceptable Use

- Internet access is provisioned to Flashbay Ltd employees and authorised 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 other than with 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 authorised in writing by IT Support.

5. Blocked Websites

- Flashbay Ltd implements a web blocking facility that prohibits employees from accessing websites deemed unsuitable and/or unnecessary for work purposes
- Should employees require access to a blocked website for work purposes, IT Support should be contacted after which a bypass code will be issued 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

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6. Monitoring

Flashbay Ltd 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.

7. Disclosure

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

8. 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.