

HSEC Services provided email and Internet services is provided for the purpose of conducting company business only.

Email is to be used for HSEC Services business and the content of emails to and from company computers is required to conform to published company values and the laws of the countries within which the email is sent both to and from.

HSEC Services or Client confidential information must not be shared outside of HSEC Services, without written authorisation by the Country Director and the legal owner of the information

Conducting personal business using HSEC Services Information Technology is not acceptable unless authorised.

Viewing pornography, or sending pornographic jokes or stories via email, may be considered sexual harassment and will be addressed according to our policy. Emails that discriminate against employees or consultants by virtue of any protected classification including race, gender, nationality, religion and so forth will not be accepted.

HSEC Services is responsible for any communication sent via email or stored on HSEC Services equipment and communication servers. Data belonging to HSEC Services will be delivered up to Management and other appropriate staff from all consultants or employees on leaving the company.

Internet use on HSEC Services time is authorised to conduct HSEC Services business only. Under no circumstances may HSEC Services computers or other electronic equipment be used to obtain, view or reach any pornographic or otherwise immoral, unethical or non-business related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Software needed in addition to the Microsoft Office suite of products must be authorised by Management and downloaded by the IT department only.



Keith Griffin  
Managing Director  
HSEC Services  
14 July 2014

