

INFORMATION, COMMUNICATION & TECHNOLOGY (ICT) POLICY

Metro Steel Fabrication WA (MSFWA) ICT Policy sets out the standard of behaviour expected of employees when using ICT services and outlines appropriate behaviour when referring to the company or where employees are identifiable as being associated with the company on external sites.

MSFWA is committed to:

- professional, ethical and responsible use of ICT at all locations including client premises and afterhours use;
- providing a safe workplace for management, staff, contractors and others using the company's ICT facilities;
- safeguarding the privacy and confidentiality of information received, transmitted or stored electronically;
- ensuring that the use of the company's ICT facilities complies with all policies and relevant government legislation;
- providing management, staff, contractors and others with online information, resources and communication tools to support the effective operation of the service.

This policy applies to all aspects of the use of ICT including, but not limited to:

- internet usage;
- electronic mail (email);
- electronic bulletins/notice boards/discussion/news groups;
- weblogs (blogs) / social networking / chat boards;
- file transfer, file sharing and file storage including the use of end-point data storage devices (devices capable of storing information/data i.e. usb sticks, hard drives, laptops etc.);
- video conferencing and streaming media;
- instant messaging;
- portable communication devices including mobile and cordless phones.

Users must comply with all requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment. Other action that may be taken by the company include, but are not limited to, issuing a warning, suspension or disconnection of access to all or part of the company's computer network, whether permanently or on a temporary basis. Breaches of this policy occurring outside of the usual hours of employment may also be subject to disciplinary action.

APPROVED:

23rd October 2020 / Revision No.: 1



Peter Johnson
Director



Gary Foster
Director