

E-mail and internet policy

1 Introduction: This policy sets out the requirements with which you must comply when using Canalside Radio's e-mail and internet services. Failure to comply will constitute a disciplinary offence and will be dealt with under Canalside Radio's Disciplinary Procedure.

2 Property: You should treat any property belonging to Canalside Radio with respect and reasonable care and report any faults or breakages immediately to the Station Manager. You should not use Canalside Radio's computers unless you are competent to do so and should ask for training if you need it.

3 Viruses: You should be aware of the potential damage that can be caused by computer viruses. You must not introduce or operate any programmes or data (including computer games) or open suspicious e-mails which have not first been checked for viruses.

4 Passwords: Passwords protect Canalside Radio's network and computer system. You should not attempt to gain unauthorised access to any computer or to confidential information which you are not authorised to access.

Internet

5 Downloading: Downloading of any programme or file which is not specifically related to your job is strictly prohibited.

6 Personal use: Canalside Radio permits the incidental use of the internet so long as it is kept to a minimum. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right.

7 Unsuitable materials: Viewing, retrieving or downloading of pornographic material, or any other material which Canalside Radio believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Station Manager whilst allegations of unsuitable use are investigated by Canalside Radio.

8 Contracts: You are not permitted to enter into any contract or subscription on the internet on behalf Canalside Radio, without specific permission from the Chairman or Directors.

E-mail

9 Personal use: Canalside Radio permits the incidental use of its e-mail systems to send personal e-mails as long as such use is kept to a minimum. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If Canalside Radio discovers that you have breached these requirements, disciplinary action may be taken.

10 Status: E-mail should be treated in the same way as any other form of written communication. Anything that is written in an e-mail is treated in the same way as any form of writing. You should not include anything in an e-mail which is not appropriate to be published generally.

11 Inappropriate use: Any e-mail message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our Equal Opportunities Policy), or defamatory is not permitted. Use of the e-mail system in this way constitutes gross misconduct. Canalside Radio will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate e-mails.

12 Legal proceedings: You should be aware that e-mails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.

13 Jokes: Trivial messages and jokes should not be sent or forwarded to the e-mail system. Not only could these cause distress to recipients (if inappropriate) but could also cause Canalside Radio's IT system to suffer delays and / or damage.

14 Contracts: Contractual commitments via an e-mail correspondence are not allowed without prior authorisation of the Chairman or Directors.

15 Monitoring: Canalside Radio regularly monitors the use of the internet and e-mail systems to check that the use is in accordance with this policy. If it is discovered that any of the systems are being abused and / or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.