



INFORMATION TECHNOLOGY (IT) POLICY

It is MINETEC policy that IT equipment and facilities (including internet and e-mail) is used primarily for conducting company business, and is not used in any illegal, offensive, or unethical manner. MINETEC staff must use the Internet in an appropriate and professional manner.

POLICY ELEMENTS

1. Copyright

Staff must respect the copyright and licensing laws with respect to software, information and other materials retrieved from the Internet.

2. Information Release on the Internet

The Internet is an open, non-secure data carrier. The classification and sensitivity of information communicated or published on the Internet must be considered and appropriate measures taken to protect company information which may be highly sensitive and confidential.

3. Internet/Intranet Communications

Posting of MINETEC information to Internet web pages, news groups, and web-based forums is not allowed without advance, express written permission of the Directors.

4. Internet Commerce

Care should be taken to purchase only from organisations that utilise appropriate security measures in their Internet commerce sites.

5. Interference and Disruption

Interference or disruption to other networked or shared-system users, services or equipment will not be tolerated.

Interference or disruption includes, but is not limited to:

- distribution of electronic “chain letters”
- distribution of offensive or harassing material
- propagation of any form of malicious software (viruses, worms, etc)
- use of the network to make unauthorised entry into other information systems, communications devices or resources.

6. Primary Usage

Access to the Internet is to be used primarily for MINETEC related business purposes.

7. Personal Usage

Reasonable, limited non-business related use of the Internet is permitted. Personal usage must not interfere with work or performance. Personal usage, if subjected to public scrutiny, must not cause embarrassment or concern to MINETEC.

8. Unacceptable Usage

Unacceptable usage includes, but is not limited to:

- Postings for non-business related reasons
- Accessing of malicious, offensive or harassing material
- Use for personal financial gain
- Downloading or sharing of non-business material without prior authorization
- Excessive personal usage of social sites e.g. Facebook

9. Monitoring of Usage

MINETEC reserves the right to record and monitor Internet usage, for the purposes of managing its business, system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

10. Security

MINETEC operates security software which may not be interfered with. Company data/files may not be copied to personal equipment at any time e.g. External Hard Drive such as USB Flash Drives.

11. Non-compliance

Violations of this policy, depending on severity and nature, may result in reprimand, loss of Internet access privileges or termination of employment.

12. Scope of the Policy

This policy applies to ALL staff worldwide, wherever located. The policy is also to be adhered to when using client or third party equipment and facilities. In addition staff working at client sites must familiarise themselves and adhere to client IT policy.

Greg Anderson

Managing Director