



USE OF TECHNOLOGY POLICY

Purpose and Scope

The purpose of this policy is to assist management and employees understand how technology services are to be used within the organisation. The objectives of the policy are:

1. To assist management in identifying misuse of technology provided
2. To advise staff of their obligations and rights in relation to use of technology provided

Responsibilities

The Manager of Productivity Services (Manager) and/or the Commercial Manager shall be responsible for ensuring that any misuse is dealt with accordingly.

All staff shall be responsible for adherence to the terms outlined in the policy

Policy Details

It is the policy of BPS that computers, software and other technology are resources to be used for company purposes only during designated work hours. Restricted personal use is permitted before or after work or during meal breaks.

The use of technology by BPS and its employees is necessary for conducting organisational business. It is expected that all employees shall utilise technology in the best interests of BPS at all times to assist in achieving the organisations' objectives.

BPS provided technology, regardless of type, is not to be used in any unlawful manner or as a device for delivery of offensive or objectionable communications. It must not be used in any way that is, or may be considered to be, destructive to either the organisation or its workforce or anyone associated with the organisation, or to its clients or suppliers, or to the general public.

BPS reserves the right to monitor internet traffic and review items sent or received through email where there is suspicion of misuse.

Use of Discs and USB Memory Sticks

BPS has an enormous amount of important data stored on computers in the workplace. The presence or introduction of a computer virus could seriously jeopardise the integrity of any stored data. Therefore, it is imperative that all discs and USB memory sticks are scanned for viruses prior to use, particularly those that are from an external source.

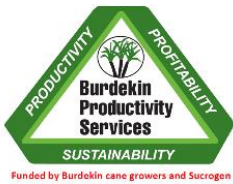
Piracy

All software written for, or purchased by BPS is the company's property and is protected by copyright or protected by a contract that the company has agreed to. No programs or data are to be copied for personal use or given to anyone outside the company without first obtaining written approval from the Manager.

Use of Email and Internet

Email and computer systems are company property for use by staff for authorised company business. Staff should practise discretion when using this property and refrain from using it for any unauthorised personal business.

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Email and the internet are an important business tool for BPS. Many employees rely on email and the internet for communications within and outside the organisation. It is important that employees treat this form of communication as seriously as other forms of business communications.

Examples of inappropriate use of computers include, but are not limited to the following:

- > Viewing of inappropriate material which is offensive, obscene, indecent, pornographic, or in bad taste;
- > Unauthorised accessing or downloading of data;
- > Unauthorised revealing or publicising proprietary or confidential information;
- > Uploading or downloading commercial software in violation of its copyright;
- > Uploading software or electronic files without reasonable virus protection measures in place; and
- > Intentionally interfering with the normal operation of BPS technology systems. This includes introducing malicious software onto the company network.

Email is regarded as an official business communication tool and thus is subject to normal business protocols of professionalism and confidentiality.

Staff must treat email with the same caution, respect and courtesy as they would treat regular mail.

BPS strictly forbids transmission of messages that are:

- > Offensive, obscene, indecent, pornographic, or in bad taste;
- > Abusive and/or threatening of violence;
- > Illegal;
- > Discriminatory, or a form of harassment; and
- > Against company policy or contrary to the best interest of BPS. This includes, but is not limited to sharing of confidential information, trade secrets or making defamatory comments about other employees or the company in general.

Passwords

Employees who are required to use computers and software will be given passwords. These passwords must be kept confidential at all times. It is the individual's responsibility to ensure that these passwords are never left unprotected or unsecured.

Stealing, using or disclosing someone else's password without authorisation shall result in disciplinary action and may result in dismissal where appropriate.

Safe practice is to change passwords on a regular basis.

Personal Use

By providing employees with internet and email access, BPS accepts limited use of organisation facilities for personal use, providing this usage does not in any way interfere with the individual's performance of their duties, or cause a breach of the policy above in regard to acceptable use. All personal use should occur before or after work or at meal breaks.

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Telephones

To ensure effective communication whilst maintaining a high level of customer service and to project a positive image to our customers, staff should always use an appropriate greeting when answering the telephone. It is best practice to confirm information received from the caller and to hang up after the caller has done so.

All calls should be kept to the minimum time necessary to conduct the business at hand, in order to reduce costs and prevent the phone lines from becoming unnecessarily tied up.

Use of Company Mobile Phones

Where BPS provides employees with a mobile telephone, all calls, SMS and MMS messages are to be for business purposes unless otherwise specifically stated in the employee's contract of employment. This communication must not contain offensive material as outlined above. Personal calls may be permitted so long as the call cap is not exceeded.

If mobile phones are used when driving a motor vehicle, acceptable hands-free devices must be used. SMS messaging is not permitted whilst driving a motor vehicle under any circumstances.

Phones are to be used in a safe manner when driving a vehicle. This means that drivers shall be safely parked before dialling and conducting telephone conversations because there is a greater risk of driver distraction when using a mobile phone.

When the motor vehicle is unattended please ensure that the mobile phone is not visible, this will reduce unwanted attention and damage to the vehicle.

Calls and SMS messages must comply with the Guidelines for Acceptable Use above.

Personal Calls

BPS telephones are provided for the conduct of its business. Any use of BPS telephones for the conduct of any other business for the financial gain of any other party is expressly prohibited.

Employees are expected to exercise discretion in using organisation telephones when making local personal calls. These calls should be kept as short as possible in the interests of minimising disruption to work.

Personal use of telephones for long-distance and time-charged calls is not permitted without the approval of Management, unless there are circumstances, such as an emergency, that would justify such use.

Enabling an internet hotspot on a company owned mobile phone is strictly prohibited unless it is for the purpose of conducting urgent company business. Personal use of this feature is strictly prohibited.

If an employee is on a personal telephone call and is required to return attention to work, that call should be terminated as a matter of urgency.

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During work periods, employees are not to use their personal mobile telephones unless it is approved by prior arrangement with management. Before the commencement of duties, employees must turn their personal phones off and secure them. Employees may attend to their personal phones during meal breaks.

Use of Photocopiers and Facsimile Machines

Use of photocopying and facsimile machines for personal use is not permitted without first obtaining approval from Management.

Use of Mail System

The handling of personal mail is not an organisation responsibility. BPS cannot and will not assume any responsibility for loss or damage to the contents of personal mail.

The use of organisation-paid postage for personal correspondence is not permitted.

Consequences of Breach of Policy

Breach of this policy may lead to disciplinary action, up to and including summary dismissal.

Approved by the board of Burdekin Productivity Services Ltd. on 9th August, 2016.

Signed: CJ Hesp (Board Chairman)

The full contents of this policy have been explained to me and I fully understand the contents of this document.

Name	Signature	Date
Rob Milla		
Mark Rickards		
Marian Davis		
Ray Hildebrandt		
Dave Paine		
Brendan Arboit		
Ash Wheeler		
Terry Granshaw		
Tiffany Hunt		
Brendan Montafia		

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