



## COMPUTER, INTERNET AND EMAIL POLICY

Wasco (Australia) Pty Ltd (Wasco) will provide computers and associated software as appropriate for employees to perform their work. This policy details the restrictions and obligations that Wasco employees (staff, casual and contract) must comply with regarding the use of Wasco computers.

The success of this policy depends on all personnel that are provided with computers, to take responsibility for ensuring their computer is used appropriately and in accordance with this policy.

The company strives for the highest standard and promotes best practice in all its activities, including our communications and general business activities through the use of computers and other technology.

### ***THIS POLICY REQUIRES THAT;***

- Wasco computers, internet accounts and email addresses shall not be used for private purposes;
- Downloading or installing software, including games, using Wasco internet accounts and email addresses or other means is not permitted;
- Wasco employees agree to allow Wasco access to all information/usage at any time to all internet or email accounts and computers that have been provided by Wasco to the employee;
- Wasco employees who have been provided with a Wasco email address and/or internet access and computers are responsible for the use of those facilities;
- Wasco does not condone and will not tolerate the use of Wasco computers, internet accounts and email addresses that involves obscene and otherwise inappropriate material.

Wasco is committed to ensuring that this policy is maintained and implemented by all employees within the company.

Mel Whyte  
President  
Wasco Australia

09 March, 2017

