



## INTERNET, PHONE AND EMAIL POLICY

Voice mail, email, and internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Gongues Constructions Pty Ltd (Gongues Constructions) business. Some job responsibilities at Gongues Constructions require access to the internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorised, for company purposes, may use the internet or access additional software.

### Software access procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorised by your supervisor and downloaded with the preapproval of Senior Management. If you need access to software, not currently on Gongues Constructions network, consult with your supervisor and/or Senior Management.

### Mobile Phone usage at the workplace

Senior Management, Project Managers and Site Supervisors are exempt from this requirement.

Workers are not to use mobile phones or personal listening devices (i.e. MP3 players, etc.) during work hours. Phones are to be left in the site shed or vehicle or away from the desk and only used during designated breaks.

The following uses of mobile phones are considered unacceptable within the workplace:

- Text messaging, where is considered excessive by the supervisor or is affecting work performance.
- The taking of personal calls, where is considered excessive by the supervisor or is affecting work performance.
- Text messaging supervisors/managers to notify them of non-attendance at work.
- When operating mobile plant.

### Internet usage

Internet use, on company time, is authorised to conduct company business only. Internet use brings the possibility of breaches to the security of confidential company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorised people, outside Gongues Constructions, potential access to company passwords and other confidential information.

Removing such programmes from Gongues Constructions network requires it staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit internet use.

Additionally, under no circumstance may company 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.

### Email usage at company

Email is also to be used for company business only. Company confidential information must not be shared outside of Gongues Constructions, without authorisation, at any time. You are also not to conduct personal business using Gongues Constructions computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business-related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our EEO, bullying, harassment and discrimination policy.

### Emails that discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the EEO, bullying, harassment and discrimination policy.

These emails are prohibited at Gongues Constructions. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.



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### Company owns employee email

Keep in mind that Gongues Constructions owns any communication sent via email or that is stored on company equipment. Management and other authorised staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created, stored or received at work.

The policy is a public document; it shall be clearly displayed and made available to all interested parties.

This policy applies to all sites where Gongues Constructions is performing work and covers all our activities and services.

This policy shall be reviewed every three (3) years to maintain suitability, adequacy, and effectiveness to the organisation and has been authorised for use by the following Directors;

Mr Carlos Gonçalves

Mr Herculano Gonçalves

Mr Aladino Domingues