



## INFORMATION, COMMUNICATION, TECHNOLOGY (ICT) POLICY

Cable Layers Australia recognises that the internet is a valuable communication and research tool which individuals may be expected to use as a work resource and/or may be used for reasonable personal use.

This policy encourages employees to take responsibility for their activity and defines what is reasonable and acceptable use, and also what is unreasonable and unacceptable use of company issued mobile phones, computers, notebooks, IPad's and iPhone's (and any other electronic device capable of downloading or receiving information).

### Fair and Reasonable Personal Use

- Does not consume more than a trivial amount of time and resources;
- Does not interfere with an individual's work productivity; and
- Predominantly takes place in an employee's non work time.

### Acceptable Use

- Reasonable time spent, sending personal emails and/or text messages.

### Un-Acceptable Use

- Implying your personal views are those of Cable Layers Australia Pty Ltd.
- Excessive use of the internet on Company phones or computers for personnel use.
- Spreading offensive, obscene, discriminative, hateful, threatening, abusive or defamatory information via email, text message or social media.
- Visiting on-line dating sites or chat rooms, gambling and gaming sites, that promote crime or terrorism, feature pornography or that allow and/or distribute illegal or unlicensed software and media.
- Unauthorised or inappropriate release or disclosure of CLA information.
- Use of CLA communication and information systems and resources:
  - to maintain or support a personal private business;
  - for the purpose of generating personal financial gain; and
  - for personal advertisements of goods and services.

### Consequences of Breach

Breach of this policy may lead to request for reimbursement of excessive mobile phone costs, possible loss of use of company equipment, and/or disciplinary action.

CLA will comply with all current legislation and this policy will be reviewed at regular intervals and revised where appropriate.

A handwritten signature in blue ink, appearing to read 'JK' or similar initials, with a vertical line extending downwards.

Jason Knight  
(Managing Director)



8 June 2016