



Introduction:

The purpose of the internet and e-mail policy is to ensure that there is continuity of procedures in the usage of internet and e-mail within Sligo CIL. The internet and e-mail system are an important communications facility within the company and have provided us with contact with professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout. Company e-mail and internet facilities are monitored on a regular basis. Excessive or inappropriate use of these facilities will result in disciplinary action, up to and including dismissal.

Internet:

Where appropriate duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in Sligo CIL's name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. Intellectual property rights and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, leave an individual liable to disciplinary action which could lead to dismissal. These provisions apply to internet usage on company mobile phones also.

E-mail:

The appropriate use of the e-mail system is encouraged as its use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. These procedures set out the CIL's position on the correct use of the e-mail system.

Procedures:

Unauthorised or inappropriate use of the e-mail system may result in disciplinary action which could include summary dismissal.

The e-mail system is available for communication and matters directly concerned with the legitimate business of the company.

Employees using the e-mail system should give particular attention to the following points:

- all e-mail messages must comply with company communication standards,
- e-mail messages and copies should only be sent to those for whom they are particularly relevant,
- e-mail should not be used as a substitute for face to face communication or telephone contact. Flame mails (i.e. e-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding,
- if e-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system,
- offers or contracts transmitted by e-mail are as legally binding on the company as those sent on paper,

Sligo CIL will not tolerate excessive use of the e-mail/internet system for:

- personal reasons, where this interferes with work (e.g. social invitations, personal messages, blogging, jokes, cartoons, downloading music/films/clips chain letters, buying or selling of goods, accessing social networking sites or other private matters)
- unofficial or inappropriate purposes, including any messages that could constitute bullying, harassment or other detriment
- gambling
- on-line accessing or transmitting of pornography,
- transmitting copyright information and/or any software available to the user
- posting confidential information about employees of Sligo CIL or its service users and clients

Use of Social Networking Sites:

Any work related issue or material that could identify an individual who is a service user, or work colleague, which could adversely affect the company, the service user or our relationship with the service user, must not be placed on a social networking site, and includes access via any computer equipment, mobile phone or PDA.

Due to the lack of confidentiality on these sites, contact with clients/customers or their employees outside working hours must not make reference to Sligo Centre for Independent Living or discuss business related to Sligo Centre for Independent Living. Failure to abide by this policy may lead to disciplinary action which could result in dismissal depending on the seriousness of the breach.

Use of Social Networking Sites for Work Related Matters:

It may be a requirement that employees must use social networking sites to promote and further the development of the business. Any work or material created during the course of employment remains the property of the company, and is inclusive of any pages or contacts obtained on non-work computers or outside of normal working hours. Upon termination of employment staff will be required to turn over all contacts obtained via social media outlets and delete any profiles created under the heading of Sligo Centre for Independent Living during the course of employment.

Abuse of any Social Networking Profiles:

The company takes its responsibility towards its employees very seriously, and it will be considered an offence to abuse another employee's social networking profile on company time, by using company equipment, or which implicates the company in any way. Abuse of social networking profiles is considered to be the posting of offensive comments, pictures, links or otherwise on any employee's social networking profile/page. Any employee who is found to have abused any employee's account may be in breach of the Company's Harassment and/or Equality policies and may be subject to disciplinary action, up to and including dismissal.

Use of social networking sites during working hours is strictly forbidden, however if accessing these pages on designated rest breaks or outside of working hours an employee should not put himself in a position where his profile is susceptible to hacking by any other employee.

Monitoring:

We reserve the right to monitor all e-mail/internet activity by employees for the purposes of ensuring compliance with our policies and procedures and the relevant regulatory requirements and employees hereby consent to such monitoring. This includes monitoring of any additional accounts requested to be set

up for the purposes of performing work tasks, which are subject to the same rules as work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

Company's Right of Access:

Sligo CIL reserves the right and will exercise the right, when appropriate, to review, audit, intercept, archive, access and disclose all messages created, received or sent over the computer system. If requested staff are obliged to provide manager with all passwords for the computer system.

Virus Protection Procedures:

In order to prevent virus contamination of the software system the following must be observed:

- unauthorised software including public domain software, magazine cover disks/CDs or internet/world wide web downloads must not be used,
- all software must be virus checked using standard testing procedures before use,

Use of Computer Equipment:

In order to control the use of the Company's computer equipment and reduce the risk of contamination the following will apply:

- New software must first of all be checked and authorised by a nominated senior member of the Company before general use will be permitted.
- Only authorised staff should have access to the Company's computer equipment.
- Only authorised software may be used on any of the Company's computer equipment. Only software that is used for business applications may be used.
- No software may be brought onto or taken from the Company's premises without prior authorisation
- Unauthorised access to the computer facility will result in disciplinary action.
- Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

Company Mobile Phones:

A company mobile phone is provided for business use only and at all times will remain the property of the company. The company mobile phone is provided primarily to keep the company informed of matters which it needs to know, and to contact service users and staff as needed. The phone has to be kept charged and switched on at all times.

- Whoever has been issued with a company mobile phone, is responsible for the safekeeping and condition of the phone at all times and for any cost of repair or replacement other than reasonable wear and tear.
- Internet usage on company mobile phones is subject to the same provisions set out in our e-mail and internet Policy. The company reserves the right to monitor all communications made on the company mobile phones in order to ensure compliance with our policies and procedures.
- In the event that the phone is lost or stolen, the management must be notified immediately in order to cancel the number and arrange for a replacement.
- Upon termination of employment, should the phone be returned in an unsatisfactory condition, the cost of replacement or a proportionate amount of this, as decided by the company, will be deducted from any final payslip.
- Sligo CIL recognises that employees may have to make personal calls during working hours or outside normal working hours. Where it is deemed that an unreasonable amount of personal calls, texts or

data downloads have been made using the mobile phone, the Company reserves the right to deduct those costs, either through deduction from pay or otherwise as agreed and excessive use may result in disciplinary action.

Statements to the Media:

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by a nominated member of the company.

Communications:

Communications throughout the company are either through email or text

Mail:

All mail received by Sligo CIL will be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021