

E mail and Internet Policy

IMS HRD 003

Version 1.10

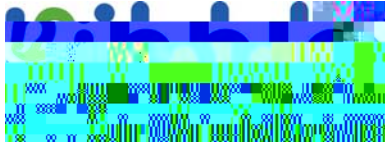


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Document Number



Document Number IMS HRD 003

KRD Number 2010 03 001

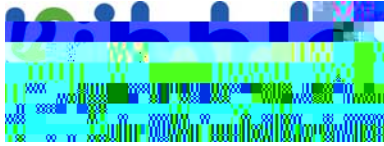
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- 4.3.4. Email messages that reflect badly on Kibble or could expose it to legal liability must not be sent. Emails sent by a member of staff are equivalent to sending a letter on Kibble headed notepaper and an equivalent level of care should be exercised.
- 4.3.5. It is inappropriate use of email and the internet for employees to access, download or transmit any material which might reasonably be considered to be obscene, abusive, sexist, racist or defamatory or intended to harass or intimidate another person.
- 4.3.6. Try not to create email congestion by sending trivial messages or unnecessarily copying Emails. Employees should regularly delete unnecessary Emails to prevent over burdening the system.
- 4.3.7. Employees should be aware that the email system is not designed as an efficient system for the long term storage/archive of important information. Emails, which you need to retain for record keeping purposes, should be printed as 'hard copies' or saved in text/html format within your working directory structure.

4.3.8. By

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5. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Additions

Please see the section 7, . The information in this document outlines the proper etiquette to be used when sending and receiving email. This information should be looked upon as Qý e ŠQôf

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