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## ARI EMAIL, INTERNET & COMPUTER RESOURCES POLICY [Interim]

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### Statement of Commitment

*This policy describes the proper use of ARI's Email, Internet and Computer Resources in relation to content and behaviour. ARI makes Email, Internet and Computer Resources available so that employees and others are able to effectively carry out their work however in doing so all users of these resources are required to comply with appropriate standards of behaviour as well as relevant ARI policies and external legal requirements.*

*Inappropriate use of these resources exposes ARI to a range of risks including technical compromise of systems, compliance with legal, contractual and statutory restrictions and employee productivity. It can also breach ARI's duty of care towards its employees*

### Scope

This policy applies to all ARI employees, contractors and other third parties who are granted any access to ARI's email, internet and computer resources.

### Purpose

ARI recognises the importance of Internet, Email and Computer resources as research, communication and work tools. This policy sets out appropriate standards of use and behaviour that applies to all employees, contractors and other third parties (collectively referred to in this document as Users) who access ARI's Internet, Email and Computer resources.

It applies to the use of all of ARI's Internet, Email and Computer resources and its associated networks inside or outside working hours and inside and outside of the workplace.

Computer resources include, but are not limited to, the ARI ICT network, desktop computers, portable or lap-top computers, tablet computers, Smart Phones, Mobile Phones, USB drives and other similar products.

In relation to the use of email, internet and computer resources, all Users, are required to comply with ARI's interim Behavioural Code and relevant State and Federal Industrial and EEO laws including the NSW Anti-Discrimination Act 1977 and Work Health and Safety Act 2011.

### Related Documents

- Interim Behavioural Code
- Interim Disciplinary Policy

## Compliance

A breach of this policy which comes to the attention of ARI will be reviewed and may be investigated where relevant. ARI may decide to take disciplinary action in accordance with the disciplinary policy.

## Policy

### 1. Policy Principles

Certain behaviour is considered an inappropriate use of ARI's Internet, Email and Computer resources and is strictly prohibited.

- a) Users must not send (or cause to be sent), upload, download, use, retrieve, or access any Email or Internet material that:
  - i. is obscene, offensive or inappropriate. This includes text, images, video, sound or any other material, sent either in an Email or in an attachment to an Email, or through a link to an Internet site (URL). For example, material of a sexual nature, indecent or pornographic material;
  - ii. causes insult, offence, intimidation or humiliation by reason of unlawful harassment, discrimination or bullying. Employees may be individually liable if they aid and abet others who discriminate against, harass or vilify colleagues or any member of the public;
  - iii. is defamatory or incurs liability or adversely impacts on the image of ARI. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;
  - iv. is otherwise illegal, unlawful or inappropriate;
  - v. affects the performance of, or causes damage to ARI computer system in any way.
- b) Users must not use Internet, Email and/or Computer resources to:
  - i. violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using ARI's computing resources, except as permitted by law or by contract with the owner of the copyright;
  - ii. breach an individual's privacy through accessing, distributing or allowing others to access another person's emails etc. without authority;
  - iii. install or through access to prohibited sites or emails cause software or unknown or unapproved programs to run on ARI computers;
  - iv. gain unauthorised access (hacking) into any other computer within ARI or outside, or attempt to deprive other Users of access to or use of any ARI computing system;
  - v. send or cause to be sent chain or SPAM Emails in any format;
  - vi. conduct commercial business for a company other than ARI
- c) Users must not use another User's computer or Internet access or Email resources (including passwords and usernames/login codes) for any reason without the express permission of the User.

### 2. Policy

#### 2.1. Blocking Email or Internet Access

- a) ARI reserves the right to prevent (or cause to be prevented) the delivery of an Email sent to or from a User, or access to an Internet website by a User, if the content of the Email or the Internet website is considered:
  - i. obscene, offensive or inappropriate. This includes text, images, video, sound or any other material, sent either in an e-mail message or in an attachment to a message, or through a link to an Internet website (URL). For example, material of a sexual nature, indecent or pornographic material;

- ii. causes or may cause insult, offence, intimidation or humiliation by reason of unlawful harassment, discrimination or bullying;
  - iii. is defamatory or may incur liability or adversely impacts on the image of ARI. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or a group of people;
  - iv. is otherwise illegal, unlawful or inappropriate;
  - v. may affect or have the potential to affect the performance of, or cause damage to ARI's Computer Network, or internal or external communications in any way;
  - vi. the Email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, discriminating, menacing, harassing, bullying or offensive.
  - vii. The Email concerned is a "Commercial Electronic Message", commonly known as spam, within the meaning of the Spam Act 2003 of the Commonwealth other than a "Designated Commercial Electronic Message" within the meaning of the Act;
- b) Users must:
- i. If they receive an Email the content of which (including an image, text, materials or software) is in breach of this policy, the User should immediately delete the Email and report the matter to their Team Leader/ Manager. The User must not forward the Email to any other person or send to a personal external email account.
  - ii. Any email attachment that cannot be positively identified must not be opened and must be deleted or referred to the ICT team as they may contain viruses that may not be detected by virus scanning software.
  - iii. If whilst accessing the internet or via an email, they are directed to an Internet site the content of which (including an image, video, text, materials or software) is in breach of this policy, the User should report the matter to their Team Leader/ Manager as well as ICT to ensure the site is blocked.

## **2.2. Monitoring of Internet, Email and Computer Use**

To ensure compliance with this and other relevant policies, in accordance with the Monitoring Use of ARI's Internet, Email and Computer Resources ARI regularly monitors and reports on access by Users of ARI's email, internet and computer resources. Furthermore,

- a) ARI reserves the right where legally required such as for the purposes of supplying information for Freedom of Information requests, legal processes or where conducting investigations of serious misconduct to access User email accounts:
  - i. Where possible this will be by prior notification and agreement with the staff member.
  - ii. However, where serious legal issues are being investigated, misconduct is suspected or when a member of staff is absent or no longer employed by ARI, access may be obtained with the approval of the CEO. At all times, such investigations will be handled sensitively and with relevant levels of confidentiality.
  - iii. Notwithstanding the above or any other ARI policy and in the absence of approval from the CEO, where the provision of any ARI record is assessed as being required under any law, order by regulatory authority or court order, that information will be released in accordance with those requirements. That information may also be released to lawyers providing legal services to ARI relating to those requirements
- b) ARI reserves the right, at any time and without the consent of the User to monitor and report on internet usage and sites visited.
- c) ARI reserves the right to at any time to access and review computer resources held by an individual User, including all drives and directories and equipment such as laptops and mobile phones, to assess if there have been any breaches of appropriate usage.

## **2.3. Breach of this Policy**

A breach of this policy may result in Disciplinary action as per ARI's Interim Disciplinary Process.

In the case of conduct which is considered serious and willful misconduct, for example the forwarding of sexually explicit content in emails to other employee or to persons external to ARI, disciplinary action may include termination of employment (or for contractors, the termination or non-renewal of contractual arrangements).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Internet, Email and Computer use (whether permanently or on a temporary basis).

### **Enquiries**

Advice in relation to this Policy and Procedure can be obtained from Human Resources.