

## Internet Policy

This policy sets out guidelines for acceptable use of the Internet by employees of Meneghello during working hours.

The primary purpose for Internet access is to assist employees in carrying out their respective daily duties.

Employees may also use the Internet for reasonable private purposes which are consistent with this Acceptable Use Policy. They may not use the Internet access provided by Meneghello in such a way as to significantly interfere with their duties of employment or to expose Meneghello to significant cost or risk of cyber attack, viruses, hacking or liability etc.

Meneghello may modify this policy at any time by written notice to its employees.

### **What is Acceptable Use**

Employees may use the Internet access provided by Meneghello for:

- Work-related purposes
- Sending and receiving personal email messages, provided that if email messages are sent with a Meneghello email signature that a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Meneghello
- Reading and posting personal Newsfeed messages on the same condition specified above;
- Using instant messaging software for personal purposes
- Accessing the World Wide Web for personal purposes and
- Utilising any other Internet service or protocol for personal purposes after obtaining permission to do so from Meneghello
- provided in each case that the personal use is moderate in time, does not incur significant cost for Meneghello and does not interfere with the employment duties of the employee or his or her colleagues.

### **What is Not Acceptable Use**

Except in the course of an employee's duties or with the express permission of Meneghello, the Internet access provided by the company may not be used for:

- Personal commercial purposes
- Sending unsolicited bulk email
- Disseminating confidential information of Meneghello
- Any illegal purpose
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof
- Disseminating personal contact information of officers or employees of Meneghello without their consent



- Knowingly causing any other person to view content which could render the company liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person or
- Knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate.

### Consequences of Unacceptable Use

Meneghello keeps and may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated.

Responsibility for use of the Internet that does not comply with this policy lies with the employee so using it, and such employee must indemnify Meneghello for any direct loss and reasonably foreseeable consequential losses suffered by the company by reason of the breach of policy.

Meneghello will review any alleged breach of this Acceptable Use Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the company (for example, emailing confidential information of the company to a competitor) the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the company, the breach may be treated as grounds for dismissal.

Otherwise, an alleged breach shall be dealt with as follows:

- Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.
- If the breach is not desisted from or remedied, Meneghello may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.
- If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.

If a breach is committed after the third warning the employee may be dismissed.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically and disciplinary action may be taken against any employee found to have breached its principals.

  
Signed: .....  
Danny Meneghello  
Managing Director

Date:10/10/2017

  
Signed: .....  
Marty Helean  
Chief Operating Officer

Date:10/10/2017

