

## COMPUTER USAGE – CODE OF CONDUCT

The use of the Mike Carney Toyota computers and networks is governed by the following code of conduct. This Code of Conduct is designed to help you understand Mike Carney Toyota's expectations for the use of the computer systems. It sets out the appropriate standard of behaviour for all employees accessing on-line services.

Employees should note that email can be subject to court orders for production as evidence in the course of litigation.

Mike Carney Toyota provides its employees with access to e-mail, computer and internet facilities to allow effective business communications and for use in information gathering and storage. This policy applies to all usage of information technology whether it is onsite, off site, after hours, during working hours, and via a Mike Carney Toyota computer or a personal computer dialing into the Mike Carney Toyota server.

The purpose of this policy is to provide guidelines for all individuals and entities that use, or require access to, the Mike Carney Toyota IT environment, whether managers, employees, contractors, consultants, agents or representatives of Mike Carney Toyota to clarify what constitutes appropriate conduct and usage of the facilities.

All users of the facilities must read this policy carefully and observe its requirements.

Failure to comply with this code of conduct and /or directions given by your Manager can result in action including:

- Disciplinary action regarding "inappropriate use" of the facilities.
- "inappropriate use" of the facilities is not limited to unlawful conduct and will occur whenever your Manager or his/her designate is of the opinion that a user has used facilities contrary to this code of conduct.
- Cancellation of access to any or all of the facilities; or
- Dismissal from employment.

An employee may be directly liable under Federal and State legislation for unlawful use of Mike Carney Toyota's facilities.

### **Unacceptable Usage**

Mike Carney Toyota users must not use the facilities to:

- Engage in any activity which is likely to be considered unlawful under legislation or inappropriate in the opinion of your Manager or his/her designate.
- Annoy, interfere with or disrupt the reasonable use of Mike Carney Toyota network by any other user.
- Gain unauthorised access to information or other computer networks.
- Breach any other Mike Carney Toyota policies.

## **Access, Storage and Distribution of Offensive Material**

Mike Carney Toyota users must not draft, look up, store or distribute any material (including e-mails, screensavers and internet sites) which may be offensive to other persons.

“Offensive Material” includes but is not limited to comments, opinions, jokes, pictures or executable files that may be of sexual, racist or otherwise discriminatory nature.

## **Defamation**

Defamation occurs when a statement or publication injures the reputation of another person. Defamation can be a civil action or a criminal offence under relevant legislation. A user may be sued for defamation. Users are forbidden from distributing potentially defamatory comments by e-mail, mailing lists, notice boards or any other media.

## **Copyright**

Copyright protects the exclusive right of the copyright holder to copy, publish, perform, broadcast and sell copyrighted material. Examples of possible breaches of copyright include forwarding e-mails or copying or downloading copyright material (including computer programs, newsletters, screensavers, sounds and images that have copyright protection).

Users must respect the copyright and any other intellectual property rights of third parties. A user cannot download material from the internet or otherwise receive and use information that is owned by a third party unless they have the written permission of that party.

As a general rule, downloading from the internet for all purposes will require permission of your Manager.

## **E-Mail Usage**

Mike Carney Toyota automatically scans all e-mails for viruses. If an email is suspected of containing a virus, both the sender and the recipient of the email are notified and the email is deleted.

Users of e-mail must:

- Only use e-mail for “business purposes” which relate to Mike Carney Toyota and the direct nature of Mike Carney Toyota's business;
- Delete e-mails from unknown origins without opening them to view their contents;
- Virus check any attachments from outside Mike Carney Toyota prior to opening and advise your system administrator of any documents found to contain viruses. The person sending the infected file, should also be requested to install or update their virus checking software to prevent further contamination;
- Print copies of any e-mail messages, your manager directs you to or which need to be kept for specific periods of time as required by legislation;
- Respond to any system support request to reduce the size of e-mail files in a responsible manner; and
- Comply with all terms of this policy.

## **Internet Usage**

### **Personal Use**

Mike Carney Toyota acknowledges the internet may on occasion be used for 'personal use', but reserves the right to limit such use.

### **Access to Sites**

Users should be aware that internet sites accessed by users could record Mike Carney Toyota's name. Mike Carney Toyota monitors sites that users are accessing and it reserves the right to do so. Mike Carney Toyota system administrators can monitor the date and time that websites were visited and the duration of site visits can be logged.

Mike Carney Toyota reserves the right to publish figures which disclose how often a user has been using the internet to their manager or to those administering the system.

A user who accesses inappropriate or offensive material may be dismissed from his or her employment.

### **Other Monitoring**

Mike Carney Toyota reserves the right to monitor the use of its computer network and maintain records detailing the time, date and identity of persons logging into Mike Carney Toyota network. Network disk drives are scanned regularly for unofficial files, especially executable files, large images and videos.

### **Requirements for Usage**

- Only use the Internet and email for legitimate business purposes related to your job. However, permission from your manager may be sought to use the Internet in non-work time for study, research or other reasonable purposes. 'Legitimate business purposes' does not include social club, trade union or employment relations matters unless the specific permission of the Dealer Principal/ General Manager has been obtained.
- Do not use company time and resources for personal gain.
- Do not send chain mail in any format, including email.
- Do not, without express authority, access (hack) any computer, whether owned by the company or by any other organisation. This behaviour is illegal, leaving employees liable to criminal prosecution as well as disciplinary action by Mike Carney Toyota
- Do not use another employee's pc or access to gain unauthorised access to the Internet or on-line services.
- When you send mail on the Internet, do not include highly confidential information.
- Do not use the Internet for the creation of legal or contractual obligations unless specifically authorised by senior management.
- Users must comply with all applicable local, state and federal laws and regulations.
- Do not connect to personal (i.e. employee subscribed accounts) Internet or on-line services during working hours using personal or company equipment.

### **Discrimination and Sexual Harassment**

- Do not use the internet or email to send defamatory, threatening or obscene messages to other employees or to anyone outside the company.
- Do not use the internet or email to send racially and or sexually harassing messages or other illegal communications to other employees or to anyone outside the company.

- Do not download, retrieve or send sexually explicit, racist or otherwise discriminatory or illegal material from the Internet or from email at any time while you are on work premises, or while using Mike Carney Toyota computers outside of work premises. This behaviour is considered serious misconduct and will result in the instant dismissal of the employee(s) involved unless the employee is able to reasonably explain the occurrence as accidental or unintended.

### **Breach of the Code**

Failure to abide by the Computer Usage Code of Conduct may result in disciplinary action. In cases of serious breaches, such as accessing sexually explicit material from the internet, the employee(s) involved employment will be terminated. If this breach, involves accessing illegal material the matter will be handed over to the relevant law enforcement authority.