

Watling Tyres Computer Policy

It is vital that the following procedures are adhered to. It will be a disciplinary offence not to comply with these instructions and, in a serious case, this could include summary dismissal.

Use of Software

No software is to be loaded onto any PC without approval by a Director. Software for which we only purchased one licence must be used only on the machine it was purchased for, and not loaded onto extra machines. Software from magazines, games etc must not be loaded onto your computer.

If there is any software already on your machine for which you are unsure whether we have a licence, please give the details to the Company Secretary. Machines will be checked at regular intervals to ensure all software is legal.

Viruses

You may not upload data, files, programmes etc from outside sources onto your PC without your Reporting Manager's permission.

In instances when we need to use external data, all discs containing such data must be virus checked before being loaded onto your computer. This can be done using the virus checker software on your PC.

In addition, discs and tapes that have been used on computers other than those owned by the Company should also be virus checked. If you are uncertain how to carry out this procedure, please discuss it first with your Reporting Manager.

Other Miscellaneous Rules regarding Internet & Email at Work

- Passwords for access to the system are confidential and must not be revealed to other employees.
- Playing games on the system, or individual computers is forbidden except in authorised breaks.
- Upon the discovery of computer virus and/or corrupted information, your Reporting Manager must be advised immediately.
- Access to Internet is restricted to work use. Private use is forbidden except in authorised breaks.
- The sending of e-mails is restricted to business use only.

- The creation, generation, and distribution of material that is offensive on the grounds of sex, race, colour, nationality, religion or belief, ethnic or national origin, marital or civil partner status, sexual orientation, political opinion/affiliation, age or disability is forbidden.
- It is forbidden to use the computer system to generate and/or distribute material which is offensive to or ridicules other employees.
- The storage of any kind of offensive material (including pornography) on the computer system is expressly forbidden.
- In these rules' material will be considered offensive if it causes distress to the person who receives or discovers it.
- The Company considers any breach of these rules to be Gross Misconduct for which the normal sanction will be summary dismissal.