

Email & Internet Use Policy

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Version Control:

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V01	August 2016	Initial Version	Jon Russell
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V02	October 2024	Reapproved. No changes	Christopher Pratt



1. Why do we have an Email and Internet Use Policy?

An Email and Internet Use Policy ensures that all employees, Associates or anyone who has access to Moorhouse systems (hereinafter referred to as 'users') understands what is meant by the appropriate use of Email and Internet within Moorhouse.

2. Copyright and Licensing

All users have a responsibility to ensure that copyright and licensing laws are not breached when composing or forwarding emails and email attachments.

3. Explicit Material

All users accept the risk that inbound emails may contain explicit or offensive material that is beyond the control of the recipient. Where an email of this nature is received it must be immediately deleted and under no circumstances should it be forwarded on. The distribution of chain letters, inappropriate humour, explicit language or offensive images is not allowed under any circumstances.

Under no circumstances may company computers or other electronic equipment be used to obtain, view or reach any pornographic or otherwise immoral, unethical, or non business related internet sites.

4. Viruses and Attachments

All users are responsible for virus checking any attachment before opening it and / or saving it to a Moorhouse machine or network.

5. Care in Drafting Email

All users have a responsibility to draft emails carefully, taking into account discrimination, harassment, company representation and defamation issues. Remember that email provides an enduring record and that, as a medium, it is not as easy to interpret the real meaning of a message as with the spoken word. If there is the slightest chance that an email may be misinterpreted by the recipient it is always best to ask a colleague to review it before sending, or wait for a period of time and then return to the draft before deciding whether it should be sent.

6. Information and Confidentiality

Email and the internet are insecure systems, and content can be easily copied, forwarded and archived; do not send any company confidential information or sensitive information by email.

If there is a need to share confidential information securely via email or the internet then please seek guidance and support from the Finance & Operations Director.

7. Employee Privacy

Users cannot expect any email messages composed, received or sent using the Moorhouse email or internet services, regardless of the use of personal email passwords, to be for private viewing only.



8. Intent to Enforce and Monitor

Monitoring software may be used by the company, and email content may be read at any time.

9. Retention and Purging

Deletion of old emails is to be managed by each user keeping in mind data storage levels, archival records, contractual evidence and legal discovery issues. For more information please speak to the Finance & Operations Director.

10. Policy Enforcement

Breach of this policy may result in your access to Moorhouse email and internet services being revoked. It may also lead to disciplinary action being taken against you in accordance with the company's disciplinary policies.

