

## 3.18 ELECTRONIC MAIL / INTERNET

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### Document History

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		HR Manual Adopted by Council	05/08/03
		Amendment adopted by Council	21/10/03
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### INTRODUCTION

Electronic mail (email) has become an important means of communication around the world that offers an effective form of transmission that combines informal, instantaneous and direct person contact with the permanence and non-intrusive nature of a letter or minute. It also has the advantage that it is easy to use and is more economical than both paper and telephone.

### OBJECTIVE

- To provide guidelines to all employees of the Coomalie Community Government Council on the correct and proper use of the electronic mail / internet facility.
- To promote the effectiveness of the organisation email / internet facility and the opportunity of improving response times to incoming mail.

### POLICY STATEMENT

#### 1. Incoming email transmissions at employee's desktop

Employees receiving email should consider it similar to correspondence, telephone messages / calls received and deal with it as soon as possible.

#### 2. Inappropriate use of email / internet

The email / internet service provided by Council is for official use only and should be confined to business matters relating to the Coomalie Community Government Council.

The right to use email / internet may be withdrawn if it is used inappropriately. The following are some examples of inappropriate use:

- a. Distribution of material that contains derogatory, inflammatory, insulting or libellous or pornographic information about any person(s).

- b. Abusive or otherwise objectionable language in either external or internal messages.
- c. Sending of illegal messages and chain letters.
- d. Intentional sending of large messages or attachments to large groups of recipients. A large message is one that exceeds 20 pages of text or contains more than two (2) photographs.

## **5. Encounter of controversial material**

Unfortunately, the Coomalie Community Government Council is powerless to prevent any inappropriate email being received at a particular email address, but it will in no way condone any pornographic or offensive email being forwarded on to any person, either as a knowing recipient of the material, or as an unknowing recipient of the material.

The Coomalie Community Government Council considers such material totally inappropriate to the workplace and expects that any person who receives such material will immediately delete it from the system.

Should you receive such email, you should report this to your Manager, as it is our practice to advise the organisation that hosts the sender, that such an email is being sent from their organisation and asking them to prohibit the sending of such emails to us.

The sending of offensive or pornographic emails may expose the Council to claims of sexual harassment, which further emphasise the reasons behind the obvious restrictions placed upon this type of material.

Given the Coomalie Community Government Council strong opposition to this matter, it must be understood that any person who is found to store this material in their own private folders, or who forwards this material onto any other person, either within our internal network or by external email, will have their email services terminated immediately.

## **6. Disciplinary action**

The following action will be taken against employees who act in contravention of this policy:

- i. the appropriate Manager will warn the employee and advise them not to re-offend; and
- ii. employees who continue to disregard the policy will be formally warned and then may face suspension pending court action and / or dismissal if the offence is considered to be of a serious nature.

*NOTE: Any offence associated with inappropriate use Clause 2 (a to e), will be automatically classified being of a serious nature.*