

INFORMATION TECHNOLOGY



Land + Sea Civil Limited understand that using information technology (IT) is an essential part of all worker's roles and balance your work and life. But it should not interfere with your work duties or harm the business. This policy outlines what an employee can and cannot do when using these resources.



OBJECTIVE

The objective of this policy is to:

- Use IT and systems responsibly and reasonably.
- Set guidelines for the acceptable use of the internet, company email services, and company owned/issued electronic devices.
- Upskill workers on the safe use of internet, company email services, and company owned/issued electronic devices.
- Ensure that all computer systems, networks, and devices owned or managed by Land + Sea Civil are operated in an effective, safe, ethical, and lawful manner.

EMAIL

All email messages sent from a company email address in the 'From:' or 'Reply To:' header, must be accompanied by the approved disclaimer to the effect that the views of the sender may not represent those of the Land + Sea Civil.

- Disclaimer – "NOTICE - This email and any files transmitted with it are confidential and intended solely for the use by the intended recipient. Please notify the sender immediately by email if you have received this email in error and delete this email from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited. Any views expressed in this email are not necessarily the views of Land + Sea Civil Limited."

When sending an email to several people, the Bcc function should be used. This prevents disclosure of personal email addresses and means that the members of the group will be protected from any virus that penetrates the security system and is aimed at addressees.

An email from a Land + Sea Civil device or email address is effectively communication on behalf of Land + Sea Civil and may end up having a much wider distribution than intended.

Communications by email must be courteous and professional.

Employees should not say something in an email that they would not be comfortable putting in a letter or memorandum.

It is inappropriate to send heated messages or exchanges by email.

Land + Sea Civil do not monitor emails unless it is necessary, therefore all emails received and sent may be required to be disclosed.

You can use work email for:

- Work.
- Personal use during agreed break times.
- Personal use at work as long as it is at a reasonable level.

- Personal use outside work as long as it is at a reasonable level.

Email breaches of privacy represent a significant risk to Land + Sea Civil.

To minimise the risk of an email accidentally being sent to the wrong person, employees should always check the addressee carefully before sending an email.

To limit the possibility of a privacy breach when sending information by email to an external recipient, the following rules should be applied:

- a) When attaching a document(s), the document(s) should be opened and double checked to ensure it contains the intended information only; and
- b) The employee should double check that the correct recipient(s) and correct email address(es) is/are selected before sending the email.

INTERNET

The use of the internet is provided through the Land + Sea Civil password locked WiFi-network accessible from the yard, and through cellular data accessed through company mobile phones.

Access to the internet may be revoked by Land + Sea Civil at any time at its sole discretion.

Employees are responsible for ensuring their password is kept safe and confidential and for ensuring other persons do not make use of their access.

Web browsing is provided primarily for Land + Sea Civil business use and associated research and educational activities.

Access to the Internet may be used for incidental personal purposes provided that such use will not:

- directly or indirectly interfere with the company operation of information technology services or Email services; or
 - interfere with the user's employment or other obligations to the company; or
 - cause or be likely to cause damage to Land + Sea Civil's reputation; or
 - conflict with any company policies, regulations, or New Zealand legislation.
- be used for commercial purposes without the formal authorisation of Land + Sea Civil.

ELECTRONIC DEVICES - MOBILE PHONE, TABLETS, IPAD ETC.

Devices Including Mobile phones, Tablets, iPad are used as a communication tool as and when required but must not impose a risk to the health or safety of persons while at work.

The use of work and personal devices within the workplace is permitted at the discretion of the organisation for specific occasions/situations and must only be used following the Mobile Phone Procedures.

The following uses of Electronic Devices are considered unacceptable within the workplace:

- Messaging, where it is considered excessive by the Supervisor or is affecting work performance;
- Messaging or verbal messages that contain inappropriate or sexually explicit materials or content;
- The taking of personal calls, where it is considered excessive by the Supervisor or is affecting work performance;
- Messaging Supervisors/Managers to notify them of non-attendance at work;
- To intimidate, bully, harass or victimise any person or persons
- Make calls or texts with additional charges without permission first.

Ownership

- Devices & Mobile phones issued by the company remain the property of the company.
- They must be returned to the company if employment services cease.
- Land & Sea Civil's preferred carrier and phone plan structure must not be altered without prior authorisation.

Responsibilities

All workers are responsible for:

- Reporting damage, loss or theft of devices to the organisation so a replacement can be organised.
- Any damage or loss resulting from misuse of technology.
- Replacing a device, you lose or damaged either on purpose or because you were careless.
- Keeping any work devices safe and secure when they are outside the workplace.
- Limit the number of non-work related messages and calls
- Use a hands-free whenever available;
- Keeping the phone in a secure place, and in such a way as not to impede performance or pose a personal risk to yourself and others in the workplace;

Mobile Plant Operation

- The use of mobile phones while operating mobile plant or machinery is strictly prohibited.

Driving vehicles

- Land & Sea Civil strictly prohibits worker use of mobile phones (and other similar electronic devices, eg. ipads, e-tablets etc.) while driving a vehicle.
- Workers who are driving are required to stop the vehicle in a safe location so that a mobile phone or similar device can be safely used when making or receiving a call.

MONITORING

Land + Sea Civil may monitor and trace any internet, social media, or email use occurring on Land + Sea Civil equipment or accounts. This may include usage patterns, keystrokes, and any other activity on Land + Sea Civil's systems and emails.

Land + sea Civil may:

- Deny access to any website that is not essential for the execution of an employee's duties.
- Read any communication on Land + Sea Civil's system.
- Act on any behaviour/action observed through monitoring or tracking. Land + Sea Civil may access and/or disclose all information on its network and/or stored on its equipment including employee's computers, devices, and email without the employee's consent in order to ensure compliance with this Policy and the law.

Land + Sea Civil reserves the right to automatically block or isolate email attachments or unsolicited emails or an employee's access to emails or the internet from devices operated by Land + Sea Civil.

BREACH OF POLICY AND PROCEDURE

Any breach of this policies and procedure document will be investigated and dealt with. Any staff member found to be in breach of these policies may be subject to disciplinary action including dismissal.

This policy and procedure apply to all persons who work for Land + Sea Civil Limited, irrespective of their individual employment arrangement.