APPENDIX 21A – EMPLOYERS’ HANDBOOK

**POLICY AND GUIDANCE CONTENTS CHECKLIST**

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| **TOPIC** | **ISSUES** |
| **ACCESS** | * Who is entitled to use email? In most companies, it would be difficult to justify denying any particular groups access to this valuable communication tool. * How to get access to email? * Who is entitled to access the web and when? * How to get access to the web? |
| **PASSWORDS** | • Rules for choosing a password.  • Rules for changing a password.  • Warning on disclosing passwords.  • Rules on password-access to other companies’ websites. |
| **WEB** | • Prohibition on access to certain websites.  • Limitations on browsing the web for non-business purposes.  • Rules for adding information to your own website.  • Guidelines for responding to website enquiries. |
| **DOWNLOADING** | • Prohibition on downloading offensive material.  • Information on the implications of copyright laws.  • Guidance on the use of unverified information. |
| **EMAIL** | • Limitations on private use of email.  • Restrictions on content of e-mail.  • Rules for email distribution.  • Rules on disclosing email addresses.  • Legal position regarding defamation and inappropriate advice. |
| **MONITORING** | • Notification that website access may be monitored.  • Notification that email may be intercepted and read. |
| **DISCLAIMERS** | • Wording to use in disclaimer.  • Documents which require disclaimers. |
| **DISCIPLINARY PROCEDURES** | • Sanctions which will be imposed for breaching the policy. |