



# Email & Internet Policy

**This Subsea & Pipelines Engineering Consultancy (SPEC) Policy affirms the responsibilities, commitments and actions of the Company, its Directors, employees, contractors and associates in meeting the Company's standards for the use of email and the internet on computers, phones and tablets used for Company business.**

## Our Commitment

It is the Policy of SPEC to ensure that personnel utilising electronic or telecommunications devices provided or used for company business may not use the internet or email, including social media, for non-company purposes, and must avoid accessing, viewing or passing on sites or files that may be considered pornographic, immoral, unethical, defamatory or harassing.

## Our Actions

Personnel utilising Company hardware and devices, and company provided services such as the internet, email and social media undertake to:

1. Access the internet for company purposes only, and never access or view sites, files or social media postings that may contain pornographic, discriminatory, abusive, harassing or otherwise immoral or unethical content, or violate copyright law.
2. Consider the risk of hacking, malware and spyware when visiting any website or opening any email from any source, even when on company business. If unsure, consult IT.
3. Only access or download files, software or content when authorised to do so by this Policy or when given express permission.
4. Never divulge any confidential or sensitive information regarding the company, its personnel, clients and associates, by phone, email, internet or social media.
5. Ensure that all email documents sent on behalf of the company include official company footers and contact information, as well as any required disclaimers and privacy messages.
6. Return all phones, tablets, computers and other devices provided by the company at the conclusion of employment.
7. Report any behaviour that may breach any part of this policy to the Supervisor, Manager or Director responsible for the conduct of this Policy.

**Matt Lancien**  
Principal Engineer & Company Director