



# HALLS HEAD BOWLING & RECREATION CLUB INC

## EMAIL AND INTERNET POLICY 2023-2024

The objective of this policy is to ensure that all employees are aware of their rights and obligations when using email and the internet at the Club.

### **SCOPE**

Email and internet access are workplace tools that facilitate communication and information- sharing. Staff access to email and the internet is a privilege that must not be abused at any time. Examples of unacceptable use of email and the internet include, but are not limited to:

- a) sending or forwarding pornographic or other material that could be perceived as offensive;
- b) searching for, accessing or viewing emails with pornographic attachments or other material that could be viewed as offensive, or navigating through websites with pornographic or other material that could be perceived as offensive;
- c) spending large quantities of time sending or forwarding emails or website links that are not work related;
- d) spending large quantities of time searching for, accessing or, viewing attachments from emails or surfing websites that are not work related.

Staff who require access to email or the internet at the Club shall request express permission from Management or the Bar Manager to use these facilities. Accessing email and the internet at the Club must only be done during working time and not otherwise, unless permission is obtained in advance.

### **BREACH OF POLICY**

The Club has an obligation to consistently apply and enforce this policy. Likewise, staff must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

## Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed: \_\_\_\_\_

Club President

Date: 15<sup>th</sup> June 2023

Signed: \_\_\_\_\_

Club Secretary

Date: 19<sup>th</sup> June 2023

Next policy review date is June 2024