

# ELECTRONIC RESOURCES POLICY

Whilst contracting with our Clients you will most likely have access to electronic resources such as the internet and email facilities for use in the context of your assignment. Use of these resources for personal reasons whilst you are representing us is absolutely prohibited.

## RULES OF USE

The following rules govern the use of Altitude's electronic resources:

- That contracted staff are responsible for using these resources in a professional, ethical and lawful manner
- Whilst representing Altitude and using Client electronic resources, contractors must comply with all software licences and copyrights and all other state and federal laws governing intellectual property, discrimination and harassment and all other online activity
- Neither your access to the internet nor your emails are private. A record of your access to the internet and backup copies of all email messages are kept on the company computer system. Since the company is potentially liable for any misuse of its electronic resources, the company reserves the right to monitor email and internet usage and to inspect email messages at its discretion
- Personal use of online network services, such as Facebook and Twitter, during office hours is prohibited
- Emails have the same legal status as a letter or memo
- Care should be taken at all times when sending emails. Messages which could be construed as obscene, racist, discriminating, harassing or disseminating confidential company information are expressly prohibited
- Downloading and installing any programs from the internet or from emails is prohibited unless cleared by the IT department. This includes any program sent via email including screen savers, virtual pets and software
- Sexually harassing behaviour includes: offensive or demeaning comments, jokes or innuendo via electronic media, and the display of offensive material.

## Breach of this policy:

Unlawful use of the Client's electronic resources or a breach of this policy by the contractor will result in disciplinary action and serious breaches may result in termination of employment. Please sign below to acknowledge you have read and will comply with the terms outlined in this document. If you do not accept these we cannot represent you with contract work.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_