

## *Email & Internet Policy*

The Policy sets out the Rules and Procedures applicable to the use of the Company's Information Technology and Telecommunications systems. Users must acknowledge the need for considerate, ethical and responsible behavior in the use of IT. Use of Company IT must not jeopardize or detract from a satisfactory working environment.

### **Email:**

Each user is responsible for using the email system in an appropriate and responsible manner. In particular, users should seek to ensure that material transmitted by email is not:

- Defamatory, (for example to individuals religion, politics)
- Violent, obscene or pornographic (pornographic images or language include any material of a sexual nature which is liable to cause offence or embarrassment to the Company, its Staff, Clients or other persons using Company IT)
- In breach of the Company's Rules relating to Confidential Information
- The initiating or forwarding of chain letters, junk mail (including virus warnings) or jokes is prohibited

### **Internet:**

Each user is responsible for using the Internet in an appropriate and responsible manner. In particular, users should ensure that they do not access Internet sites which are:

- Defamatory
- Violent
- Obscene or pornographic
- Social networking sites such as Facebook etc.
- Offensive, or such as may create an intimidating, hostile, degrading, humiliating or offensive working environment
- Otherwise inconsistent with the Terms of this Policy
- The uploading or downloading, holding or distribution of material from the Internet inconsistent with the Policy is expressly prohibited

### **Violation of Policy:**

Any violation of the Policy may result in disciplinary action up to and including summary dismissal. The Company monitor email and internet use for any violation of this policy. The Company may also withdraw permission to use any part of Company IT, or impose whatever conditions are deemed necessary with respect to such use.



Brian (H.Y.) CHOI  
Chief Executive Officer